

San Diego Miramar College
Business 120 *Personal Financial Management*
Dr. Duane Short

BALANCE SHEET INSTRUCTIONS

Step 1

Gather information that you can use to estimate the values of your assets and liabilities. This includes your financial assets like bank accounts and investments, your tangible assets like a car or other possessions, and your liabilities like credit card balances, loans, and other debts. The following documents will probably help you with this step:

- Bank statements
- Investment account statements
- Mortgage statements
- Loan statements
- Credit card statements

Step 2

Open the “Financial Worksheets” Excel document and click on the “Balance Sheet” tab at the bottom of the screen.



Step 3

Enter your name and the date at the top of the spreadsheet under the “Balance Sheet” title.

B11 : X ✓ fx Checking account

| | A | B |
|---|--------------------------------|---|
| 1 | BALANCE SHEET | |
| 2 | [Enter your name here] | |
| 3 | [Enter the date here] | |
| 4 | | |
| 5 | FINANCIAL NET WORTH \$0 | |
| 6 | | |
| 7 | ASSETS | |
| 8 | | |

Enter your name and date by clicking on the bracketed sentences

Step 4

Enter a list of your financial assets and their dollar values under the “Financial Assets” heading. Financial assets are those that are measured in a dollar value and relatively easily converted into cash. They include things like bank accounts, money market funds, retirement funds, and investments in stocks and bonds. Some examples are already listed on the spreadsheet. You can remove, change, or add to those examples by typing directly into the white colored boxes. (You will not be able to enter data in any box that is not white.)

| ASSETS | |
|--|--------------|
| | |
| FINANCIAL ASSETS | VALUE |
| Cash | \$122 |
| Checking account | |
| Savings account | |
| Certificate of Deposit | |
| Money Market account | |
| Stocks | |
| Bonds | |
| Mutual Fund | |
| IRA | |
| Employer Retirement Account (401K, etc.) | |
| Life Insurance Cash Value | |

Enter your financial assets and their values here

Step 5

Enter a list of your tangible assets and their estimated dollar values under the “Tangible Assets” heading. Tangible assets are physical possessions that have value and that you could theoretically sell to convert into cash. They include things like vehicles, a house or condo that you own (not rent), jewelry, electronics, etc. Some examples are already listed on the spreadsheet. You can remove, change, or add to those examples by typing directly into the white colored boxes. (You will not be able to enter data in any box that is not white.) Be conservative when estimating the value of your tangible assets because it’s often difficult to convert these items into cash.

| | | | | |
|----|-------------------------------|------------------|--|-----|
| 23 | [Enter other as needed] | | | Ho |
| 24 | [Enter other as needed] | | | Ho |
| 25 | TOTAL FINANCIAL ASSETS | \$122 | | Stu |
| 26 | | | | Ho |
| 27 | TANGIBLE ASSETS | ▼ VALUE ▼ | | [Er |
| 28 | Vehicle | \$850 | | [Er |
| 29 | Home | | | [Er |
| 30 | Furniture | | | TO |
| 31 | Clothing | | | |
| 32 | Electronics and appliances | | | |
| 33 | Jewelry | | | |
| 34 | [Enter other as needed] | | | |
| 35 | [Enter other as needed] | | | |
| 36 | [Enter other as needed] | | | |
| 37 | [Enter other as needed] | | | |

Enter your tangible assets and their values here

Step 6

Enter a list of your short-term liabilities and the amounts of each liability under the “Short-Term Liabilities” heading. Short-term liabilities are debts that are due within one year. They include things like credit card debt, rent, and short-term loans. Some examples are already listed on the spreadsheet. You can remove, change, or add to those examples by typing directly into the white colored boxes. (You will not be able to enter data in any box that is not white.)

| | |
|-------------------------------|-------------------|
| LIABILITIES | |
| | |
| SHORT-TERM LIABILITIES | ▼ AMOUNT ▼ |
| Visa card balance | \$569 |
| Credit card balance | |
| Medical debts | |
| Past due rent | |
| Past due utilities | |
| Personal loans | |
| [Enter other as needed] | |

Enter your short-term liabilities and their amounts here

Step 7

Enter a list of your long-term liabilities and the amounts of each liability under the “Long-Term Liabilities” heading. Long-term liabilities are debts that are paid off gradually over more than one year. They include things like vehicle loans, home mortgages, and student loans. Some examples are already listed on the spreadsheet. You can remove, change, or add to those examples by typing directly into the white colored boxes. (You will not be able to enter data in any box that is not white.)

The screenshot shows a spreadsheet interface for entering liabilities. At the top, a dashed line separates the 'TOTAL SHORT-TERM LIABILITIES' section from the 'LONG-TERM LIABILITIES' section. The short-term total is \$569. The long-term section has a header row with 'LONG-TERM LIABILITIES' and 'AMOUNT', each with a dropdown arrow. Below this, there are several rows for input: 'Vehicle loan', 'Home mortgage', 'Home equity loan or line of credit', 'Student loan', 'Home appliance loan', and three rows labeled '[Enter other as needed]'. The 'TOTAL LONG-TERM LIABILITIES' row shows \$0. At the bottom, a green line separates the 'TOTAL LIABILITIES' row. A yellow callout bubble with a green border points to the input area, containing the text: 'Enter your long-term liabilities and their amounts here'.

| LONG-TERM LIABILITIES | AMOUNT |
|------------------------------------|--------|
| Vehicle loan | |
| Home mortgage | |
| Home equity loan or line of credit | |
| Student loan | |
| Home appliance loan | |
| [Enter other as needed] | |
| [Enter other as needed] | |
| [Enter other as needed] | |
| TOTAL LONG-TERM LIABILITIES | \$0 |
| TOTAL LIABILITIES | |

Step 8

You're done entering data! Now take a look at the results. Your “Financial Net Worth” is the net value of what you own in terms of the money (and money equivalents) that you own. Your “Total Net Worth” is the net value of what you own if you sold everything and converted it to cash. You will be interpreting these results more in the Personal Budget Project due later in the semester.