

Balance Sheet

Below is a sample balance sheet template that can be used for your annual financial reporting. You can also use this template to fulfil your annual financial reporting requirements with the Charities Commission as this will ensure you include all the information that they need.

Society Name: ABC Pony Club Incorporated		Society Number: 1234567	
Financial Statement for year ended:		31 March 2011	
INCOME	2011	2010	
Subscriptions	2975	2730	
Advertising in Newsletter	100	120	
Donations	330	230	
Entry fees from Annual Show	3600	2800	
General Fundraising	640	780	
Interest	35	25	
Dressage clinic registration fees	624	Nil	
Total Income	8304	6685	
EXPENSES	2011	2010	
Printing costs	186	154	
Postage costs	165	96	
Insurance	860	880	
Administration costs	341	378	
Bank Fees	198	187	
Rates	752	733	
Cost of annual show	2607	2560	
Dressage instructor fee	450	nil	
Total Expenses	5559	4988	
Total Income	8304	6685	
Less total expenses	-5559	-4988	
Net surplus	2745	1697	
ASSETS	2011	2010	
Land	7300	7300	
Cash in bank – deposit	4560	1500	
Cash in bank – cheque account	1567	1916	
Jumping equipment	100	100	
Clubroom equipment	30	30	
Sundry tack	10	10	
Total Assets	13,567	10,856	
LIABILITIES	2011	2010	
Pre-Paid Subscriptions	70	105	
Total Liabilities	70	105	
Total Assets	13,567	10,856	
Less total liabilities	-70	-105	
Net Assets (liabilities)	13,497	10,751	
Total Funds as at March 31 2011	13,497	10,751	
FINANCIAL STATEMENTS FOR YEAR ENDING 2011			
I certify that this financial statement has been submitted to and approved by the members at a general meeting held on the 1 st day of February 2011.			
Signed:	JOE BLOGGS		
Name and Designation:	J. BLOGGS (SECRETARY)		

(taken from the Companies Office website - www.business.govt.nz/companies/)