

BALANCE SHEET MANAGEMENT INFORMATION RECORDING

ASSETS - LIABILITIES - LOANS - LEASES

TOTAL HOLDBACK DEDUCTED BY YOUR CARRIER

\$ -

EQUIPMENT PURCHASED AND/OR SOLD DURING THE YEAR

EQUIPMENT PURCHASED

EQUIPMENT	YEAR/MAKE	PURCHASE PRICE	DOWN PAYMENT	MONTHLY PAYMENT
				\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -

PLEASE SEND US A COPY OF THE AGREEMENT OR CONTRACT

EQUIPMENT SOLD

EQUIPMENT	YEAR/MAKE	SELLING PRICE	HST TAX COLLECTED	NOTES/COMMENTS
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	

EQUIPMENT LEASED DURING THE YEAR.

EQUIPMENT	YEAR/MAKE	TOTAL PRICE	DOWN PAYMENT	MONTHLY LEASE
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -

BANK OR FINANCE COMPANY LOANS

DATE BANK OR FINANCIAL INSTITUTION LOAN OPENED	ORIGINAL LOAN AMOUNT	MONTHLY PAYMENTS	MONTHLY INTEREST IF NOT INCLUDED IN THE PAYMENTS	CURRENT LOAN BALANCE
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

This worksheet you will use to keep track of the applicable information needed by your accountant or bookkeeper to prepare your balance sheet at the business year-end to accurately reflect the ASSETS and Liabilities and Owners equity in your business.