

BALANCE SHEET

Business Name: _____

Business Address: _____

| | | Pro-Forma | Year 1: | Year 2: | Year 3: |
|-------------------------------------|--|-----------|-----------|-----------|-----------|
| ASSETS | | | | | |
| Current Assets | Cash on hands in banks | \$ | \$ | \$ | \$ |
| | Time deposits and short-term investments | \$ | \$ | \$ | \$ |
| | Accounts Receivable | \$ | \$ | \$ | \$ |
| | (Less: Allowance for doubtful accounts) | \$ | \$ | \$ | \$ |
| | Inventories | \$ | \$ | \$ | \$ |
| | Prepayments | \$ | \$ | \$ | \$ |
| | | \$ | \$ | \$ | \$ |
| | | \$ | \$ | \$ | \$ |
| Net Total of Current Assets | | \$ | \$ | \$ | \$ |
| Fixed Assets | Land | \$ | \$ | \$ | \$ |
| | Buildings | \$ | \$ | \$ | \$ |
| | Furniture and equipment | \$ | \$ | \$ | \$ |
| | | \$ | \$ | \$ | \$ |
| | (Less: Accumulated depreciation) | \$ | \$ | \$ | \$ |
| Net Total of Fixed Assets | | \$ | \$ | \$ | \$ |
| Other Assets | | \$ | \$ | \$ | \$ |
| | | \$ | \$ | \$ | \$ |
| | | \$ | \$ | \$ | \$ |
| | Net Total of Other Assets | \$ | \$ | \$ | \$ |
| Total Assets | | \$ | \$ | \$ | \$ |
| LIABILITIES AND EQUITIES | | | | | |
| Current Liabilities | Accounts Payable | \$ | \$ | \$ | \$ |
| | Notes Payable | \$ | \$ | \$ | \$ |
| | Current Portion of Long-Term Liabilities | \$ | \$ | \$ | \$ |
| | Customer Deposits | \$ | \$ | \$ | \$ |
| | Taxes Payable | \$ | \$ | \$ | \$ |
| | Interest Payable | \$ | \$ | \$ | \$ |
| | | \$ | \$ | \$ | \$ |
| | | \$ | \$ | \$ | \$ |
| Total Current Liabilities | | \$ | \$ | \$ | \$ |
| Long-Term Liabilities | Long-Term Debts (Loans) | \$ | \$ | \$ | \$ |
| | | \$ | \$ | \$ | \$ |
| | | \$ | \$ | \$ | \$ |
| | | \$ | \$ | \$ | \$ |
| | Total Long-Term Liabilities | \$ | \$ | \$ | \$ |
| Sub-Total Liabilities | | \$ | \$ | \$ | \$ |
| Equity | Paid in Capital | \$ | \$ | \$ | \$ |
| | Retained Earnings | \$ | \$ | \$ | \$ |
| | | \$ | \$ | \$ | \$ |
| | Total Equity | \$ | \$ | \$ | \$ |
| Total Liabilities and Equity | | \$ | \$ | \$ | \$ |

BALANCE SHEET

Preparation of this Form:

- Enter data where appropriate for the current year (right column) and the two years prior the current.
- The term "Equity" is used interchangeably with "Net Worth", "Fund Balance", etc.

| Balance Sheet Items | |
|--|---|
| <i>Current Assets</i> | <i>Current Liabilities</i> |
| <u>Cash on hand and in Banks</u> Includes undeposited cash and demand deposits. | <u>Accounts Payable</u> Amounts due to creditors for goods delivered or services completed. |
| <u>Time Deposits and Short Term Investments</u> Funds in savings accounts and certificates of deposit maturing within one year. | <u>Notes Payable</u> Amounts due to banks and other creditors for which a promissory note has been signed. |
| <u>Accounts Receivable</u> Amounts billed but not paid by customers, users, etc. This is the gross amount before any allowances in item | <u>Current Portion of long-term debt</u> Amount due for principal payment during the next 12 months. Includes any payments which are in arrears. |
| <u>Allowance for Doubtful Accounts</u> Amounts included in item 3 which are estimated to be uncollectible. | <u>Customer Deposits</u> Funds of various kinds held for others. |
| <u>Inventories</u> The total of all materials, supplies and finished goods on hand. | <u>Taxes Payable</u> |
| <u>Prepayments</u> Payments made in advance of receipt of goods or utilization of services. Examples: rent, insurance. | <u>Interest</u> Payable Interest applicable to principal amount in "Current Portion of Long-Term Debt. |
| List other current assets not included above. | List other payables and accruals not shown above. |
| <i>Fixed Assets</i> | <i>Long-Term Liabilities</i> |
| List land, buildings, furniture and equipment separately by gross value. | <u>Long-term debts (loans)</u> List total principal payments to creditors which mature after one year and are not included in line 21. |
| List other fixed assets | List all other long term liabilities such as bonds, bank loans, etc. which are due after one year. |
| <u>Accumulated Depreciation</u> Indicate total accumulated depreciation for items above. | N/A |
| <i>Other Assets</i> | <i>Equity</i> |
| List other assets not previously accounted for. | <u>Retained Earnings</u> Net income which has been accumulated from the beginning of the operation and not distributed to members, users, etc. |
| N/A | <u>Paid in Capital</u> Capital injected by business owner(s) |