**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** |  |  |