



# ACCOUNTING

## Financial Statements Reference Guide For Small Business and Solopreneurs

### BALANCE SHEET CONCEPTS

#### What is the Balance Sheet

- The balance sheet is one of the basic financial statements.
- It provides a snapshot or point in time of your financial position.
- It states a company's financial position.
- The balance sheet details how much, how many assets, how much do I owe in liabilities, how much equity do I have.

#### What Goes on the Balance Sheet

There are three main buckets of items shown on the balance which include:

- **Assets** - Resources of economic value that are owned or controlled.
- **Liabilities** - Items owed to outside parties.
- **Equity** - Net amount of assets and liabilities (assets less liabilities)

#### Why Do You Need the Balance Sheet

- Owners, creditors, and potential investors may request it to analyze a company's financial position.
- It helps determine if a company has enough assets to cover the liabilities it owes.
- It tells us if the company has more in assets than what it owes at any point in time.

#### Assets

Assets consist of:

- **Cash** - Bank cash, currency, and items converted to cash in 3 months or less.
- **Marketable Securities** - Matures in less than 1 year.
- **Accounts Receivable** - Sales made to customers.
- **Inventory** - Purchased or made for sale.
- **Prepaid Expenses** - Paid upfront for expenses.
- **Property, Plant, & Equipment (PP&E)** - Land, building, equipment.

#### Liabilities

Liabilities consist of:

- **Accounts Payable** - Owed to outside parties for invoices received.
- **Accrued Liabilities** - Estimates of what is owed.
- **Accrued Payroll** - Estimate of payroll wages for upcoming pay date.
- **Unearned Revenue** - Cash received upfront for goods/services.
- **Notes Payable** - Longer than 1 year in maturity: Ex., mortgages, car loans, credit cards.

#### Equity

Equity consists of:

- **Common Stock** - Share of a corporation.
- **Additional Paid-in Capital** - Payment of stock above par value.
- **Contributions** - Cash or assets invested by owner.
- **Distributions** - Cash or assets withdrawn by owner.
- **Retained Earnings** - Life-to-date profits and losses.

### How Assets and Liabilities Flow Through Cash on the Balance Sheet

How Assets and Liabilities flow through Cash on the Balance Sheet	Get on the Balance Sheet (Increases on the Balance Sheet)	Get off the Balance Sheet (Decreases on the Balance Sheet)
Cash	Cash contributions, Cash receipts from sales or A/R	Cash disbursements for paying bills, paying Employees
Accounts Receivable	Sales on credit (Revenue on the Income Statement)	Cash receipts from past sales
Expenses	Cash disbursement for expenses on the Income Statement	Expenses on the Income Statement

# Accounting Reference Guide

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