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Business Toolkit

FOR WHAT'S NEXT

A clearer view of your cash.
A plan for your next move.

Four practical worksheets

02 Four-week cash-flow planner: see when cash may get tight.
03 Spending tracker: organize expenses and recurring commitments.
04 Receivables follow-up: keep unpaid invoices moving.
05 30-day action plan: choose a few concrete next steps.

Start with what you already have

Gather your cash balance, expected receipts, bills and unpaid invoices. Print the pages or annotate them in your PDF app. These are manual worksheets: no bank connection, upload or automatic calculation is involved. Use estimates when necessary and check actual amounts each week.

For your business. Not just your next advance.

You do not need a funding application to use these tools or stay connected. Questions or ready to explore options? Contact hello@kapkore.com.

For organizational purposes only. Not financial, tax or legal advice.
These tools do not establish funding eligibility or guarantee any outcome.

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Four-week cash-flow planner

Business: _____ Starting week: _____

Cash movement	Week 1	Week 2	Week 3	Week 4
Week beginning				
Opening cash (A)				
Customer receipts				
Other cash in				
Total cash in (B)				
Payroll / owner pay				
Rent / utilities				
Suppliers / inventory				
Taxes / set-asides				
Debt / financing payments				
Other cash out				
Total cash out (C)				
Closing cash (A + B - C)				

Use cash timing, not invoice dates

Enter receipts in the week you expect payment, and bills when cash leaves. Carry each closing balance into the next week's opening cash. Use one currency throughout. Separate actual amounts from estimates in your notes.

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Spending tracker

Business: _____ Period: _____

Date	Vendor / item	Category	Amount	Recurring?	Next due

Review recurring commitments

Total spending: _____ Recurring total: _____

Possible action (review, keep or discuss): _____

Avoid counting transfers between your own accounts as expenses twice.

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Receivables follow-up

Business: _____ As of: _____

Customer	Invoice #	Amount	Due date	Next action	Follow up

Make the next step specific

Total outstanding: _____ Total past due: _____

Confirm receipt, resend invoice, ask about timing or agree a check-in date.

Record partial payments and the remaining balance so totals stay accurate.

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Your 30-day action plan

Business: _____ Month: _____

One priority for this month

_____

Focus	Next action	Owner	Due	Status
Cash timing				
Spending				
Collections				
Operations				
Growth				

Weekly check-in

What changed? _____

What needs attention? _____

What will I do next? _____

Next review date: _____