Balance Sheet

List what the business owns and owes on one specific date.

BEFORE YOU BEGIN

- Use one exact date. Pull bank balances, customer receivables, bills, credit cards and loan balances for that date.
- Do not list your home or personal debts unless they are actually business assets or liabilities.
- Enter positive assets and debt balances. Retained earnings, current profit and other equity adjustments may be negative.
- Check the balance-check box. It should equal zero; review missing debts, inventory, depreciation or equity entries if it does not.
- Totals are locked and calculate in the website. Use a compatible PDF reader for downloaded PDF calculation scripts, or print the completed website version.

Business and statement date

Use amounts as of the same date. Assets are what the business owns. Liabilities are what the business owes. Equity is the owner's remaining interest.

Business legal name

Owner / borrower

Balance sheet as of

Accounting method

Assets - what the business owns

Cash and business bank accounts

Accounts receivable (customers owe you)

Inventory held for sale

Prepaid expenses and deposits

Balance Sheet

Other assets convertible to cash within one year

Total current assets (calculated)

Equipment, vehicles and furniture at cost

Business real estate at cost

Other long-term assets at cost

Accumulated depreciation / amortization

Net long-term assets (calculated)

Total assets (calculated)

Liabilities - what the business owes

Split each loan balance between the principal due within the next year and the principal due later. Do not enter the same debt in both lines.

Accounts payable (bills you owe)

Business credit cards / credit lines

Taxes and payroll amounts owed

Loan principal due within one year

Other current liabilities

Total current liabilities (calculated)

Loan principal due after one year

Other long-term liabilities

Balance Sheet

Total long-term liabilities (calculated)

Total liabilities (calculated)

Equity and balance check

Assets must equal liabilities plus equity. A nonzero balance check signals missing or misclassified amounts; ask your bookkeeper to help reconcile.

Owner contributions / paid-in capital

Prior accumulated profit / loss

Current period profit / loss

Owner draws / distributions

Other equity adjustments

Total owner equity (calculated)

Total liabilities plus equity (calculated)

Balance check - should equal $0.00 (calculated)

Equity or balance-check explanation

Balance Sheet

Certification

I certify that the statement fairly presents the assets, liabilities and equity of the business as of the stated date, based on the records available to me.

Prepared by / title

Preparer contact

Owner signature

Date signed