



Financial Statements of
 Any Company
 100 East Main Street
 Any Town, Any State 99999
 June 30, 20xx



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BANK ACCOUNT RECONCILIATION

Client: Any Company		Month: June	Year: 20XX
Balance per Client's Stubs	9,140.64	Balance per Client's Stubs	14,842.84
Less: Next Month's Deposits		Add: Deposits in Transit	-0-
TOTAL	9,140.64	TOTAL	14,842.84
Plus: Deposits now shown on Client's Stubs		Less: Outstanding Checks	5,762.35
Adjusted Check Stub Balance	9,140.64	Balances per Ledger	9,080.49
Correct Bank Balance	9,080.49	Service Charge	60.15
Subtract from Check Stub Balance	60.15	TOTAL DEDUCTIONS	60.15
OUTSTANDING CHECKS			
NUMBER	AMOUNT	MEMO: Cash in Bank—General	
1055	5,000.00	Beginning Balance	7,483.25
1056	115.11	Deposits for Month	31,174.69
1057	5.21	TOTAL	38,657.97
1058	538.28	Checks Written	29,517.33
1059	103.75	Bank Service Charge	60.15
TOTAL	5,762.35	Balance per Ledger	9,080.49
		Last stub written: 1059	

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BALANCE SHEET

INDEX	DESCRIPTION	
099	ASSETS	
100	CURRENT ASSETS	
102	Cash in Bank	9,080.49
106	Accounts Receivable	19,990.20
130	Inventory	23,888.79
139	TOTAL CURRENT ASSETS	52,959.48
140	FIXED ASSETS	
141	Land	25,000.00
144	Buildings	62,913.67
146	Fixture & Equipment	30,343.85
149	Accumulated Depreciation	-14,135.14
159	TOTAL FIXED ASSETS	104,122.38
199	TOTAL ASSETS	157,081.86
200	LIABILITIES	
201	CURRENT LIABILITIES	
205	Accounts Payable	6,354.65
232	Federal Payroll Taxes	1,376.43
233	State Payroll Tax	85.01
235	Accrued Unemployment Tax	388.46
237	Accrued Property Tax	358.00
259	TOTAL CURRENT LIABILITIES	8,562.55
260	LONG TERM LIABILITIES	
266	Mortgage Payable	50,000.00
278	TOTAL LONG TERM LIABILITIES	50,000.00
279	TOTAL LIABILITES	58,562.55
280	EQUITY	
281	Issued Capital Stock	20,000.00
283	Retained Earnings	49,790.71
297	PROFIT	28,728.60
289	TOTAL EQUITY	98,519.31
299	TOTAL LIABILITES & EQUITY	157,081.86

Prepared without audit.
 From information submitted by client.

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OPERATING STATEMENT

INDEX	DESCRIPTION	CURRENT MONTH	SIX MONTHS YEAR TO DATE	PERCENTAGES AS A %OF REVENUE	
				Monthly	YTD
300	SALES				
302	Machines	23,761.43	150,011.83	77.6	80.5
303	Parts	6,858.97	36,338.27	22.4	19.5
399	TOTAL SALES	30,620.40	186,350.10	100.0	100.0
400	COST OF SALES				
402	Purchases	3,222.85	21,160.97	10.6	11.4
403	Direct Labor	5,490.00	39,925.16	17.9	21.4
498	TOTAL COST OF SALES	8,712.85	61,086.13	28.5	32.8
499	GROSS PROFIT	21,907.55	125,263.97	71.5	67.2
500	OPERATING EXPENSES				
510	Operating Supplies	1,654.40	7,289.70	5.4	3.9
512	Freight & Postage	666.82	8,700.70	2.2	4.7
517	Office Salaries	4,004.00	29,107.56	13.1	15.6
526	Utilities	110.62	1,688.26	.3	.9
529	Telephone	1,067.99	5,438.79	3.5	2.9
530	Repairs & Maintenance	651.68	2,001.61	2.1	1.1
534	Advertising & Promotion	3,062.76	10,924.99	10.0	5.8
535	Insurance	1,919.54	5,716.23	6.3	3.1
539	Travel/Entertainment-Unlimited	2,257.05	6,075.90	7.4	3.2
542	F.I.C.A. Tax	493.19	4,412.02	1.6	2.4
543	Unemployment Tax	15.36	1,892.80	.1	1.0
552	Vehicle Expense	184.36	3,622.18	.6	1.9
556	Commissions	1,639.05	2,017.33	5.3	1.1
564	Legal & Accounting	225.00	2,756.43	.7	1.5
566	Office Expense	5.21	172.38		.1
575	Depreciation	1,338.97	7,446.90	4.4	4.0
580	Dues & Subscriptions		467.86		.3
581	Laundry		203.56		.1
595	Miscellaneous	63.66	327.17	.2	.2
598	TOTAL OPERATING EXPENSE	19,359.66	100,262.37	63.2	53.8
599	OPERATING PROFIT	2,547.89	25,001.60	8.3	13.4
900	OTHER INCOME				
901	Space Rented	551.17	3,727.00	1.8	2.0
949	TOTAL OTHER INCOME	551.17	3,727.00	1.8	2.0
999	NET PROFIT	3,099.06	28,728.60	10.1	15.4

