

# 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		

<b>Total Revenue</b>	<b>Income earned</b>		
<b>Total Expenses</b>	<b>Operational costs</b>		
<b>Net Income</b>	<b>Revenue - Expenses</b>		
<b>Other Assets</b>	<b>Additional investments</b>		