

Facility Name: _____

Costs

Payroll	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Year
Wages & Benefits													
Other (Travel, Fringe Benefits, etc.)													
Subtotal													

Services & Supplies	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Year
Ongoing Expenses													
One-Time Expenses													
Subtotal													

Rent/Mortgage	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Year
Monthly Payment													

Revenue

Revenues	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Year
Ongoing Revenues													
One-Time Revenues													
Subtotal													

Total

Totals	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Year
Total Expenditures													
Total Revenue													
Surplus/Deficit													

Total Cash Surplus/Deficit: _____

Prepared By: _____
 Preparer's Signature: _____

Preparer's Job Title: _____
 Preparer's Phone Number: _____

Instructions and helpful tips on how to fill out the CCE Estimated Cash Flow Document

- Enter your facility name in the top box
- Only enter information in the monthly boxes
- Months are from April 2023 – March 2024 (months differentiated by darker header color)

Example below:

Dec 23	Jan 24
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- Subtotal and Total boxes will auto-calculate
- Ongoing expenses examples include (but not limited to):
 - Utility bills
 - Landscaping
 - Housekeeping
- One-time expenses include (but not limited to):
 - Appliance repairs
 - Items you needed to repair or replace that does not occur regularly
- Rent/Mortgage is payments you pay to your landlord/lender
- Ongoing revenues include (but not limited to):
 - Sources of income your facility makes regularly
 - Rental income from residents (all residents)
- One-Time revenues include (but not limited to):
 - Donations made to your facility
 - Grant funding received (non-CCE)

Tips

- Does NOT have to be prepared by a tax professional
 - It can be if you'd prefer, but is not mandatory
- You may include supporting documentation in addition to this form to show your financial need (bank or tax documents) but it is not required