

Balance Sheet

Enter your Company name here
Balance Sheet
[Month] [Day], [Year]

TIP: Sheet 2 (Example) Has a filled out example

TIP: Hover over column titles for more instructions

	Current Period		Prior Period		Increase (Decrease)	
	[Start Date]	[End Date]	[Start Date]	[End Date]	[Start Date]	[End Date]
ASSETS						
Current Assets:						
Cash	\$	-	\$	-	\$	-
Petty Cash		-		-		-
Accounts Receivables		-		-		-
Inventory		-		-		-
Prepaid Expenses		-		-		-
Employee Advances		-		-		-
Temporary Investments		-		-		-
Total Current Assets		-		-		-
Fixed Assets:						
Land		-		-		-
Buildings		-		-		-
Furniture and Equipment		-		-		-
Computer Equipment		-		-		-
Vehicles		-		-		-
Less: Accumulated Depreciation		-		-		-
Total Fixed Assets		-		-		-
Other Assets:						
Trademarks		-		-		-
Patents		-		-		-
Security Deposits		-		-		-
Other Assets		-		-		-
Total Other Assets		-		-		-
TOTAL ASSETS	\$	-	\$	-	\$	-
LIABILITIES						
Current Liabilities:						
Accounts Payable	\$	-	\$	-	\$	-
Business Credit Cards		-		-		-
Sales Tax Payable		-		-		-
Payroll Liabilities		-		-		-
Other Liabilities		-		-		-
Current Portion of Long-Term Debt		-		-		-
Total Current Liabilities		-		-		-
Long-Term Liabilities:						
Notes Payable		-		-		-
Mortgage Payable		-		-		-
Less: Current portion of Long-term debt		-		-		-
Total Long-Term Liabilities		-		-		-
EQUITY						
Capital Stock/Partner's Equity		-		-		-
Opening Retained Earnings		-		-		-
Dividends Paid/Owner's Draw		-		-		-
Net Income (Loss)		-		-		-
Total Equity		-		-		-
TOTAL LIABILITIES & EQUITY	\$	-	\$	-	\$	-
Balance Sheet Check		-		-		-

Notes on Preparation:

Note: You may want to print this information to use as reference later. To delete these instructions, click the border of this text box and then press the DELETE key.

Note: Understanding a company's Balance Sheet is vital to ensuring it has a strong financial position. It is also used as a key factor in determining a company's value. Typically, when assets are greater than liabilities, this represents a strong financial position. Conversely, when liabilities are greater than assets, this represents a weak financial position and a company with lower value. Understanding a company's Balance Sheet can help the owners and/or management understand its strengths and weaknesses and develop appropriate strategies.

Note: Enter data into cells beneath column headers and to the right of rows headers that contain comments (red triangle in upper right corner of cell). Explanations of what type of data should be entered into each row are outlined in the row header's comments.

Steps for Preparation:

Step 1: Enter your Company Name and the Date all figures are reported as of in the report header.

Step 2: Enter the 'Start Date to End Date' as MM/DD/YYYY in the Current Period and Prior Period column headers. Please note that for the best comparison to the Current Period, the Prior Period time frame should cover the same number of days as the Current Period. Typically, the prior period is the same timeframe but for the previous year. However, you can use whatever timeframe you would like to compare the Current Period to, such as the previous quarter or month.

Step 3: Enter the amounts in each cell of the Current Period column that represents your company's balances for that a period.

Step 4: Enter the amounts in each cell of the Prior Period column that represents your company's balances for that period.

Note: Amounts in the Increase (Decrease) column will automatically populate with values based on the imbedded formulas. Please note negative numbers represent a decrease in the Current Period compared to the Prior Period. Amounts in the rows that do not have comments in the row header will also automatically populate with values based on the imbedded formulas.

Note: The Total Assets and Total Liabilities and Equity figures should always be equal. If they are not equal, the Balance Sheet Check row will indicate an error by highlighting the column with an issue.

Step 5: If additional rows are required in order to best reflect your company, click on a Column A cell below the row you would like to add and right click your mouse, click Insert, select Entire Row and click OK (repeat as many times as necessary in order to add multiple rows). Then copy any existing row into the newly inserted rows by selecting an entire previously existing single row (click on the row number to the left of Column A), click the right mouse button and select Copy and then highlight the Row numbers for the rows just added, then right click the mouse again and select Paste (be sure the mouse pointer is located on the highlighted range). Repeat as necessary.