



Harvard
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Online

Financial Statement Templates

Balance Sheet

COMPANY
BALANCE SHEET

This template shows a balance sheet with two main sections: Assets and Liabilities & Equity. Each section contains multiple rows for detailed line items, with a final summary row at the bottom of each section.

Income Statement

COMPANY
INCOME STATEMENT

This template shows an income statement with two main columns: Revenue and Expenses. It includes multiple rows for detailed line items, with a final summary row at the bottom.

Cash Flow Statement

COMPANY
CASH FLOW STATEMENT

This template shows a cash flow statement with two main columns: Cash Inflows and Cash Outflows. It includes multiple rows for detailed line items, with a final summary row at the bottom.



Regardless of whether you're a finance professional, knowing how to read and analyze financial statements is critical. Learning the language of business can not only provide a deeper understanding of your organization's financial metrics but help you make data-driven decisions.

This resource provides a primer on the balance sheet, income statement, and cash flow statement, along with templates to create them yourself.

Please note: These templates are high-level resources and your organization may require more detailed reporting. If you want to further your knowledge, our online course [Financial Accounting](#) provides an in-depth exploration of financial statements and can equip you with the tools and insights to interpret and use financial data effectively.



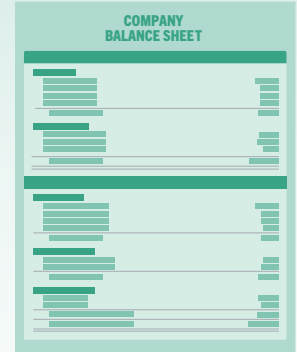
Balance Sheet Template

Definition

The balance sheet communicates your organization's worth, or "book value," by tallying its assets, liabilities, and shareholders' equity for a given reporting period.

Purpose

For internal stakeholders, the balance sheet provides insight into whether your company is succeeding or failing and aids in strategic decision-making. For external stakeholders, it communicates what resources are available to your business and how you financed them, which can inform investment decisions.



The Balance Sheet Equation:

$$\text{Assets} = \text{Liabilities} + \text{Owners' Equity}$$

The balance sheet should always balance, meaning your assets' total value should always equal the combined total of liabilities and owners' equity (also known as shareholders' equity).

Accounting Standards: GAAP vs. IFRS

How you format your organization's balance sheet and cash flow statement depends on where it's based. The two main sets of accounting standards are GAAP and IFRS.



GAAP—also referred to as **U.S. GAAP**—is an acronym for Generally Accepted Accounting Principles. The [Financial Accounting Standards Board \(FASB\)](#) sets these guidelines, which most U.S. companies adhere to.

**Access the GAAP
Balance Sheet Template**



IFRS stands for International Financial Reporting Standards. The [International Accounting Standards Board \(IASB\)](#) dictates these principles, which many companies outside the United States follow.

**Access the IFRS
Balance Sheet Template**

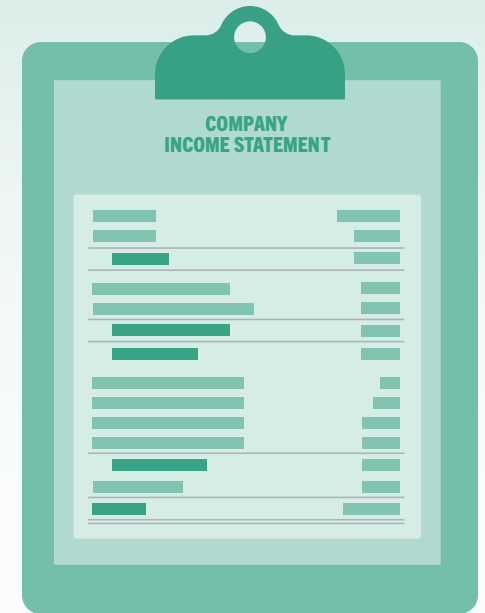
Income Statement Template

Definition

The income statement—sometimes referred to as the **profit and loss (P&L) statement**—summarizes your business's income and expenses during a given period.

Purpose

The income statement's purpose is to show your company's earnings and operating activities' financial story over a given period.

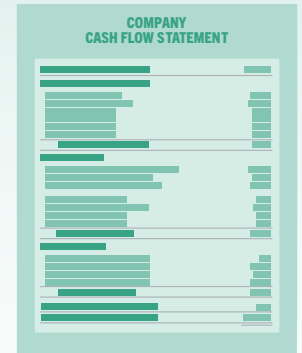


**Access the Income
Statement Template**

Cash Flow Statement Template

Definition

The **cash flow statement** provides a detailed analysis of what happened to your company's cash during a given period. It shows how your business generated and spent it by including an overview of cash flows from three sources:



A thumbnail image of a 'COMPANY CASH FLOW STATEMENT' template. It shows a table with multiple rows and columns, with some cells highlighted in green, representing a structured format for reporting cash flows.



Operating activities detail the cash flow your company generated once it delivered regular goods or services. It includes both revenue and expenses.



Investing activities include cash flow from purchasing or selling assets—think physical property (such as real estate or vehicles) and non-physical property (like patents)—using free cash, not debt.



Financing activities detail cash flow from both debt and equity financing.

Purpose

The cash flow statement provides insight into different areas your business used or received cash. Its information is vital to valuing your company and understanding how it operates.

While your organization may have a preferred way of grouping line items, this template provides a baseline cash flow format. Ensure it aligns with your organization's reporting standards when using it for work purposes.

Access the Cash Flow Statement Template

Take the Next Step in Your Business Education

If you want to develop or advance your finance and accounting skills, explore [Financial Accounting](#)—one of our online [business essentials courses](#)—to gain the confidence to prepare and evaluate financial statements.

Over eight weeks, you'll learn how to:

- Evaluate a business's financial health using financial statements
- Understand GAAP and IFRS standards
- Prepare and evaluate financial forecasts to make strategic decisions
- Value a venture, a project, or an investment opportunity and perform a sensitivity analysis

"A few weeks into the course, accounting terminology came alive as I realized why accounting is the language of business. I can now talk confidently with clients and understand the business aspect of their problems."

Gaurang Manjrekar

Financial Accounting Participant

If you're unsure whether Financial Accounting is right for you, download our [free course flowchart](#) to determine which business essentials course best aligns with your goals.

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