

## Financial Statement Template Pack

Free download from [Holdings](#) — AI-native business banking with free checking, AI bookkeeping, 1.75% APY, and up to \$3M FDIC insurance through i3 Bank, Member FDIC.

Use these templates to prepare your three core financial statements. Fill in your own numbers, adjust categories to fit your business, and update monthly.

### Template 1: Profit & Loss Statement (Income Statement)

**Business Name:** \_\_\_\_\_

**Period:** \_\_\_\_\_ to \_\_\_\_\_

#### Revenue

Line Item	Month 1	Month 2	Month 3	Quarter Total
Product/Service Revenue 1	\$	\$	\$	\$
Product/Service Revenue 2	\$	\$	\$	\$
Product/Service Revenue 3	\$	\$	\$	\$
Other Revenue	\$	\$	\$	\$
<b>Total Revenue</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

#### Cost of Goods Sold (COGS)

Line Item	Month 1	Month 2	Month 3	Quarter Total
Materials/Supplies	\$	\$	\$	\$
Direct Labor / Subcontractors	\$	\$	\$	\$
Shipping/Delivery	\$	\$	\$	\$
Other Direct Costs	\$	\$	\$	\$

<b>Total COGS</b>	\$	\$	\$	\$
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**Gross Profit** = Total Revenue - Total COGS = \$ \_\_\_\_\_

**Gross Margin** = Gross Profit ÷ Revenue × 100 = \_\_\_\_\_%

### Operating Expenses

Category	Month 1	Month 2	Month 3	Quarter Total
Rent / Lease	\$	\$	\$	\$
Payroll & Wages	\$	\$	\$	\$
Payroll Taxes & Benefits	\$	\$	\$	\$
Software & Subscriptions	\$	\$	\$	\$
Marketing & Advertising	\$	\$	\$	\$
Insurance	\$	\$	\$	\$
Professional Services (Legal, Accounting)	\$	\$	\$	\$
Office Supplies	\$	\$	\$	\$
Utilities	\$	\$	\$	\$
Travel	\$	\$	\$	\$
Meals (business)	\$	\$	\$	\$
Depreciation	\$	\$	\$	\$
Other: _____	\$	\$	\$	\$
Other: _____	\$	\$	\$	\$
<b>Total Operating Expenses</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Operating Income (EBIT)** = Gross Profit - Operating Expenses = \$ \_\_\_\_\_

### Other Income & Expenses

Line Item	Month 1	Month 2	Month 3	Quarter Total
Interest Income	\$	\$	\$	\$
Interest Expense	\$	\$	\$	\$
Other Gains/Losses	\$	\$	\$	\$

<b>Net Other Income</b>	\$	\$	\$	\$
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**Net Income (Loss)** = Operating Income + Net Other Income = \$ \_\_\_\_\_

**Net Margin** = Net Income ÷ Revenue × 100 = \_\_\_\_\_%

## Template 2: Balance Sheet

**Business Name:** \_\_\_\_\_

**As of:** \_\_\_\_\_

### Assets

Current Assets	Amount
Cash — Checking Account(s)	\$
Cash — Savings Account(s)	\$
Accounts Receivable	\$
Inventory	\$
Prepaid Expenses	\$
Other Current Assets: _____	\$
<b>Total Current Assets</b>	<b>\$</b>

Non-Current Assets	Amount
Equipment (at cost)	\$
Vehicles (at cost)	\$
Furniture & Fixtures	\$
Real Estate / Leasehold Improvements	\$
Less: Accumulated Depreciation	(\$)
Other Non-Current Assets: _____	\$
<b>Total Non-Current Assets</b>	<b>\$</b>

**Total Assets** = Current + Non-Current = \$ \_\_\_\_\_

## Liabilities

Current Liabilities (due within 12 months)	Amount
Accounts Payable	\$
Credit Card Balances	\$
Current Portion of Loans	\$
Payroll Taxes Payable	\$
Sales Tax Payable	\$
Unearned Revenue (customer deposits)	\$
Accrued Expenses	\$
Other Current Liabilities: _____	\$
<b>Total Current Liabilities</b>	<b>\$</b>

