

# BALANCE SHEET WORKSHEET

## ASSETS

### CASH

- a. Petty Cash \_\_\_\_\_
- b. Checking account \_\_\_\_\_
- c. Savings \_\_\_\_\_
- d. CD'S \_\_\_\_\_
- e. Other \_\_\_\_\_

(Identify) \_\_\_\_\_  
\_\_\_\_\_

**LINE 1. CASH** *(add lines a-e)* \_\_\_\_\_

### OTHER CURRENT ASSETS

- a. Stock \_\_\_\_\_
- b. Other \_\_\_\_\_

(Identify) \_\_\_\_\_  
\_\_\_\_\_

**LINE 2. OTHER CURRENT ASSETS** *(add lines a & b)* \_\_\_\_\_

**LINE 3. TOTAL CURRENT ASSETS** *(add lines 1 & 2)* \_\_\_\_\_

**FIXED ASSETS** *(\$0.00 accumulated depreciation. If depreciation numbers are not available, use market value.)*

- a. Grounds \_\_\_\_\_
- b. Building \_\_\_\_\_
- c. Other Real Property \_\_\_\_\_
- d. Lawn Equipment \_\_\_\_\_
- e. Automobiles \_\_\_\_\_
- f. Musical Equipment \_\_\_\_\_
- g. Video & Sound Equipment \_\_\_\_\_
- h. Furniture \_\_\_\_\_
- i. Office Equipment \_\_\_\_\_
- j. Computer Equipment \_\_\_\_\_
- k. Other \_\_\_\_\_

(If any furniture or equipment, such as sound system is included in the mortgage, do not separate from building and property.)

**LINE 4. FIXED ASSETS** *(add lines a-j)* \_\_\_\_\_

**LINE 5. TOTAL ASSETS** *(total of lines 1-4)* \_\_\_\_\_

# LIABILITIES

## SHORT TERM DEBT *(Any debt that will be paid to \$0.00 or paid off in less than 1 year.)*

- a. Amount of Debt \_\_\_\_\_  
Reason for Debt \_\_\_\_\_  
To Whom Debt is owed \_\_\_\_\_
- b. Amount of Debt \_\_\_\_\_  
Reason for Debt \_\_\_\_\_  
To Whom Debt is owed \_\_\_\_\_
- c. Amount of Debt \_\_\_\_\_  
Reason for Debt \_\_\_\_\_  
To Whom Debt is owed \_\_\_\_\_
- d. Amount of Debt \_\_\_\_\_  
Reason for Debt \_\_\_\_\_  
To Whom Debt is owed \_\_\_\_\_

**LINE 6. TOTAL SHORT TERM DEBT** *(add lines a-d)* \_\_\_\_\_

## CAPITAL LONG TERM DEBT

- a. Amount of Debt \_\_\_\_\_  
Reason for Debt \_\_\_\_\_  
To Whom Debt is owed \_\_\_\_\_
- b. Amount of Debt \_\_\_\_\_  
Reason for Debt \_\_\_\_\_  
To Whom Debt is owed \_\_\_\_\_
- c. Amount of Debt \_\_\_\_\_  
Reason for Debt \_\_\_\_\_  
To Whom Debt is owed \_\_\_\_\_
- d. Amount of Debt \_\_\_\_\_  
Reason for Debt \_\_\_\_\_  
To Whom Debt is owed \_\_\_\_\_

**LINE 7. TOTAL CAPITAL LONG TERM DEBT** \_\_\_\_\_  
*(add lines a-d)*

**LINE 8. TOTAL CURRENT LIABILITIES** \_\_\_\_\_  
*(add lines 6 & 7)*

**LINE 9. NET WORTH** \_\_\_\_\_  
*(subtract line 8 from line 5)*

**LINE 10. TOTAL LIABILITIES AND NET WORTH** \_\_\_\_\_  
*(add lines 8 & 9)*

**\*\*Note: (Line 5 – Total Assets should equal Line 10)**

**(NOTE: It is permissible to include more detail on the Balance Sheet.)**