Cash Calendar

NAME:

Ann Youlee runs a business that prints calendars. She has provided details of transactions that took place in March (Task 1) and October (Task 2). For each month, complete the tables provided.

TASK 1 – MARCH

MARCH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	£1,567 in the bank 1	2	3	Ordered Paper & paid £1,000 4	5
6	7	8	Received paper ordered on the 4th 9	10	11	12
13	Products sold for £3,000 to be received next month 14	15	16	Received £4,800 from sales made last month 17	18	19
20	21	22	23	24	Factory rent of £1,000 paid 25	26
27	28	£500 bill payable now for ink used this month 29	30	£1,500 used to pay staff wages 31	1	2

PROFIT FOR MARCH	
Total Revenue =	
Fixed Costs =	
Variable Costs =	
Profit =	

CASH POSITION IN MARCH	
Cash at start of month =	
Cash received during month =	
Cash spent during month =	
Cash left at end of month =	

TASK 2 – OCTOBER

OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	£4,723 in the bank 1	2	3	4	Ordered Paper & paid £1,200 5	6
7	8	9	Received paper ordered on the 5th 10	11	12	13
14	15	Ordered Paper & paid £1,300 16	17	18	Received £3,350 from sales made last month 19	20
21	Received paper ordered on the 16th 22	23	Products sold for £8,000 to be received next month 24	Factory rent of £1,000 paid 25	26	27
28	29	£2,000 paid for ink used this month 30	£2,000 used to pay staff wages 31	1	2	3

PROFIT FOR OCTOBER	
Total Revenue =	
Fixed Costs =	
Variable Costs =	
Profit =	

CASH POSITION IN OCTOBER	
Cash at start of month =	
Cash received during month =	
Cash spent during month =	
Cash left at end of month =	