

Balance Sheet Spread (\$000s)

Mo. _____ Day: _____, 20____, 20____, 20____

	20____	20____	20____
ASSETS			
Cash	_____	_____	_____
Accounts Receivable	_____	_____	_____
Inventory	_____	_____	_____
Other Current Assets	_____	_____	_____
Total Current Assets	_____	_____	_____
Fixed Assets	_____	_____	_____
Other Fixed Assets	_____	_____	_____
Gross Fixed Assets	_____	_____	_____
Less: Accum. Depreciation (-)	_____	_____	_____
Net Fixed Assets	_____	_____	_____
TOTAL ASSETS	=====	=====	=====
LIABILITIES AND EQUITY			
Notes Payable - Bank	_____	_____	_____
Accounts Payable	_____	_____	_____
Accrued Expenses & Taxes	_____	_____	_____
Total Current Liabilities	_____	_____	_____
Long Term Debt	_____	_____	_____
TOTAL LIABILITIES	_____	_____	_____
Capital Stock	_____	_____	_____
Retained Earnings	_____	_____	_____
EQUITY	_____	_____	_____
TOTAL LIABILITIES & EQUITY	=====	=====	=====

Balance Sheet Spread

The balance sheet is the foundation of any business and should be managed on a regular basis. You want to have an efficient balance sheet and the best way to accomplish this is to have NO LAZY ASSETS.

HOW TO USE SPREADSHEET:

1. Gather three years of your latest year-end Balance Sheets and annotate a column for each year-end statement.
2. Using the category listings record data in their appropriate row. If a specific asset or liability account is not listed, sum and record in their major subtotal account, for example other current assets, etc.
3. Record data for three consecutive years.
4. Note any trends or significant shifts in asset and liability categories over time. Make a note to yourself and explain why.
5. Pay particular attention to any asset category that appears to be too large, may be becoming a lazy asset. Also note any significant reliance on debt.

Questions:

If you have questions on how to fill out the Balance Sheet Spread, contact a Hipereon professional. You may also consider attending one of our financial management programs that demonstrates how to use this tool and much more:

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