Working capital and service-obligation estimator

Use one date. Enter each amount once. Add the lines marked Add, subtract the lines marked Less and write the total yourself. Ask your accountant to confirm the categories and treatment; this PDF does no sums.

Business and schedule date

Balance	Direction	Amount (£)	Agreed treatment / evidence
Debtors excluding retentions	Add		
Retentions within total debtors	Add once		
Stock, including job allocations	Add		
Separate signed-off/unbilled work	Add		
Suppliers and subcontractors	Less		
Customer deposits	Less		
Advance service payments / visits owed	Less		
Working capital on chosen definition	Total		

Open item, adviser or evidence owner, next action and review date

Retentions stay within debtors. Stock allocated to a job must not also enter unbilled work. Keep cash, borrowing and tax balances separate for adviser review. Record the agreed treatment beside each line before comparing months or a completion target.

Type your answers in and save a copy, or print the page and fill it in by hand. Nothing you enter is sent to us.