

# Annual Financial Statement

For the Year Ended: \_\_\_\_\_

## Organization Information

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_

Prepared By \_\_\_\_\_

## Statement of Financial Position

<b>Assets</b>	<b>Amount (USD)</b>
Cash and Cash Equivalents	
Accounts Receivable	
Property and Equipment	
Other Assets	
<b>Total Assets</b>	

<b>Liabilities &amp; Equity</b>	<b>Amount (USD)</b>
Accounts Payable	
Long-term Liabilities	
Other Liabilities	
Equity	
<b>Total Liabilities &amp; Equity</b>	

## Statement of Income & Expenditure

<b>Description</b>	<b>Amount (USD)</b>
Income	
Grants & Donations	
Sales/Service Revenue	

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Other Income

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**Total Income**

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**Expenses**

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Staff Salaries

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Office Expenses

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Program Expenses

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Other Expenses

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**Total Expenses**

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**Net Surplus / (Deficit)**

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## Notes

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## Authorization

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Prepared By / Signature / Date

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Approved By / Signature / Date