

Balance Sheet For A Small Business

Use this worksheet to prepare the balance sheet you will include in your business plan. Yours may have slightly different categories depending on the type of business. Use a similar format to prepare pro forma (projected) balance sheets.

Assets	Liabilities
Current assets	Current Liabilities
Cash in bank _____	Accounts payable _____
Accounts receivable _____	Short-term loans _____
Inventory _____	Other payments due _____
Total current assets _____	in 12 months _____
	Total current liabilities _____
Fixed assets	Long-term liabilities
Land _____	Long-term loans _____
Buildings _____	(due after 1 year) _____
Less depreciation _____	Mortgage _____
Net land & buildings _____	Total long-term liabilities _____
Equipment _____	
Less depreciation _____	Total liabilities (L) _____
Net equipment _____	Owners' equity
Cars & trucks _____	Investment _____
Less depreciation _____	Retained earnings _____
Net cars & trucks _____	
	Total owners' equity (E) _____
Total assets (A) _____	Total liabilities and owners' equity _____
	<i>Total assets equals total liabilities plus owners' equity or A=L+E</i>

"Investment" represents the amount you and/or your partners or other owners have invested in the business.

"Retained earnings" is the net earnings or profit you have put back into the business.

The total for owners' equity (calculated by deducting total liabilities from total assets) also represents the net worth of your business.

