**Small Business Financial Statement Template**

**Business Information  
 Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_  
 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Business Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Date Established: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 EIN (Employer Identification Number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Financial Summary  
 Reporting Period: From //\_\_\_\_\_\_ To //\_\_\_\_\_\_  
 Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Date of Preparation: //\_\_\_\_\_\_**

**Assets**

* **Current Assets**
  + **Cash on Hand: $ \_\_\_\_\_\_\_\_\_\_\_\_**
  + **Bank Accounts (Checking/Savings): $ \_\_\_\_\_\_\_\_\_\_\_\_**
  + **Accounts Receivable: $ \_\_\_\_\_\_\_\_\_\_\_\_**
  + **Inventory: $ \_\_\_\_\_\_\_\_\_\_\_\_**
  + **Prepaid Expenses: $ \_\_\_\_\_\_\_\_\_\_\_\_**
  + **Other Current Assets: $ \_\_\_\_\_\_\_\_\_\_\_\_**
* **Fixed Assets**
  + **Equipment: $ \_\_\_\_\_\_\_\_\_\_\_\_**
  + **Vehicles: $ \_\_\_\_\_\_\_\_\_\_\_\_**
  + **Real Estate: $ \_\_\_\_\_\_\_\_\_\_\_\_**
  + **Other Long-term Assets: $ \_\_\_\_\_\_\_\_\_\_\_\_**

**Liabilities**

* **Current Liabilities**
  + **Accounts Payable: $ \_\_\_\_\_\_\_\_\_\_\_\_**
  + **Short-Term Loans: $ \_\_\_\_\_\_\_\_\_\_\_\_**
  + **Taxes Payable: $ \_\_\_\_\_\_\_\_\_\_\_\_**
  + **Other Liabilities: $ \_\_\_\_\_\_\_\_\_\_\_\_**
* **Long-Term Liabilities**
  + **Business Loans: $ \_\_\_\_\_\_\_\_\_\_\_\_**
  + **Mortgages: $ \_\_\_\_\_\_\_\_\_\_\_\_**
  + **Other Long-Term Liabilities: $ \_\_\_\_\_\_\_\_\_\_\_\_**

**Owner’s Equity  
 Owner’s Investments: $ \_\_\_\_\_\_\_\_\_\_\_\_  
 Retained Earnings: $ \_\_\_\_\_\_\_\_\_\_\_\_  
 Total Equity: $ \_\_\_\_\_\_\_\_\_\_\_\_**

| **Category** | **Description** | **Amount ($)** | **Notes** |
| --- | --- | --- | --- |
| **Cash on Hand** | **Available liquid funds** |  |  |
| **Inventory** | **Goods for sale** |  |  |
| **Accounts Payable** | **Business debts** |  |  |
| **Business Loans** | **Outstanding balances** |  |  |
| **Total Revenue** | **Income earned** |  |  |
| **Total Expenses** | **Operational costs** |  |  |
| **Net Income** | **Revenue - Expenses** |  |  |
| **Other Assets** | **Additional investments** |  |  |