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DETAIL GENERAL LEDGER

DATE	INDEX	DESCRIPTION	CURRENT MONTH	YEAR TO DATE
00 01	510	OPERATING SUPPLIES		
		Beginning Balance		5,635.30 Dr
06 09	510	01015 Lubrication Oil	45.08 Dr	
06 19	510	01031 Camore Container	1,276.32 Dr	
06 19	510	01032 Paper Company	333.00 Dr	
CURRENT TOTAL			1,654.40 Dr	
ENDING BALANCE				7289.70 Dr
DATE	INDEX	DESCRIPTION	CURRENT MONTH	YEAR TO DATE
00 01	530	REPAIRS & MAINTENANCE		
		Beginning Balance		1,349.93 Dr
06 09	530	01011 Valley Hardware	9.13 Dr	
06 09	530	01013 Midway Lumber Co.	22.93 Dr	
06 09	530	01014 Stein Brothers	2.36 Dr	
06 17	530	01025 W C Electrical	78.98 Dr	
06 30	530	01058 Fire Equipment	538.28 Dr	
CURRENT TOTAL			651.68 Dr	
ENDING BALANCE				2,001.61 Dr
DATE	INDEX	DESCRIPTION	CURRENT MONTH	YEAR TO DATE
00 01	534	ADVERTISING & PROMOTION		
		Beginning Balance		7,862.23 Dr
06 19	534	01034 Lumberman Inc.	2,239.60 Dr	
06 22	534	01036 Crane Studios	127.00 Dr	
06 29	534	01049 EOM Services	332.16 Dr	
06 29	534	01054 The Artist Shop	364.00 Dr	
CURRENT TOTAL			3,062.76 Dr	
ENDING BALANCE				10,924.99 Dr

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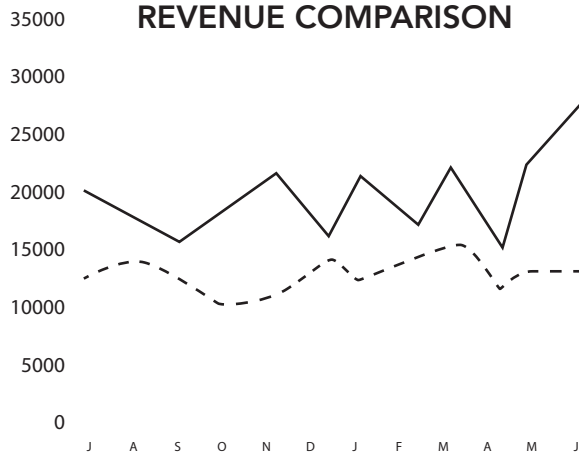
JOURNAL ENTRY AND CHECK REGISTER

DATE	LINE/ CHECK NO.	DESCRIPTION	ACCOUNT CODE	NET AMOUNT
6-03	1001	CARLTON CO	595	18.64
6-05	1002	AND	517	770.77
6-05	1003	BAR	403	148.00
6-05	1004	CHA	403	199.57
6-05	1005	FRE	403	52.18
6-05	1006	STANDARD INS CO	535	203.62
6-08	1007	POSTMASTER	512	100.00
6-08	1008	C W RUSSELL	539	42.20
6-08	1009	DAVID ANDERSON	539	114.85
6-09	1010	DELIVERY SERVICE	512	54.26
6-09	1011	VALLEY HARDWARE	530	9.13
6-09	1012	VILLAGE WATER CO	526	11.50
6-09	1013	MIDWAY LUMBER CO	530	22.93
6-09	1014	STEIN BROTHERS	530	2.36
6-09	1015	LUBRICATION OIL	510	45.08
6-09	1016	COMPREHENSIVE	564	225.00
6-09	1017	MOBIL OIL CORP	552	107.34
6-26	1043	BAR	403	148.00
6-26	1044	CHA	403	199.57
6-26	1045	FRE	403	52.18
6-29	1046	TRAVEL SERVICE	539	2,100.00
6-29	1047	EDISON COMPANY	526	99.12
6-29	1048	UNITED PARCEL	512	170.56
6-29	1049	EOM SERVICE	534	332.16
6-29	1050	TRAVELERS INS	535	1,715.92
6-29	1051	TEXACO INC	552	77.02
6-29	1052	C W RUSSELL	595	45.00
6-29	1053	UNITED PARCEL	512	5.17
6-29	1054	THE ARTIST SHOP	534	364.00
6-30	1055	REALTY CORP	141	5,000.00
6-30	1056	UNITED PARCEL	512	115.11
6-30	1057	WATER SERVICE	566	5.21
6-30	1058	FIRE EQUIPMENT	530	538.28
6-30	1059	DEPT OF REVENUE	233	103.75
TOTAL		59 ENTRIES		29,517.33
		PAYROLL RECAP		
		GROSS PAYROLL	517	4,004.00
		GROSS PAYROLL	403	1,920.00
		W2 RECAP		5,924.00
		FEDERAL TAX WITHHELD	232	1,123.52-
		STATE TAX WITHHELD	233	118.40-
		NET PAYROLL		4,682.08

