

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)