office printable .com

BALANCE SHEET

BUSINESS NAME | AS OF (DATE) | PREPARED BY

What the business owns (assets)

Asset	Amount
Cash in bank and on hand	
Money customers owe (receivables)	
Inventory and supplies	
Prepaid bills (insurance, rent)	
Equipment and tools	
Vehicles	
Less accumulated depreciation	
Security deposits	
Other assets	
Other assets	
TOTAL ASSETS	

What the business owes (liabilities)

Liability	Amount
Bills to pay (accounts payable)	
Credit card balances	
Payroll and sales tax owed	
Loans payable	
Other debts	
Total liabilities	

Owner's equity

Equity	Amount
Owner's investment	
Profits kept in the business	
Less owner draws	
Total owner's equity	

TOTAL LIABILITIES + EQUITY	
Difference (should be 0.00)	

Enter amounts to subtract (accumulated depreciation, owner draws) as negative numbers. Profits kept in the business = all net profit since the business started, less what the owner has taken out in earlier years.

NOTES

Owner signature

Date