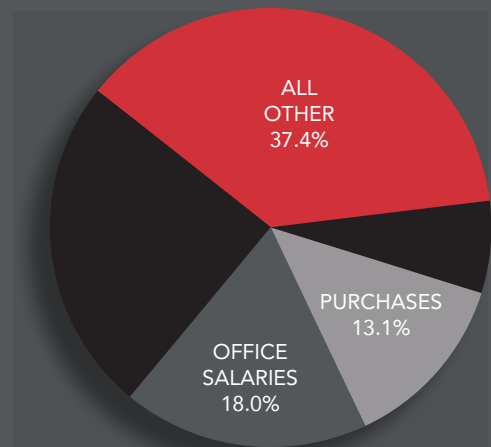
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PERFORMANCE CHARTS

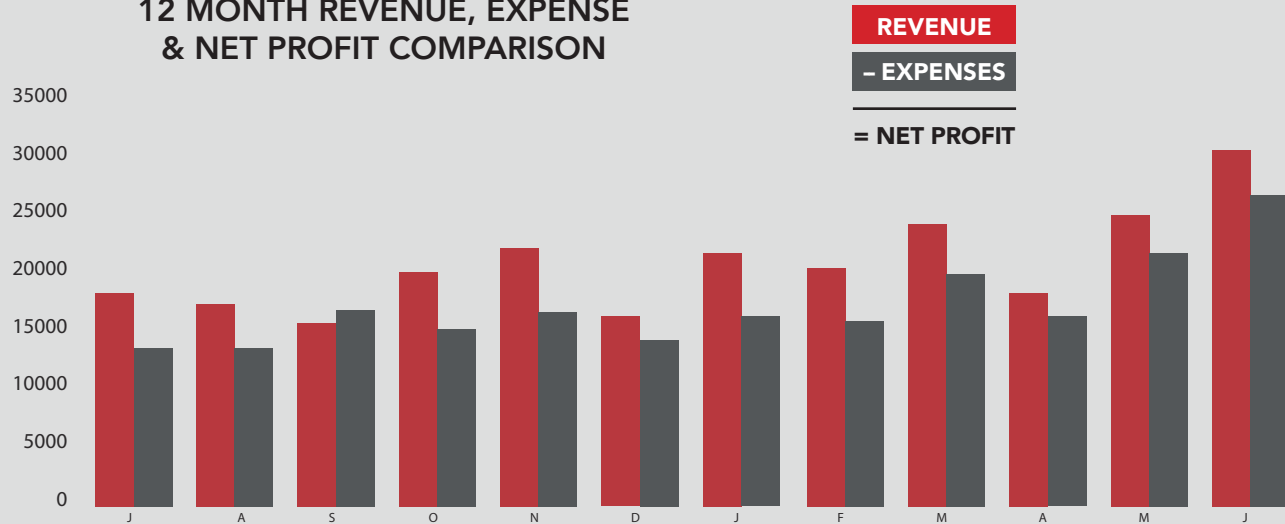
TWO-YEAR REVENUE COMPARISON



YEAR TO DATE EXPENSES AS A % OF TOTAL EXPENSE



12 MONTH REVENUE, EXPENSE & NET PROFIT COMPARISON



Prepared without audit.
 From information submitted by client.

CLIENT ACCOUNTING SERVICES

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As Small Business Advisors, Gift CPAs provides these regular monthly services:

■ **Business Consultation** — Gift CPAs can help you evaluate the current position of your business and develop short-term and long-term strategies to achieve your goals for growth. Gift CPAs will provide honest advice based on our own experience and the experiences of clients we've helped over the past three decades. **Ask us about our Outsourced Controller and CFO program.**

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■ **Monthly Financial Statements** — There are two elements of the monthly financial statements. The operating statement is a monthly breakdown of sales, cost of sales and expenses (profit and loss) for the previous month, and a total for all of the months of the year to date. Percentages for both helps you compare performance to the year to date and spot problem areas so you can take immediate action. The balance sheet summarizes your total business assets, liabilities, and net worth at a given point in time so you can make decisions about capital expenditures, or how to improve profits.

■ **Bank Reconciliations** — a proving out of the bank's figures with your checkbook balance each month to ensure you are working with the correct total.

■ **Detail General Ledger** — a record of the dates, check numbers, payees and amount of all expenses within each of your business accounts for the month and year to date.

■ **Accounts Payable Check Writing** — Gift CPAs' outsourced bookkeeping services is fast, efficient, and trouble free. Our accounts payable check writing is no longer a tedious process but a smooth function of your business.

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