

ANNUAL FINANCIAL REPORT TEMPLATE

[Year:]

Business Information

Business Name _____

Address _____

Contact Person _____

Phone _____

Email _____

Income Statement

For the year ended [insert date]

Description	Amount
Revenue (Sales)	
Cost of Goods Sold	
<i>Gross Profit</i>	
Operating Expenses	
Other Income	
Other Expenses	
Net Profit (Loss)	

Balance Sheet

As of [insert date]

Assets	Amount	Liabilities & Equity	Amount
Cash & Cash Equivalents		Short-term Liabilities	
Accounts Receivable		Long-term Liabilities	
Inventory		Total Liabilities	
Property & Equipment		Owner's Equity	
Other Assets		Total Liabilities & Equity	
Total Assets			

Cash Flow Statement

For the year ended [insert date]

Description	Amount
Net Cash from Operating Activities	
Net Cash from Investing Activities	
Net Cash from Financing Activities	
Net Increase (Decrease) in Cash	

Notes

Add any important notes or comments pertaining to the financial report.

Prepared By

Date: _____

Approved By

Date: _____