

Security completion cash worksheet

Use page one for the agreed operating balance at a stated date. Use page two for the cash dates. Confirm included lines with your advisers; add the Add lines, subtract the Less lines and write the total. The PDF does no sums.

Business and schedule date

Operating balance	Add or less	Amount
Customer receivables, including any retained amounts once	Add	£
Owned installer stock under the agreed definition	Add	£
Operating prepayments for remaining service	Add	£
Trade payables	Less	£
Earned payroll not yet paid	Less	£
Customer advances for work still to deliver	Less	£
Working capital under the agreed definition	Total	£

Agreed definition, exclusions, cut-off and debtor ageing or disputes. Keep cash and borrowing separate.

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.

Security cash dates and evidence

Start with the verified bank balance. Record actual dates and amounts for the lines below, using the notes for further entries. Calculate closing cash as opening cash plus receipts less payments. Carry it forward between dates. Keep uncertain receipts marked as uncertain.

Business and opening bank balance with date

Cash line	Date	Amount (£)	Evidence or uncertainty
Receipt: approved guarding invoice			
Receipt: queried timesheet invoice			
Receipt: installation or other			
Payment: employee payroll			
Payment: subcontracted cover			
Payment: monitoring supplier			
Payment: stock or other cost			
Calculated closing cash			

Additional dated entries, changed receipt case, resulting cash gap and agreed next action with owner.

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.