



EDEXCEL



100 Worksheets for  
**iGCSE**

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**A-Z** Business Training Ltd

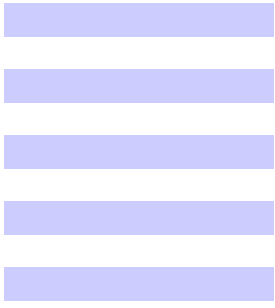
**BUSINESS**

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## 16. Cash flow forecasting

### 1. Missing words

A cash flow forecast is a prediction of the money that is expected to come in and go out of a business over a period of time. Cash flow forecasts are usually drawn up on a \_\_\_\_\_ basis. They are useful in helping a business to identify months when cash \_\_\_\_\_ are likely to be greater than cash inflows. Then the managers can plan how to deal with a period of \_\_\_\_\_ cash flow. Firms will also include a cash flow forecast as part of a business plan to obtain finance. New businesses may find it very difficult to make accurate predictions, as they cannot be sure of their level of \_\_\_\_\_.

**Hint: words from – negative, monthly, sales, outflows**

### 2. Cash flow forecasts: odd one out!

Circle the item that does not belong in each of the groups below (say why for a bonus point!):

2.1    staff wages                  cash sales                  credit purchases                  office rent

Why? \_\_\_\_\_

2.2    credit sales                  owner's capital                  loan repayment                  cash sales

Why? \_\_\_\_\_

**3. Drawing up cash flow forecasts:** Steve set up a snack bar near to a school four months ago. He is worried about how the summer holidays will affect his cash flow and is thinking of applying for an overdraft. He is working on a cash flow forecast (see below) – help him by filling in the missing figures:

	May £000s	June £000s	July £000s	Aug £000s	Sept £000s
<b>Total receipts</b>	24	20	c)	8	22
<b>Total payments</b>	21	18	17	16	18
<b>Net cash flow</b>	3	2	(3)	d)	4
<b>Opening balance</b>	1	b)	6	3	(5)
<b>Closing balance</b>	a)	6	3	(5)	e)

**Bonus question:** is Steve right to think that he will need an overdraft? Explain why:

### 4. Cash flow forecasting – matching definitions

Match each of the definitions on the left to the correct key term on the right:

Definitions	Key terms
1. When a firm's cash inflow is less than cash outflow in a given month	a) Cash
2. The movement of money into and out of a firm's bank account	b) Cash flow
3. The difference between a firm's cash inflow and its cash outflow in a given month	c) Cash flow forecast
4. The cash available to a firm at the beginning of a given month.	d) Closing balance
5. The way most firms finance day-to-day negative cash flow	e) Cumulative cash
	f) Overdraft
	g) Net cash flow
	h) Negative cash flow
	i) Opening balance

### 5. Explain two ways:

A retail store's cash flow forecast could prove inaccurate. \_\_\_\_\_

## 16. ANSWERS – Cash flow forecasting

1. monthly ... outflows ... negative ... sales

2.1 Cash sales – it is an example of a receipt or cash inflow; the others are expenses or cash outflows

2.2 Loan repayments – it is an example of a cash outflow or expense; the others are receipts or cash inflows

3a) £4,000

3b) £4,000

3c) £14,000

3d) (£8,000)

3e) (£1,000)

**Bonus question:** yes, Steve's closing balance is negative in August so an overdraft would be required until September – unless the necessary cash can be raised from elsewhere!

4.1. h) Negative cash flow

4.2. b) Cash flow

4.3. g) Net cash flow

4.4. i) Opening balance

4.5. f) Overdraft

5. Sales may prove more variable than expected; suppliers may be pushier than expected about getting paid quickly

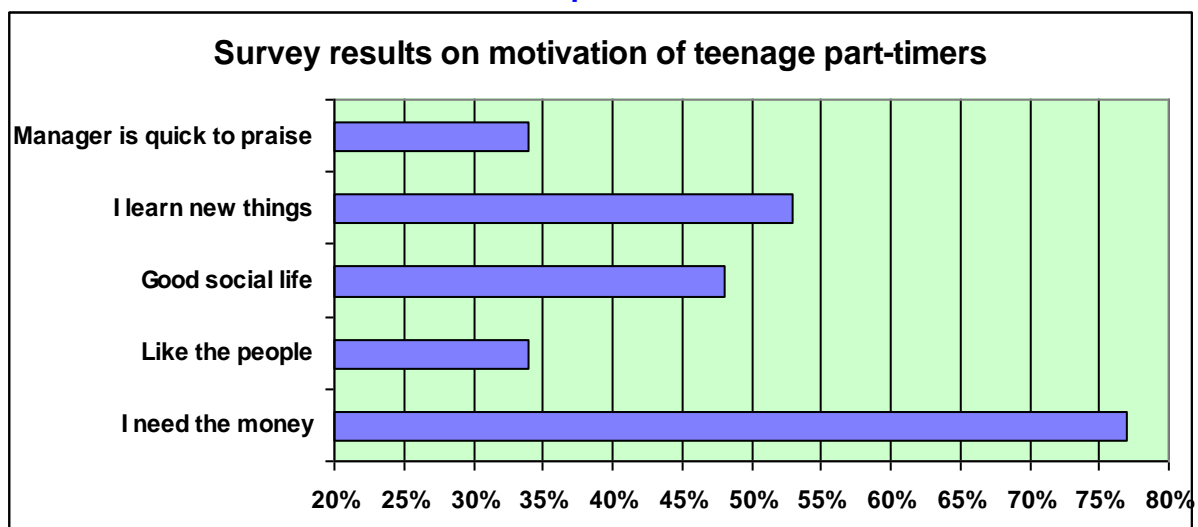
## 61. Motivation

### 1. Missing words

Staff motivation is important to r\_\_\_\_\_ employees and to keep p\_\_\_\_\_ levels high. High motivation in the workplace may lead to positive word-of-mouth that makes it easier to \_\_\_\_\_ high-quality staff. High motivation comes from people finding satisfaction from the work they do, so job \_\_\_\_\_ is vital. Managers need to give staff not only a range of tasks, but also a range of responsibilities, e.g. putting a junior employee in charge of a task. This makes people feel more valued. Another important part of a successful workplace is for staff to feel properly rewarded financially. High \_\_\_\_\_ will always help with employee retention.

**Words from – remuneration, productivity, recruit, enrichment, retain**

### 2. Look at the bar chart then answer the questions below.



2.1 According to the chart, which **one** of the following is not a reason why teenagers take part-time jobs.

- a) For the remuneration
- b) For the enrichment that comes from learning at work
- c) To meet other people
- d) To fulfil the objective of career advancement

2.2 Which **one** of the following is a true statement about the bar chart data?

- a) A majority of teenage part-timers are motivated by liking the people they work with
- b) A majority of teenage part-timers enjoy learning new things at work
- c) Most of the interviewees are not greatly concerned about the amount they earn.
- d) The graph proves that all workers are motivated mainly by money.

### 3. Explain why:

3.1 High motivation might be linked to rising productivity

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3.2 Job rotation might fail to increase workforce motivation

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## 61. ANSWERS – Motivation

1. retain ... productivity ... recruit ... enrichment ... remuneration

2. Multiple choice questions

2.1 d)

2.2 b)

3. Briefly explain:

3.1 higher motivation suggests greater willingness to work hard and perhaps greater willingness to adapt to changing technology; both of these would help to boost efficiency and therefore productivity.

3.2 Job rotation means swapping between tasks of a similar level of challenge (or lack-of challenge). A change may be a good thing, but it's a long way short of providing staff with motivation.