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WORKING CAPITAL (CASH) NEEDS ASSESSMENT TEMPLATE

FOR THE REGIONAL RELIEF AND RECOVERY FUND (RRRF) APPLICATION FOR FINANCIAL ASSISTANCE

BUSINESS NAME:	ADDRESS:

SIX MONTH WORKING CAPITAL NEEDS ASSESSMENT (Start date as early as March 15, 2020)							
VARIABLE COST ESTIMATES	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Total
Cash in Bank Account (Opening)	\$	\$	\$	\$	\$	\$	\$
Cash Collected from Customers (Accounts Receivables, Monthly Sales)	\$	\$	\$	\$	\$	\$	\$
Accounts Payable (Paid) - includes raw materials and inventory	\$	\$	\$	\$	\$	\$	\$
Other Revenue (Collected)	\$	\$	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$	\$	\$

OTHER GOVERNMENT SUPPORT							
Canada Emergency Business Account (CEBA)	\$	\$	\$	\$	\$	\$	\$
Business Credit Availability Program (BCAP)	\$	\$	\$		\$	\$	\$
Canada Emergency Wage Subsidy (CEWS)	\$	\$	\$	\$	\$	\$	\$
Canada Emergency Commercial Rent Assistance (CECRA)	\$	\$	\$	\$	\$	\$	\$
Other Federal (CERB, IAP, etc.)	\$	\$	\$	\$	\$	\$	\$
Provincial and Municipal	\$	\$	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$	\$	\$



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FIXED COST ESTIMATES (RRRF-Eligible)	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Total
Rent	\$	\$	\$	\$	\$	\$	\$
Rent or Lease of Equipment and Machinery	\$	\$	\$	\$	\$	\$	\$
Salaries and Benefits	\$	\$	\$	\$	\$	\$	\$
Property Taxes	\$	\$	\$	\$	\$	\$	\$
Utilities	\$	\$	\$	\$	\$	\$	\$
Cleaning Supplies	\$	\$	\$	\$	\$	\$	\$
Additional Safety Measures	\$	\$	\$	\$	\$	\$	\$
Bank Interest/Charges and Loan Repayment (Interest Only)	\$	\$	\$	\$	\$	\$	\$
Line of Credit Interest	\$	\$	\$	\$	\$	\$	\$
Office Supplies	\$	\$	\$	\$	\$	\$	\$
Vehicle Operating Expenses	\$	\$	\$	\$	\$	\$	\$
Professional Fees	\$	\$	\$	\$	\$	\$	\$
Insurance	\$	\$	\$	\$	\$	\$	\$
Telephone	\$	\$	\$	\$	\$	\$	\$
Marketing	\$	\$	\$	\$	\$	\$	\$
Dues, Fees, Licenses	\$	\$	\$	\$	\$	\$	\$
Repairs & Maintenance	\$	\$	\$	\$	\$	\$	\$
Other Fixed Costs and One-time Stabilization Expenditures							
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$	\$	\$



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FIXED COST ESTIMATES (Non-RRRF-Eligible)	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Total
Capital Equipment Lease Payments	\$	\$	\$	\$	\$	\$	\$
Capital Asset Purchases	\$	\$	\$	\$	\$	\$	\$
Debt Repayments (Principal)	\$	\$	\$	\$	\$	\$	\$
Other Fixed Costs							
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$	\$	\$

Cash Ending Balance	\$	\$	\$	\$	\$	\$	
6 Month Incremental Cash Requirement							\$
Less Non-RRIF-Eligible							\$
Eligible RRRF							\$