

BALANCE SHEET

ASSETS

Current Assets

Cash
 Accounts Receivable
 Inventory (should match the sales/COGS categories)
 Bakery
 Beverages
 Dairy
 Prepared Foods (ready to eat)
 Value-Added/Grocery
 Meat and Poultry
 Produce
 Supplies
 Prepaids
 Other Current Assets

Total Current Assets

Intermediate Assets

Machinery & Equipment
 Fixtures
 Vehicles
 Office Equipment/Furnishings
 Other Intermediate Assets

Total Intermediate Assets

Long-Term (aka Fixed) Assets

Buildings
 Leasehold Improvements
 Greenhouses
 Land Improvements
 Land
 Other Fixed Assets
 Accumulated Depreciation

Total Fixed Assets

Total Assets

LIABILITIES / NET WORTH

Current Liabilities

Accounts Payable
Payroll Taxes Payable
Accrued Expenses
Income Taxes Payable

ST Loans (under 1 year)

Line of Credit
Credit Cards

Total Current Liabilities

Intermediate Loans (under 10 years)

Description - Creditor
 Description - Creditor
if your program doesn't allow intermediate liabilities, call them long term.

Total Intermediate Liabilities

Long Term Loans (over 10 years)

Description - Creditor
 Description - Creditor

Total Long-Term Liabilities

Total Liabilities
 Owners Equity

Total Liability and Owners Equity

INCOME STATEMENT

Product Sales

Bakery **Main product categories.*
 Beverages *On the P/L, you want to know WHAT you're selling,*
 Dairy *not how you're selling it, where you're selling it, or how it's being paid for.*
 Prepared Foods (ready to eat) *That other information can be tracked using the functionality built into the program.*

Value-Added/Grocery

Meat and Poultry

Produce

Fruit

Vegetables

Greens

Other

*It's okay (even encouraged!) to add subaccounts to any of these if**it's a significant part of your business.**10% of sales (or a rapidly growing area) is a good threshold.***Total Product Sales***Discounts/Returns should offset the income account for what was discounted***Processing Income***custom work done for your customers*

Miscellaneous Income

Delivery Fees/Trucking Income

Brokering Fees

Membership Fees

Total Business Receipts

Coupons/Incentives

Returns

Net Sales (Gross Less Discounts/Returns)**Variable Costs (aka Cost of Goods Sold/Cost of Production)**

Purchases for Resale/Cost of Production

Bakery *These should match the sales categories you've set up.*

Beverages

Dairy *Any processing costs for your own product should be tract with the cost of that product.*

Prepared Foods (ready to eat)

(ie copacking of tomato sauce goes with value-added product cost)

Value-Added/Grocery

Meat and Poultry

Produce

Fruit

Vegetables

Greens

Other

Shrink

Shrink/donations will already be included in your cost for the department. To truly look at the impact of spoilage, gifts, or theft, you may want to track separately (with detail for departments).

Donated Food

Processing Costs

cost of custom work done for your customers.

Labor Costs (Production Labor)

Wages/Salaries/Guaranteed Payments

Contract employees

Health insurance

Payroll Taxes

Workman's Compensation

Total Labor Costs

Packaging

Credit card processing/Merchant account fees

Other Misc. Selling Costs

Delivery Costs

Delivery labor and related costs

Gas/Fuel/Oil

Parking/Tolls

Total Variable Costs

Gross Margin**Overhead / Administration Costs**

Depreciation

Insurance

** note Workmans' Compensation is a labor cost*

Fire/Liability

Auto

Interest

Labor: Admin

Wages/Salaries/Guaranteed Payments

Contract Employees

Health insurance

Payroll Taxes

Workman's Compensation

Marketing/Advertising/Promotion

Office Expense

**include computer expense*

Professional Fees

includes accounting, legal, consulting

Property Taxes

Rent or Lease

Facility

Equipment/Vehicles

Repairs

Facility

Equipment/Vehicles

Trash & Maintenance

Utilities

Electricity

Heat

Phone/Internet

Other Expenses

Licenses/Permits/Inspections

Bank Fees

Dues/Subscriptions

Total Overhead Costs**Net Operating Margin**

Other Income

Grants

Contributions

Other Enterprise Income

if this is a significant enterprise, consider using the class system.

Other Expenses

Program Support Expense

Business Income Taxes

Other Enterprise Expenses

*if this is a significant enterprise, consider using the class system.***Net Margin**