Harbor Office Supplies Ltd - Balance Sheet

OF-XLS-BS01 v1.0 - Harbor Office Supplies Ltd

Purpose

Set out what the business owns and owes at a reporting date: assets, liabilities and equity, with a built-in check that the bala
equal liabilities plus equity).

How to use

1. On the Setup sheet, enter your company name, currency label and reporting date.
2. On the Balance Sheet, overwrite the example figures in the white cells with your own.
3. Copy the net profit total from the Profit and Loss Statement into the 'Net profit for the year' line - retained earnings then
4. Check the balance check line at the foot of the sheet: it must read BALANCED.
5. Review the Summary sheet for working capital and the current ratio.

Example figures

All figures are examples for the fictional company Harbor Office Supplies Ltd at 31 December 2026. They agree with the e
Statement: the net profit of 65,110 flows into retained earnings, tax payable matches the tax charge, and cash and bank mat
the Cash Flow Statement. All figures are illustrative only.

What this workbook is NOT

This is a management template for presenting a financial position at one date. It is not a set of statutory accounts and it doe
accounting standard. Ask your accountant or adviser before using it for statutory or tax purposes.

**White cells are for your input. Grey cells are formulas - do not type in them. Replace every [bracketed] item and ev
your own details before relying on this workbook.**

Setup - lists and settings

Workbook settings

Company name	Harbor Office Supplies Ltd (example - replace	Shown on the statement heading. Replace with your own company name.
Currency label	USD	Shown in headings. Change to your currency (for example GBP, EUR, PKR).
Reporting date	2026-12-31	The date the balance sheet is drawn up at.

Balance Sheet - Harbor Office Supplies Ltd - at 31 December 2026

Example figures are illustrative - overwrite the white cells with your own numbers. Grey cells are formulas: do not type in them. Amounts in USD (see Setup).

Item	Amount (USD)	Notes
NON-CURRENT ASSETS		
Property and equipment at cost	420,000	
Less: Accumulated depreciation	-145,000	Enter as a negative figure.
Net property and equipment	**275,000**	
Investments	40,000	
Total non-current assets	**315,000**	
CURRENT ASSETS		
Inventory	128,000	
Accounts receivable	96,500	
Prepayments	8,400	
Cash and bank	74,210	Must agree with closing cash on the Cash Flow Statement.
Total current assets	**307,110**	
TOTAL ASSETS	**622,110**	
CURRENT LIABILITIES		
Accounts payable	58,300	
Accrued expenses	12,750	
Tax payable	11,490	Matches the tax charge on the Profit and Loss Statement.
Short-term loan	20,000	
Total current liabilities	**102,540**	
NON-CURRENT LIABILITIES		
Long-term loan	150,000	
Total non-current liabilities	**150,000**	
TOTAL LIABILITIES	**252,540**	
EQUITY		
Share capital	200,000	
Retained earnings at start of year	109,460	
Net profit for the year (from Profit and Loss Statement)	65,110	Copy the NET PROFIT FOR THE YEAR total from the Profit and Loss Statement.
Less: Dividends paid	-5,000	Enter as a negative figure.
Retained earnings at end of year	**169,570**	
Total equity	**369,570**	
TOTAL LIABILITIES AND EQUITY	**622,110**	

BALANCE CHECK

Total assets less total liabilities and equity (must be 0)	**0**	Must be 0. If it is not 0, a figure is missing or mistyped.
Balance check	**BALANCED**	Shows BALANCED when assets equal liabilities plus equity.

Summary - Balance Sheet

Key figures taken from the Balance Sheet. All amounts in the currency set on Setup.

Key figures

Total assets	622,110
Total liabilities	252,540
Total equity	369,570
Net assets (total assets less total liabilities)	369,570
Current assets	307,110
Current liabilities	102,540
Working capital (current assets less current liabilities)	204,570
Current ratio (current assets divided by current liabilities)	3.00
Cash and bank	74,210
Balance check (must be 0)	0

Net assets must equal total equity. If the balance check is not 0, correct the figures on the Balance Sheet before using this summary.