**Balance Sheet**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Accountant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Opening Balance: $\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Expenses to be subtracted from balance** | **Income to be added to balance** | **Amount and Balance** |
| **Check Number** | Date | To whom the check was written and Purchase Order Number (-) | **Receipt Number** | Date | From whom payment was received and why (+) | Amount of check (-) or receipt (+)[top line]And balance of account [bottom line] |
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