**Narrative for cashflow report**

The anticipated cashflow fopr the year is forecast in Sept based on known budget income and expenditure and other know or expected transactions that will go through the bank.

The Jan and April re-forecasts involve matching the Sept-Dec (or Sept-Mar), forecast figures to the actuals and then re-forecasting the remaining expected expenditure over the remaining months.

The report includes all tabs of the Excel workbook which are:

* **Forecast (Current)–** this is where we forecast the cashflow for the year. This page is updated in Jan and April to reflect revised cashflow patterns throughout the year.
* **Actuals** – This shows actual income and expenditure compared to forecast for each month.
* **Notes (Current)**– this shows the breakdown of categories and how\why we have forecast the way we have. This is mainly operational and used by Dawn and myself but I’ve left it in for reference in-case it was of interest.

The archive tabs for the forecast and notes as of SEPT and JAN are also there for reference. Again, these are mainly for operational use.