Sample Document

THE BALANCE SHEET

The Balance Sheet is a measure of the solvency of the business, and the degree of the owner's investment which, in the last analysis, is the "cushion" that protects creditors. Illustrated below is a typical balance sheet format (applicable to any type of business).

Name of Company ______________________________

Address ______________________________

To ______________________________

Balance Sheet As Of ______________ 20______

CURRENT ASSETS:	• Cash on Hand and in Banks	$ ________	
	• Accounts Receivable	________	
	• Notes Receivable, Trade	________	
	• Notes Receivable, Other	________	
	• Inventory	________	
	• Marketable Securities	________	
	• Other Current Assets	________	
	Total Current Assets:		$ ________
LONG-TERM ASSETS:	• Real Estate	________	
	• Machinery & Equipment	________	
	• Other Assets (attach list if needed)	________	
	• Deferred, Prepaid, Intangible Expenses	________	
	Total Long-Term Assets:		$ ________
	Total Assets:		$ ________
CURRENT LIABILITIES:	• Notes Payable, Banks	$ ________	
	• Notes Payable, Other	________	
	• Accounts Payable, Current	________	
	• Accounts Payable, Past Due	________	
	• Accrued Federal, State Income Taxes	________	
	• Other Accrued Expenses	________	
	• Current Portion Long-Term Debt	________	
	• Other Current Liabilities	________	
	Total Current Liabilities:		$ ________
LONG-TERM LIABILITIES:	• Mortgage Debt due after 1 year	$ ________	
	• Equipment Debt due after 1 year	________	
	• Other Long-Term Debt	________	
	Total Long-Term Liabilities:		$ ________
	• Capital Account (Corporate Only)	________	
	• Preferred Stock	________	
	• Common Stock	________	
	• Capital Surplus	________	
	• Retained Earnings	________	
	Total Net Worth:		$ ________
	Total Liabilities and Net Worth:		$ ________

NOTE: In order to complete the Balance Sheet properly, *Total Assets* must equal *Total Liabilities* plus *Net Worth.*