

Essential financial statement templates for your business

Here are the three financial statement templates that you downloaded from the [QuickBooks Ultimate Bookkeeping Guide](#). Bookkeeping includes gathering financial data into a recordkeeping system and posting transactions to the accounting records. When you complete each step in the accounting process, you create the financial statements.

The Balance Sheet lists assets, liabilities, and equity, while the Income Statement presents revenue, expenses, and net income (profit). Use the statement of Cash Flows to analyze changes in cash.

Important software requirement: The calculator features within this document require [Adobe Acrobat Reader](#).

Income Statement

for the period ending

How to use these templates: Enter relevant labels in the left-hand column, and use the right-hand column to input values.

Sales	
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Cost of sales	
Total cost of sales	

Gross profit	
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▶ (Sales - cost of sales = gross profit)

Operating expenses	
Total operating expenses	

Operating income	
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▶ (Gross profit - operating expenses = operating income)

Non-operating income	
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Net income	
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▶ (Operating income + non-operating income = net income)

Balance Sheet

as of

How to use these templates: Enter relevant labels in the left-hand column, and use the right-hand column to input values.

Assets	
Current assets	
Total current assets	
Long-term assets	
Total long-term assets	
Total assets	

(Current assets + long term assets = total assets)

Liabilities	
Current liabilities	
Total current liabilities	
Long-term liabilities	
Total long-term liabilities	
Total liabilities	

(Current liabilities + long term liabilities = total liabilities)

Equity	
Total equity	
Total liabilities and equity	

(Total liabilities + equity = total assets)

Budgeted Statement of Cash Flows

for period ended

How to use these templates: Enter relevant labels in the left-hand column, and use the right-hand column to input values.

Cash flows from operations	
Total cash flows from operations	

Cash flows from investing	
Total cash flows from investing	

Cash flows from financing	
Total cash flows from financing	

Net change in cash	
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▶ (Cash flows from operations + investing + financing)

Beginning cash balance	
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Ending cash balance	
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▶ (Net change in cash + beginning cash balance = ending cash balance)

Business growth in 2020: A guide for owners. Small business owners are doing everything they can to stay afloat amid the economic effects of the coronavirus. QuickBooks Live Bookkeeping surveyed 1,068 small business owners to find out whether coronavirus has forced them to shift and where they're focusing most of their efforts. The QuickBooks Live survey reveals why many are struggling to find effective business growth strategies right now, and we offer some pro tips for getting started on your own growth plan. [Read the article here.](#)

Manage your business with live bookkeeping. Once you understand basic bookkeeping, you can manage your business finances with confidence. If you need help, [a live bookkeeping service](#)—like QuickBooks Live—can match you with a bookkeeper who understands your business or industry. They can help you manage and maintain your books accurately. Make the switch to an online solution, and you'll be better prepared to manage company growth.