

# Sample Financial Statements

## Income Statement

(Format does not apply to all bidders)

| [Legal Business Name]                 | [Reporting Period] |
|---------------------------------------|--------------------|
| <b>Revenue</b>                        |                    |
| Gross sales                           |                    |
| Less sales returns and allowances     |                    |
| Net sales                             |                    |
| <b>Cost of Sales</b>                  |                    |
| Beginning inventory                   |                    |
| Plus goods purchased/manufactured     |                    |
| Total goods available                 |                    |
| Less ending inventory                 |                    |
| Total cost of goods sold              |                    |
| Gross profit (loss)                   |                    |
| <b>Operating Expenses</b>             |                    |
| <b>Selling</b>                        |                    |
| Salaries and wages                    |                    |
| Commissions                           |                    |
| Advertising                           |                    |
| Depreciation                          |                    |
| Total selling expenses                |                    |
| <b>General/Administrative</b>         |                    |
| Salaries and wages                    |                    |
| Employee benefits                     |                    |
| Payroll taxes                         |                    |
| Insurance                             |                    |
| Rent                                  |                    |
| Utilities                             |                    |
| Depreciation                          |                    |
| Amortization                          |                    |
| Office supplies                       |                    |
| Travel and entertainment              |                    |
| Postage                               |                    |
| Equipment maintenance and rental      |                    |
| Interest                              |                    |
| Furniture and equipment               |                    |
| Total general/administrative expenses |                    |
| Total operating expenses              |                    |
| Net income before taxes               |                    |
| Taxes on income                       |                    |
| <b>Net Income (Loss)</b>              |                    |

### Important Information to include:

- Legal business name
- Reporting period
- Revenues
- Cost of goods sold, if applicable
- Depreciation, if applicable
- Amortization, if applicable
- Expenses by category such as salary, utilities, rent, etc.
- Net income (loss)

# Balance Sheet

[Legal Business Name] [Reporting Period]

- Important information to include:**
- Legal business name
  - Reporting period
  - Current assets, if applicable
  - Total assets
  - Current liabilities, if applicable
  - Total liabilities
  - Equity

## ASSETS

### Current Assets

|                             |  |
|-----------------------------|--|
| Cash                        |  |
| Accounts receivable         |  |
| (less doubtful accounts)    |  |
| Inventory                   |  |
| Temporary investment        |  |
| Prepaid expenses            |  |
| <b>Total Current Assets</b> |  |

## LIABILITIES

### Current Liabilities

|                                    |  |
|------------------------------------|--|
| Accounts payable                   |  |
| Short-term notes                   |  |
| Current portion of long-term notes |  |
| Interest payable                   |  |
| Taxes payable                      |  |
| Accrued payroll                    |  |
| <b>Total Current Liabilities</b>   |  |

### Long-Term Assets

|                                 |  |
|---------------------------------|--|
| Long-term investments           |  |
| Land                            |  |
| Buildings                       |  |
| (less accumulated depreciation) |  |
| Plant and equipment             |  |
| Less accumulated depreciation   |  |
| Furniture and fixtures          |  |
| (less accumulated depreciation) |  |
| <b>Total Long-Term Assets</b>   |  |

### Long-Term Liabilities

|                                    |  |
|------------------------------------|--|
| Mortgage                           |  |
| Other long-term liabilities        |  |
| <b>Total Long-Term Liabilities</b> |  |

|                          |  |
|--------------------------|--|
| <b>TOTAL LIABILITIES</b> |  |
|--------------------------|--|

### Equity

|                     |  |
|---------------------|--|
| Capital stock       |  |
| Retained earnings   |  |
| <b>Total Equity</b> |  |

