## BaLANCE Sheet

Business Name:
Business Address:

|  |  | Pro-Forma |  | Year 1: |  | Year ${ }^{\text {2 }}$ |  | Year 3: |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 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 | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 |
| Fixed Assets | Land | \$ |  | \$ |  | \$ |  | \$ |  |
|  | Buildings | \$ |  | \$ |  | \$ |  | \$ |  |
|  | Furniture and equipment | \$ |  | \$ |  | \$ |  | \$ |  |
|  |  | \$ |  | \$ |  | \$ |  | \$ |  |
|  | (Less: Accumulated depreciation) | \$ |  | \$ |  | \$ |  | \$ |  |
|  | Net Total of Fixed Assets | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 |
|  |  | \$ |  | \$ |  | \$ |  | \$ |  |
|  |  | \$ |  | \$ |  | \$ |  | \$ |  |
|  |  | \$ |  | \$ |  | \$ |  | \$ |  |
|  | Net Total of Other Assets | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 |
| Total | ssets | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 |


|  | Accounts Payable | \$ |  | \$ |  | \$ |  | \$ |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Notes Payable | \$ |  | \$ |  | \$ |  | \$ |  |
|  | Current Portion of Long-Term Liabilities | \$ |  | \$ |  | \$ |  | \$ |  |
|  | Customer Deposits | \$ |  | \$ |  | \$ |  | \$ |  |
|  | Taxes Payable | \$ |  | \$ |  | \$ |  | \$ |  |
|  | Interest Payable | \$ |  | \$ |  | \$ |  | \$ |  |
|  |  | \$ |  | \$ |  | \$ |  | \$ |  |
|  |  | \$ |  | \$ |  | \$ |  | \$ |  |
|  | Total Current Liabilities | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 |
|  | Long-Term Debts (Loans) | \$ |  | \$ |  | \$ |  | \$ |  |
|  |  | \$ |  | \$ |  | \$ |  | \$ |  |
|  |  | \$ |  | \$ |  | \$ |  | \$ |  |
|  |  | \$ |  | \$ |  | \$ |  | \$ |  |
|  | Total Long-Term Liabilities | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 |
| Sub-Total Liabilities |  | \$ |  | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 |
|  | Paid in Capital |  |  | \$ |  | \$ |  | \$ |  |
|  | Retained Earnings | \$ |  | \$ |  | \$ |  | \$ |  |
|  |  | \$ |  | \$ |  | \$ |  | \$ |  |
|  | Total Equity | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 |
| Total Liabilities and Equity |  | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 |

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

