

## Cash Flow Forecast - Step by Step Description

Step Description	General Actor(s)	Specific Actor(s)	Indicative Timing	Statutory Deadline
1. Circulate Cash Flow Forecast guidance and templates	County Executive	County Finance and Economic Planning	June	
2. Review the Work Plan, related plans and Procurement Plan to estimate cash flows for the forthcoming year	County Executive and Non-State Actors	Departments and Sector Working Groups	June	
3. Prepare draft sector/departmental Cash Flow Forecast				
4. Consolidate draft Cash Flow Forecast and circulate to CEC (County Executive Committee) for initial review/approval				
5. On approval of Budget Estimates, circulate final guidance and templates to departments on Cash Flow Forecast finalization as part of Budget Implementation Circular	County Executive	County Finance and Economic Planning	July	
6. Prepare final sector/departmental Cash Flow Forecast	County Executive and Non-State Actors	Departments and Sector Working Groups	July	
7. Consolidate final Cash Flow Forecast and circulate to CEC (County Executive Committee) for final approval	County Executive	County Finance and Economic Planning	July	
8. Approve the Cash Flow Forecast, subject to agreed changes or adjustments	County Executive	CEC	July	