Financial Document Samples

Sample Bank Statement

Hometown Bank

123 Main Street

Hometown, USA 10000

Account Activity January 1, 2018 – January 31, 2018

Joe and Jane Smith

100 Elm Street

Hometown, USA 10000

Account Number: 123 456 789

Date	Description	Deposits	Withdrawals	Balance
1/1/18	Opening Balance			$1,000.00
1/5/18	Check #123 ABC Insurance		112.89	887.11
1/7/18	ACH[1] Withdrawal – Verizon Wireless		85.00	802.11
1/8/18	ATM Withdrawal – 350 Main St. Springfield, GA		200.00	602.11
1/15/18	ACH Deposit – Acme Company Payroll	1,475.13		2,077.24
1/16/18	Mortgage Loan Payment		1,024.75	1,052.49
1/17/18	Fee – Monthly Checking		5.00	1,047.49
1/20/18	Check #124 – Bob's Bakery		35.00	1,012.49
1/29/18	ACH Withdrawal – Student Loan Servicing Co.		163.50	848.99
1/31/18	Ending Balance			848.99

[1] ACH stands for Automated Clearing House – This term will generally appear on payments made online or direct deposits.

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Sample Ledger Book

Date	Description	Credits	Debits	Running Profit	Checkbook Balance
1/1/18	Opening Balance				2,000.00
3/1/18	Supplies - Seed Purchase		200.00	-200.00	1,800.00
3/1/18	Supplies – Fertilizer		100.00	-300.00	1,700.00
3/15/18	Labor – Prep and Planting		200.00	-500.00	1,500.00
3/30/18	Labor – Growing		100.00	-600.00	1,400.00
4/10/18	Supplies – Packaging		100.00	-700.00	1,300.00
4/30/18	Labor – Growing		100.00	-800.00	1,200.00
5/10/18	Labor – Growing		100.00	-900.00	1,100.00
5/25/18	Labor – Harvesting		200.00	-1,100.00	900.00
5/25/18	Sale of Crops	500.00		-600.00	1,400.00
6/1/18	Labor – Harvesting		200.00	-800.00	1,200.00
6/1/18	Sale of Crops	500.00		-300.00	1,700.00
6/20/18	Labor – Growing		100.00	-400.00	1,600.00
6/25/18	Labor – Harvesting		200.00	-600.00	1,400.00
6/25/18	Sale of Crops	500.00		-100.00	1,900.00
7/10/18	Labor – Growing		100.00	-200.00	1,800.00
7/15/18	Labor – Harvesting		100.00	-300.00	1,700.00
7/15/18	Sale of Crops	500.00		+200.00	2,200.00
8/1/18	Labor – Growing		100.00	100.00	2,100.00
8/10/18	Labor – Harvesting		100.00	0	2,000.00
8/10/18	Sale of Crops	500.00		500.00	2,500.00
9/1/18	Supplies – Chemicals		100.00	400.00	2,400.00
9/1/18	Labor – Growing		100.00	300.00	2,300.00
9/10/18	Sale of Crops	500.00		800.00	2,800.00
10/1/18	Labor – Growing		100.00	700.00	2,700.00
10/10/18	Labor – Harvesting		100.00	600.00	2,600.00
10/10/18	Sale of Crops	500.00		1,100.00	3,100.00
10/20/18	Labor – Harvesting		100.00	1,000.00	3,000.00
10/20/18	Sale of Crops	500.00		1,500.00	3,500.00
10/30/18	Labor – Closing Farm		100.00	1,400.00	3,400.00

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Sample Personal Balance Sheet

If we want to use the analogy of a car trip, then the balance sheet is basically like your address: It tells you where you sit today, in other words, what is your current financial position. It's a summation of all your assets (things you own), your liabilities (what you owe to others), and what the bottom line is (your net worth) after everything is settled. Here's an example of a simple balance sheet for an individual:

John Smith – Personal Balance Sheet

As of 12/31/20XX

Assets	
Cash (Checking and Savings)	$1,000
Car	10,000
Home	250,000
Retirement 401(k)	50,000
Stocks	10,000
Total	321,000
Liabilities	
Car Loan	5,000
Home Mortgage	150,000
Student Loans	25,000
Credit Card Debt	5,000
Total	185,000
Net Worth	136,000
Net Worth Percent	42%

Note that the Assets must equal Liabilities plus net worth (or *owner's equity*, as it is referred to on a business' balance sheet). In other words, it must balance, and that's why it's called a Balance Sheet.

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