



Financial Statement Guidance

The BHC GA Board of Directors requests certain information to determine the financial stability of an organization. This document will help to explain the specific information they request:

Financial statements are a collection of summary-level reports about an organization's financial results and financial position. Included in the standard set of financial statements are the balance sheet and income statement.

- **Balance sheet:** Shows the entity's assets, liabilities, and equity as of the report date (a specific point in time). It does not show information that covers a span of time.
- **Income statement:** Shows the results of the entity's operations and financial activities for the reporting period. It includes revenues and expenses that net to a profit or loss.

As an example, financial statements issued for the calendar year will contain a balance sheet as of December 31, and the income statement for the period beginning in January and ending in December. See page 2 for illustrations.

The BHC GA Board requests financial information specific to the department (municipalities) or chapter (statewide or national nonprofits) applying for a grant.

The Board also reserves the right to ask for additional financial information as it pertains to the individual project.

Illustrative Examples – Balance Sheet & Income Statement

BALANCE SHEET			
ABC Nonprofit		As of December 31, 2021 & 2020	
ASSETS	2021	2020	LIABILITIES AND EQUITY
CURRENT ASSETS			CURRENT LIABILITIES
Cash	\$ 50,000	\$ 45,000	Accounts Payable
Accounts Receivable	\$ 5,000	\$ 4,800	Short-Term Loans
Inventory	\$ 2,500	\$ 2,500	Accrued Salaries and Wages
TOTAL CURRENT ASSETS	\$ 57,500	\$ 52,300	TOTAL CURRENT LIABILITIES
FIXED (LONG TERM) ASSETS			LONG TERM LIABILITIES
Long-Term Investments	\$ 100,000	\$ 90,000	Other
Property / Equipment, Net of Depr	\$ 25,000	\$ 26,000	TOTAL LONG-TERM LIABILITIES
TOTAL FIXED ASSETS	\$ 125,000	\$ 116,000	
OTHER ASSETS			EQUITY
Other	\$ -	\$ -	Retained Earnings
TOTAL OTHER ASSETS	\$ -	\$ -	TOTAL EQUITY
TOTAL ASSETS	\$ 182,500	\$ 168,300	TOTAL LIABILITIES AND EQUITY
			\$ 182,500 \$ 168,300

ABC Nonprofit		Income Statement	
For the 12 month period Ending Dec 31, 2021 and Dec 31, 2020			
Revenue	2021	2020	
Grants	\$ 100,000	\$	95,000
Membership Fees	\$ 7,000	\$	6,200
Interest revenue	\$ 100	\$	50
Other revenue	\$ 100	\$	50
Total Revenues	\$ 107,200	\$	101,300
Expenses			
Advertising	\$ 1,000	\$	1,000
Employee benefits	\$ 11,000	\$	11,000
Insurance	\$ 1,000	\$	900
Interest expense	\$ 420	\$	520
Maintenance and repairs	\$ 1,500	\$	950
Office supplies	\$ 1,500	\$	1,400
Payroll taxes	\$ 4,400	\$	4,400
Rent	\$ 5,000	\$	4,900
Salaries and wages	\$ 55,000	\$	55,000
Utilities	\$ 4,800	\$	4,900
Total Expenses	\$ 85,620	\$	84,970
Net Income	\$ 21,580	\$	16,330