

**Bank account balances:**

Name of bank and balance of money in account

**Accounts Receivable:**

Amounts owed to your organization by clients, patients, & customers

**Business equipment, land, buildings, vehicles:**

Full description of all new assets purchased during the year including date purchased, cost, financing agreement

**Ending Inventory:**

Amount of inventory at year end

**Loans:**

Amounts owed to banks (principal only)

Amounts borrowed during the year

Amounts paid off during the year

Copy of any loan document

**Accounts Payable:**

Amounts owed by your organization to vendors, government, customers

**Shareholder Loans:**

Amounts borrowed from shareholder/owner

Amounts paid by shareholder/owner

**Revenues/Deposits:**

Itemized list of income received during the year

**Itemized list of income received during the year**

Itemized list of expenses paid during the year

Amounts paid for owner health insurance

Amounts paid for employee health insurance

**Unreimbursed Expenses paid by Shareholder:**

Itemized list of expenses paid by shareholders relating to business