

See Financial Statement Key for completing items 1-10 below.

FINANCIAL STATEMENT

Complete using: Adobe Acrobat, Chrome, or Internet Explorer

For the _____ calendar year, or tax year beginning _____, _____ and ending _____, 20____.

(Year) (Month) (Year) (Month) (Year)

Name of Organization (as filed with the IRS): _____

Doing Business As (if different): _____

Employer Identification Number (EIN): _____

Address:

Number and Street: _____

City, State: _____

ZIP Code: _____

1. NET ASSETS OR FUND BALANCES

2. Total Assets: _____

3. Total Liabilities: _____

4. Net Assets: _____
(Total Assets – Total Liabilities)

5. REVENUES

Total Revenue: _____

6. EXPENSES

7. Administrative Expenses: _____
(Management and general expenses)

8. Fundraising Expenses: _____

9. Program Service Expenses: _____

10. Total Expenses: _____

Board Signature¹: _____

Board Signature Date: _____

1. If you do not have a digital signature, provide a wet signature (print this statement, sign, and scan).

To save your Financial Statement:

1. If using Adobe Acrobat: File → Save as PDF.
2. If using a browser (Chrome, Firefox, Safari, Internet Explorer, etc.): Printer Icon → Destination → Print to PDF.

****This is not an official tax document and is only used for GivingEdge.****

Financial Statement Key

To complete the Financial Statement you will want to run the following reports from your accounting system.

- **Statement of Financial Position (SFP)** - also known as the Balance Sheet
- **Statement of Activities (SOA)** - also known as the Profit & Loss Report or Income Statement
- **Statement of Activities by Class (Program)** if available

See corresponding numbers in **red** on Application Key.

Use the Statement of Financial Position to complete this section.

1. Net Assets for Fund Balances

- Be sure you run the report for the same period you stated on the Financial Statement (i.e. calendar year or tax year).

2. Total Assets:

- Use the Total Assets amount on your SFP.
- Assets include everything you own including what is owed to you - bank accounts, investment accounts, accounts receivables, grants receivable, fixed assets.

3. Total Liabilities:

- Use the Total Liabilities amount on your SFP.
- Liabilities include everything you owe - accounts payable, credit cards, lines of credit, loans, long term leases.

4. Net Assets:

- The Total Net Assets or Equity on your SFP should match the total you get from using the formula on the Application.

Use the Statement of Activities to complete this section.

5. Revenue

- Again, be sure to run the report for the same period you stated on the Financial Statement (i.e. calendar year or tax year).
- Use the Total Revenue/Income amount from your SOA.
- This amount should include all funds received for your organization (Donations, Grant Income, Fundraising Income, Product Income, Sponsorship, etc.)

6. Expenses

- Use the Statement of Activities by Class (Program) if your accounting system is set up for this report.
- If you do not use this report then you may already have your expenses grouped together by the three categories (7, 8, 9) listed below.
- If you do not have these groupings in your chart of accounts, then you will need to break down the expense section of your SOA to categorize the expenses into the three categories below.
- If it is not easily discernable from the Statement of Activities (meaning some accounts on the SOA have expenses included for all three categories, then it may be necessary to look at the General Ledger detail and manually calculate the different categories.
- If you use the detail report method, take care not to double count expenses. Be sure to verify the total expenses for the three categories (7, 8, 9) equal the total expenses on the detail report.

7. Administrative Expenses (Management and General Expenses):

- These expenses are related to the running of the organization as a whole and not program specific although the programs do benefit from the expense.
- Typical admin expenses are Rent, Utilities, Office Supplies, Telephone, Repair & Maintenance, Dues / Memberships, Postage & Delivery, Liability Insurance, Payroll Expenses for Admin Staff, etc.

8. Fundraising Expenses:

- These expenses are directly related to fundraising.
- Perhaps you pay a fundraising consultant or you have expenses from fundraising events, printing for brochures for these events, venue / equipment rental for fundraising event, payroll expenses for Fundraising Staff, etc.

9. Program Service Expenses:

- These expenses are directly related to programs run by your organization.
- This would include supplies purchased for use in a particular program, food and beverage expenses for program meetings and/or clients in the program, emergency housing expense or other client expenses that your organization covers for clients using the program, and payroll expenses for Program Staff.

10. Total Expenses:

- Verify the total of items 7, 8 and 9 equals the amount shown as Total Expenses on the Statement of Activities report.

It is always best to save any reports along with your notes and calculations as back-up to show how you came to the figures submitted on the form.