Business Name: Business Address:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Pro-Forma** | **Year 1:** | **Year 2:** | **Year 3:** |
| **ASSETS** | | | | | |
| **Current Assets** | Cash on hands in banks | $ | $ | $ | $ |
| Time deposits and short-term investments | $ | $ | $ | $ |
| Accounts Receivable | $ | $ | $ | $ |
| (Less: Allowance for doubtful accounts) | $ | $ | $ | $ |
| Inventories | $ | $ | $ | $ |
| Prepayments | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
| **Net Total of Current Assets** | **$** | **$** | **$** | **$** |
| **Fixed Assets** | Land | $ | $ | $ | $ |
| Buildings | $ | $ | $ | $ |
| Furniture and equipment | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
| (Less: Accumulated depreciation) | $ | $ | $ | $ |
| **Net Total of Fixed Assets** | **$** | **$** | **$** | **$** |
| **Other Assets** |  | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
| **Net Total of Other Assets** | **$** | **$** | **$** | **$** |
| **Total Assets** | | **$** | **$** | **$** | **$** |
| **LIABILITIES AND EQUITIES** | | | | | |
| **Current Liabilities** | Accounts Payable | $ | $ | $ | $ |
| Notes Payable | $ | $ | $ | $ |
| Current Portion of Long-Term Liabilities | $ | $ | $ | $ |
| Customer Deposits | $ | $ | $ | $ |
| Taxes Payable | $ | $ | $ | $ |
| Interest Payable | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
| **Total Current Liabilities** | **$** | **$** | **$** | **$** |
| **Long-Term Liabilities** | Long-Term Debts (Loans) | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
| **Total Long-Term Liabilities** | **$** | **$** | **$** | **$** |
| **Sub-Total Liabilities** | | **$** | **$** | **$** | **$** |
| **Equity** | Paid in Capital | $ | $ | $ | $ |
| Retained Earnings | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
| **Total Equity** | **$** | **$** | **$** | **$** |
| **Total Liabilities and Equity** | | **$** | **$** | **$** | **$** |

Preparation of this Form:

* Enter data where appropriate for the current year (right column) and the two years prior the current.
* The term “Equity” is used interchangeably with “Net Worth”, “Fund Balance”, etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Balance Sheet Items** | | | | | |
| *Current Assets* | | | | | *Current Liabilities* |
| Cash on hand and in Banks  Includes undeposited cash and demand deposits. | | | | | Accounts Payable  Amounts due to creditors for goods delivered or services completed. |
| Time Deposits and Short Term Investments  Funds in savings accounts and certificates of deposit maturing within one year. | | | | | Notes Payable  Amounts due to banks and other creditors for which a promissory note has been signed. |
| Accounts Receivable  Amounts billed but not paid by customers, users, etc. This is the gross amount before any allowances in item | | | | | Current Portion of long-term debt  Amount due for principal payment during the next 12 months. Includes any payments which are in arrears. |
| Allowance for Doubtful Accounts Amounts included in item 3 which uncollectible. | are | estimated | to | be | Customer Deposits  Funds of various kinds held for others. |
| Inventories  The total of all materials, supplies and finished goods on hand. | | | | | Taxes Payable |
| Prepayments  Payments made in advance of receipt of goods or utilization of services. Examples: rent, insurance. | | | | | Interest  Payable Interest applicable to principal amount in “Current Portion of Long-Term Debt. |
| List other current assets not included above. | | | | | List other payables and accruals not shown above. |
| *Fixed Assets* | | | | | *Long-Term Liabilities* |
| List land, buildings, furniture and equipment separately by gross value. | | | | | Long-term debts (loans)  List total principal payments to creditors which mature after one year and are not included in line 21. |
| List other fixed assets | | | | | List all other long term liabilities such as bonds, bank loans, etc. which are due after one year. |
| Accumulated Depreciation  Indicate total accumulated depreciation for items above. | | | | | N/A |
| *Other Assets* | | | | | *Equity* |
| List other assets not previously accounted for. | | | | | Retained Earnings  Net income which has been accumulated from the beginning of the operation and not distributed to members, users, etc. |
| N/A | | | | | Paid in Capital  Capital injected by business owner(s) |