

**Financial Report Template**

**Department Name**

**Balance Sheet**

**For the Period Ended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**­­**

***Company Name Here***

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| --- | --- | --- |
| **Assets** | **Current Year** | **Previous Year** |
| **Current Assets** |  |  |
|  Cash |  |  |
|  Accounts Receivable (AR) |  |  |
|  Inventory |  |  |
|  Prepaid Expenses |  |  |
|  Short Term Investments |  |  |
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|  |  |  |
|  |  |  |
| Total Current Assets |  |  |
| **Fixed Assets** |  |  |
|  Long Term Investments |  |  |
|  Land & Building |  |  |
|  Plan & Equipment |  |  |
|  Less Accumulated Depreciation | (---------------) | (--------------) |
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| Total Fixed Assets |  |  |
| **Other Fixed Assets** |  |  |
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| **Total Other Assets** |  |  |
| **Total Assets** |  |  |
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| --- | --- | --- |
| **Liabilities and Owner’s Equity** | **Current Year** | **Previous Year** |
| **Current Liabilities** |  |  |
|  Accounts Payable |  |  |
|  Short Term Loans |  |  |
|  Income Taxes Payable |  |  |
|  Accrued Salaries and Wages |  |  |
|  Unearned Revenue |  |  |
|  Current Portion of Long Term Debt |  |  |
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| Total Current Liabilities |  |  |
| **Long Term Liabilities** |  |  |
|  Long Term Debt |  |  |
|  Deferred Income Tax |  |  |
|  Others |  |  |
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| Total Long Term Liabilities |  |  |
| **Owner’s Equity** |  |  |
|  Owner’s Investment |  |  |
|  Retained Earnings |  |  |
|  Others |  |  |
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| Total Owner’s Equity |  |  |
| **Total Liabilities and Owner’s Equity** |  |  |
|  |  |  |