

	TRIAL BALANCE WORKSHEET TEMPLATE					
	COMPANY NAME	MANAGER NAME	COMPLETED BY		DATE COMPLETED	
	ACCOUNT	TYPE	BEGINNING BALANCE	DEBIT	CREDIT	ENDING BALANCE
	CASH SALES	Cash Account	\$ 300.00	\$ 20.00	\$ -	\$ 280.00
	CUSTOMER ACCOUNT COLLECTIONS	Accounts Receivable	\$ 500.00	\$ -	\$ 60.00	\$ 560.00
	LOAN / CASH INJECTION	Cash Account	\$ 200.00	\$ -	\$ 20.00	\$ 220.00
	INTEREST INCOME	Capital	\$ -	\$ -	\$ -	\$ -
	TAX REFUND	Capital	\$ -	\$ -	\$ -	\$ -
	OTHER CASH RECEIPTS	Capital	\$ -	\$ -	\$ -	\$ -
	OTHER	Capital	\$ -	\$ -	\$ -	\$ -
	OTHER	Capital	\$ -	\$ -	\$ -	\$ -
	OTHER	Capital	\$ -	\$ -	\$ -	\$ -
	DIRECT PRODUCT / SERVICE COSTS	Cost of Goods Sold	\$ -	\$ -	\$ -	\$ -
	PAYROLL TAXES / BENEFITS - DIRECT	Personnel Expenses	\$ -	\$ -	\$ -	\$ -
	SALARIES - DIRECT	Personnel Expenses	\$ -	\$ -	\$ -	\$ -
	SUPPLIES	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	OTHER	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	OTHER	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	OTHER	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	ACCOUNT FEES	Operational Expenses	\$ -	\$ -	\$ -	\$ -
	ADVERTISING	Operational Expenses	\$ -	\$ -	\$ -	\$ -
	BANK FEES	Financial Expenses	\$ -	\$ -	\$ -	\$ -
	CONTINUING EDUCATION	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	DUES / SUBSCRIPTIONS	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	EQUIPMENT	Fixed Assets	\$ -	\$ -	\$ -	\$ -
	BUILDING	Fixed Assets	\$ -	\$ -	\$ -	\$ -
	LAND	Fixed Assets	\$ -	\$ -	\$ -	\$ -
	FURNITURE / FIXTURES	Fixed Assets	\$ -	\$ -	\$ -	\$ -
	INSURANCE	Operational Expenses	\$ -	\$ -	\$ -	\$ -
	INTERNET	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	LICENSES / PERMITS	Operational Expenses	\$ -	\$ -	\$ -	\$ -
	MEALS / ENTERTAINMENT	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	OFFICE SUPPLIES	Operational Expenses	\$ -	\$ -	\$ -	\$ -
	PAYROLL PROCESSING	Personnel Expenses	\$ -	\$ -	\$ -	\$ -
	PAYROLL TAXES / BENEFITS - INDIRECT	Personnel Expenses	\$ -	\$ -	\$ -	\$ -
	POSTAGE / SHIPPING	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	PRINTING	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	PROFESSIONAL SERVICES	Personnel Expenses	\$ -	\$ -	\$ -	\$ -
	OCCUPANCY	Operational Expenses	\$ -	\$ -	\$ -	\$ -
	RENTAL FEES	Operational Expenses	\$ -	\$ -	\$ -	\$ -
	SALARIES - INDIRECT	Personnel Expenses	\$ -	\$ -	\$ -	\$ -
	SUBCONTRACTORS	Personnel Expenses	\$ -	\$ -	\$ -	\$ -
	TELEPHONE	Operational Expenses	\$ -	\$ -	\$ -	\$ -
	TRANSPORTATION	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	TRAVEL	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	UTILITIES	Operational Expenses	\$ -	\$ -	\$ -	\$ -
	WEB DEVELOPMENT	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	WEB DOMAIN AND HOSTING	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	OTHER	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	OTHER	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	OTHER	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	CASH DISBURSEMENTS TO OWNERS	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	CHARITABLE CONTRIBUTIONS	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	INTEREST EXPENSE	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	INCOME TAX EXPENSE	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	OTHER	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	OTHER	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
	OTHER	Other Operational Expenses	\$ -	\$ -	\$ -	\$ -
		TOTALS	\$ 1,000.00	\$ 20.00	\$ 80.00	\$ 1,060.00
			VARIANCE (CREDITS – DEBITS)		\$	60.00