

Sample Financial Statements

The balance sheet and profit & loss statement provide a general assessment of the financial scope and runway of your operation. You are welcome to use it or any other BS and P&L format you prefer. This is a view-only spreadsheet. If you're planning to use it as a template, please make a copy and delete the instructions tab. Submit your financial statement as a Google Form or PDF.

<p>Profit and Loss is used to determine your organization's overarching profitability and to help predict the amounts, timing and uncertainty of your future cash flows. Your profit and loss statement measures a given period of time, like a fiscal year. On the p&l statement, you'll see revenue, expenses, profit, and income.</p> <p>Revenue is the inflow of cash or enhancement of your assets during the time period. This includes fundraising, earned income, passive income, investment income, etc.</p> <p>Expenses are the outflows, using up of your assets, or incurring of liabilities during the same time period.</p> <p>Gross profit is sales less costs of goods in the business world. A nonprofit parallel would be fundraising less cost of raising the funds.</p> <p>Income from operations equals gross profit less selling and admin expenses in the business world; fundraising less program and admin expenses is a more familiar framing in nonprofit context. Look at it as your change in net assets year-over-year.</p>	<p>Feel free to add or delete rows to reflect your organization's scope of work. The sample is set up to display current year-to-date and last year's actuals. Update to clarify your budget year: 2021 YTD, Jul2020-Jun2021 YTD, etc. If you have been in operation for less than one fiscal year, enter N/A in the last year's column.</p>
<p>Your balance sheet provides information about the nature and amounts of investments, obligations and resources of your organization. Think of it as an up to date assessment of your financial capacity. The amounts on your balance sheet are presented in order of liquidity - how quickly they could be converted to cash. You may see both current and noncurrent assets and liabilities on your balance sheet. Current assets/liabilities are assets/liabilities the organization expects to consume/incur within one year. Noncurrent assets/liabilities are those that will be consumed/incurred in longer than a year</p> <p>Revenue is the inflow of cash or enhancement of your assets during the time period. This includes fundraising, earned income, passive income, investment income, etc.</p> <p>Expenses are the outflows, using up of your assets, or incurring of liabilities during the same time period.</p>	<p>Feel free to add or delete rows to reflect your organization's scope of work. The sample is set up to display your last completed fiscal year and the year before that. If you have been in operation for less than two years, do not complete the prior year column. If you have been in operation for less than one fiscal year, provide a current snapshot. If your financial situation is illuminated by adding a current year snapshot column you may do so.</p>

Balance Sheet

ASSETS	Last Fiscal Year End	Prior Fiscal Year End
Cash	\$0.00	\$0.00
Pledges	\$0.00	\$0.00
Prepaid Expenses	\$0.00	\$0.00
Non-Current Assets	\$0.00	\$0.00
TOTAL ASSETS	\$0.00	\$0.00
LIABILITIES	Last Fiscal Year End	Prior Fiscal Year End
Accounts Payable	\$0.00	\$0.00
Loans Payable	\$0.00	\$0.00
Other	\$0.00	\$0.00
TOTAL ALL LIABILITIES		
TOTAL NET ASSETS		
TOTAL LIABILITIES & NET ASSETS		

Profit and Loss Statement (P&L)

REVENUE	Current YTD	Last Year Actual
Donations	\$0.00	\$0.00
Grants	\$0.00	\$0.00
Sponsorship	\$0.00	\$0.00
Earned Income/Fee for Service	\$0.00	\$0.00
Events	\$0.00	\$0.00
Interest Income	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00
TOTAL REVENUE (ALL SOURCES)	\$0.00	\$0.00

EXPENSES	Current YTD	Last Year Actual
G&A		
Staff Salaries	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00
Rent, Utilities, etc	\$0.00	\$0.00
Professional Services	\$0.00	\$0.00
Supplies, equipment	\$0.00	\$0.00
Marketing/Outreach	\$0.00	\$0.00
Fundraising	\$0.00	\$0.00
TOTAL ALL EXPENSES		

TOTAL REVENUE (ALL SOURCES)		
TOTAL ALL EXPENSES		
NET		