**TOTAL ASSETS**

|  |
|--|
|  |
|--|

**TOTAL LIABILITIES & EQUITY**

|  |
|--|
|  |
|--|

Total Assets  
**should equal**  
Total Liabilities & Equity

## Statement of Cash Flows (Direct Method)

| [Legal Business Name]  | [Reporting Period] |
|--|--------------------|
| <b>Cash flows from operating activities</b>                          |                    |
| Cash received from customers   |                    |
| Cash paid for merchandise  |                    |
| Cash paid for wages and other operating expenses                     |                    |
| Cash paid for interest   |                    |
| Cash paid for taxes  |                    |
| Other  |                    |
| <b>Net cash provided (used) by operating activities</b>              |                    |
| <b>Cash flows from investing activities</b>                          |                    |
| Cash received from sale of capital assets: plant and equipment, etc. |                    |
| Cash received from disposition of business segments                  |                    |
| Cash received from collection of notes receivable                    |                    |
| Cash paid for purchase of capital assets: plant and equipment, etc.  |                    |
| Cash paid to acquire businesses                                      |                    |
| Other  |                    |
| <b>Net cash provided (used) by investing activities</b>              |                    |
| <b>Cash flows from financing activities</b>                          |                    |
| Cash received from issuing stock                                     |                    |
| Cash received from credit/debt borrowings                            |                    |
| Cash paid to repurchase stock  |                    |
| Cash paid to retire debt   |                    |
| Cash paid for dividends  |                    |
| Other  |                    |
| <b>Net cash provided (used) in financing activities</b>              |                    |
| <b>Increase (decrease) in cash during the reporting period</b>       |                    |
| Cash balance at the beginning of the reporting period                |                    |
| <b>Cash balance at the end of the reporting period</b>               |                    |

### Important Information to Include

- Legal business name
- Reporting period
- Operating activities
- Investing activities, if applicable
- Financing activities, if applicable
- Increase (decrease) in cash
- Beginning cash balance
- Ending cash balance

- The cash balance at the end of the reporting period should match the cash on the balance sheet.

- Increase (decrease) in cash during the reporting period should equal the sum of the three cash flow activities (operating, investing, and financing.)
- A cash reconciliation should be included. Increase (decrease) in cash during the reporting period plus the cash balance at the beginning of the reporting period should equal the cash balance at the end of the reporting period.

## Statement of Cash Flows (Indirect Method)

| [Legal Business Name]   | [Reporting Period] |
|---|--------------------|
| <b>Cash flows from operating activities</b>   |                    |
| Net Income (Loss)   |                    |
| Non-cash expenses: depreciation, amortization, etc.   |                    |
| Non-operating (gain) loss: sale of non-current assets, investments, etc.                      |                    |
| (Increase) decrease in current assets: accounts receivable, prepaid expenses, inventory, etc. |                    |
| Increase (decrease) in current liabilities: accounts payable, accrued liabilities, etc.       |                    |
| <b>Net cash provided (used) by operating activities</b>                                       |                    |
| <b>Cash flows from investing activities</b>   |                    |
| Cash received from sale of capital assets: plant and equipment, etc.                          |                    |
| Cash received from disposition of business segments   |                    |
| Cash received from collection of notes receivable   |                    |
| Cash paid for purchase of capital assets: plant and equipment, etc.                           |                    |
| Cash paid to acquire businesses   |                    |
| Other   |                    |
| <b>Net cash provided (used) by investing activities</b>                                       |                    |
| <b>Cash flows from financing activities</b>   |                    |
| Cash received from issuing stock  |                    |
| Cash received from credit/debt borrowings   |                    |
| Cash paid to repurchase stock   |                    |
| Cash paid to retire debt  |                    |
| Cash paid for dividends   |                    |
| Other   |                    |
| <b>Net cash provided (used) in financing activities</b>                                       |                    |
| <b>Increase (decrease) in cash during the reporting period</b>                                |                    |
| Cash balance at the beginning of the reporting period   |                    |
| <b>Cash balance at the end of the reporting period</b>  |                    |

### Important Information to Include

- Legal business name
- Reporting period
- Net income (loss)
- Operating activities
- Investing activities, if applicable
- Financing activities, if applicable
- Increase (decrease) in cash
- Beginning cash balance
- Ending cash balance

- The net income on the statement of cash flows should match the net income on the income statement.
- The cash balance at the end of the reporting period should match the cash on the balance sheet.

- Increase (decrease) in cash during the reporting period should equal the sum of the three cash flow activities (operating, investing, and financing).
- A cash reconciliation should be included. Increase (decrease) in cash during the reporting period plus the cash balance at the beginning of the reporting period should equal the cash balance at the end of the reporting period.