



BALANCE SHEET FOR:

(Name of organization)

For the fiscal period ending

(yyyy/mm/dd)

Assets:

Current Assets

Cash and deposits _____

Accounts receivable _____

Prepaid expenses _____

Capital/Fixed Assets

Equipment _____

Land and buildings _____

Other capital/fixed Assets _____

A. Total Assets _____

Liabilities

Current liabilities

Accounts payable _____

Taxes Payable _____

Long Term Debt _____

Mortgage _____

Other _____

B. Total Liabilities _____

Equity

Retained earnings/deficit _____

General reserve _____

C. Total Equity _____

Total Liabilities and Equity _____

(A must equal B + C)



STATEMENT OF INCOME AND EXPENDITURES FOR:

(Name of society)

For the fiscal period ending

(yyyy/mm/dd)

Income:

Membership fees _____

Fund raising _____

Other revenue _____

Other revenue _____

A. Total Income _____

Expenditures

Administration _____

Education and Training _____

Insurance _____

Professional fees _____

Salaries _____

Other expenditures _____

Other expenditures _____

B. Total Expenditures _____

C. Net Surplus or (Deficit) (A-B=C) _____

D. Surplus or (Deficit), beginning of year _____

E. Surplus or (Deficit), end of year (C + D = E) _____