Non-Current Liabilities	Amount
Long-Term Loans	\$
Equipment Financing	\$
Other: _____	\$
<b>Total Non-Current Liabilities</b>	<b>\$</b>

**Total Liabilities** = Current + Non-Current = \$ \_\_\_\_\_

## Owner's Equity

Line Item	Amount
Owner's Contributions (Capital)	\$
Retained Earnings (prior years)	\$
Current Year Net Income	\$
Less: Owner Distributions / Draws	(\$)
<b>Total Owner's Equity</b>	<b>\$</b>

**Total Liabilities + Equity** = \$ \_\_\_\_\_

**Check:** Total Assets must equal Total Liabilities + Owner's Equity

## Key Ratios

- **Current Ratio** = Total Current Assets ÷ Total Current Liabilities = \_\_\_\_\_ (target: >1.5)
- **Debt-to-Equity** = Total Liabilities ÷ Total Equity = \_\_\_\_\_ (lower = less leveraged)
- **Working Capital** = Current Assets - Current Liabilities = \$\_\_\_\_\_ (positive = healthy)

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## Template 3: Cash Flow Statement

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**Business Name:** \_\_\_\_\_

**Period:** \_\_\_\_\_ to \_\_\_\_\_

### Operating Activities

Line Item	Amount
Net Income (from P&L)	\$
<b>Add back non-cash items:</b>	
+ Depreciation	\$
+ Amortization	\$
<b>Changes in working capital:</b>	
Accounts Receivable (increase = negative)	\$
Inventory (increase = negative)	\$
Prepaid Expenses (increase = negative)	\$
Accounts Payable (increase = positive)	\$
Accrued Expenses (increase = positive)	\$
Unearned Revenue (increase = positive)	\$
<b>Cash from Operating Activities</b>	<b>\$</b>

### Investing Activities

Line Item	Amount
Equipment Purchases	(\$)
Vehicle Purchases	(\$)

Property / Leasehold Improvements	(\$ )
Proceeds from Asset Sales	\$
<b>Cash from Investing Activities</b>	<b>\$</b>

## Financing Activities

Line Item	Amount
Loan Proceeds	\$
Loan Repayments	(\$ )
Owner Contributions	\$
Owner Distributions / Draws	(\$ )
<b>Cash from Financing Activities</b>	<b>\$</b>

## Summary

	Amount
<b>Net Change in Cash</b>	<b>\$</b>
Beginning Cash Balance	\$
<b>Ending Cash Balance</b>	<b>\$</b>

**Check:** Ending Cash Balance should match cash on your Balance Sheet

## Instructions & Tips

### Getting Started

- Start with the P&L — it's the most intuitive statement
- Build the balance sheet next — you need the P&L net income for retained earnings
- Build the cash flow statement last — it bridges the P&L and balance sheet

### Frequency

- **Monthly:** Update all three (even rough numbers help)
- **Quarterly:** Clean up and format for stakeholders
- **Annually:** Finalize for tax preparation

## Common Mistakes to Avoid

- Don't count owner draws as business expenses on the P&L
- Don't forget to add back depreciation on the cash flow statement
- Don't mix cash and accrual accounting between statements
- Don't include personal expenses in business financial statements
- Always verify: Balance Sheet Assets = Liabilities + Equity
- Always verify: Cash Flow ending balance = Balance Sheet cash

## Categories to Customize

Every business is different. Add or remove line items based on your industry:

- **Product businesses:** Add inventory, COGS, shipping
- **Service businesses:** May not need COGS or inventory sections
- **Freelancers:** Simpler P&L, minimal balance sheet
- **Retail:** Add point-of-sale, merchant fees, shrinkage

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For more guidance, read the full article: [How to Prepare Financial Statements for Your Small Business](#)

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