
Annual Balance Sheet

(Note: This format is provided as a suggestion only, and can be modified as needed to suit the organization's needs.)

Private Organization Name:

Reporting Period:

Assets

Cash	
Cash in Bank - Checking	
Petty Cash Fund	
Cash in Bank - Savings	
Total Cash	
Accounts Receivable	
Prepaid Supplies	
Inventory	
Other (Specify)	
Other Current Assets	
Total Current Assets	
Property, Net of Depreciation	

Total Assets

Liabilities

Accounts Payable	
Accrued Payroll	
Other (Specify)	
Other (Specify)	
Total Current Liabilities	

Total Liabilities

Note 1—Property & Equipment. The property and equipment is as listed above, net of applicable depreciation. The items were recorded on the financial statements at cost. Straight-line depreciation method is used for all depreciable assets. Assets are recorded for any equipment with an acquisition price of \$2,000 or greater (including shipping, installation, etc.), with a useful life of at least 2 years.