

Quarterly and 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 (Specify)
Other (Specify)
Other (Specify)
Other Current Assets

Total Assets

Liabilities

Accounts Payable
Accrued Payroll
Other (Specify)
Other (Specify)

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.