

Common Size Balance Sheet (\$000s)

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

	20____	% Assets	20____	% Assets	20____	% Assets
ASSETS						
Cash	_____	-----	_____	-----	_____	-----
Accounts Receivable	_____	-----	_____	-----	_____	-----
Inventory	_____	-----	_____	-----	_____	-----
Other Current Assets	_____	-----	_____	-----	_____	-----
Total Current Assets	_____	-----	_____	-----	_____	-----
Fixed Assets	_____	-----	_____	-----	_____	-----
Other Fixed Assets	_____	-----	_____	-----	_____	-----
Gross Fixed Assets	_____	-----	_____	-----	_____	-----
Less: Accum. Depr. (-)	_____	-----	_____	-----	_____	-----
Net Fixed Assets	_____	-----	_____	-----	_____	-----
TOTAL ASSETS	_____	100.0%	_____	100.0%	_____	100.0%
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	_____	100.0%	_____	100.0%	_____	100.0%

Common Size Balance Sheets

The common size balance sheet enables you to identify any shifts in asset allocation and realignments in funding sources. Remember, NO LAZY ASSETS and not too much reliance on debt.

HOW TO USE SPREADSHEET:

1. Start just like a Balance Sheet spread, 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. Divide each line item by Total Assets for that year. Divide all asset, liability and equity accounts by total assets to determine their relative importance.
5. Note any trends or significant shifts in asset and liability categories over time. Make a note to yourself and explain why.
6. Pay particular attention to any asset category that is growing as a % as it could indicate a shift in asset allocation. Also note any significant reliance on debt.

Questions:

If you have questions on how to fill out the Common Size Balance Sheet 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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