

# WINNING FORMS from KMT Software, Inc.

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Form Name: BALANCE SHEET

Using this Form: This form is a financial report for businesses. It is primarily used for reporting the financial condition of the firm to the owners. It is also presented to lenders to obtain financing. The form can be filled out either on paper or electronically.

Entering Data: Enter data into the unprotected cells below. The Retained Earnings figure for each year is calculated, to insure that Assets equal Liabilities plus Equity. Please note that doubtful accounts and accumulated depreciation must be entered as negative numbers.

Printing this Form: Click the printer tool in the toolbar or choose Print from the File menu.

## Balance Sheet

**Enter Company Name here (e.g. XYZ Corp.)**

Enter Date here (e.g. For Year Ending June 1992)

(all numbers in \$000)

### ASSETS

#### Current Assets

Cash

Accounts receivable

(less doubtful accounts)

Inventory

Temporary investment

Prepaid expenses

**Total Current Assets**

\_\_\_\_\_  
\_\_\_\_\_

#### Fixed Assets

Long-term investments

Land

Buildings

(less accumulated depreciation)

Plant & equipment

(less accumulated depreciation)

### LIABILITIES

#### Current Liabilities

Accounts payable

Short-term notes

Current portion of long-term notes

Interest payable

Taxes payable

Accrued payroll

**Total Current Liabilities**

\_\_\_\_\_  
\_\_\_\_\_

#### Long-term Liabilities

Mortgage

Other long-term liabilities

**Total Long-term Liabilities**

\_\_\_\_\_  
\_\_\_\_\_

#### Shareholders' Equity

Furniture & fixtures  
(less accumulated depreciation) \_\_\_\_\_  
**Total Net Fixed Assets** \_\_\_\_\_

Capital stock  
Retained earnings \_\_\_\_\_ #VALUE!  
**Total Shareholders' Equity** \_\_\_\_\_ #VALUE!

**TOTAL ASSETS** \_\_\_\_\_ #VALUE!  
\_\_\_\_\_

**TOTAL LIABILITIES & EQUITY** \_\_\_\_\_ #VALUE!  
\_\_\_\_\_