EQUILIBRIA STRATEGIES

WORKSHEET / OPERATIONS & RESOURCES

Weekly Money Picture

Bring cash balances, expected receipts, required payments, and weekly decisions into one working view.

Week beginning

Cash on hand	Unrestricted cash	Restricted cash	Receivables due

Keep the cash categories clear

Restricted cash may not be available for general operations. Cash on hand can include restricted and unrestricted balances; receivables are expected receipts, not cash already in the bank. Do not add these four figures together.

Income expected this week

Source	Amount	Confidence	Expected date	Notes

What receipts need confirmation or follow-up?

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WORKSHEET / OPERATIONS & RESOURCES

Weekly Money Picture

Required payments and decisions

Required expenses this week

Expense	Amount	Due date	Priority

Decisions needed this week

Calls / follow-up

Notes / risks

Questions to ask together

What cash can we use today? What must be paid first? What can wait? Who needs to know? Check restrictions and commitments with the people responsible for finance and oversight.

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