



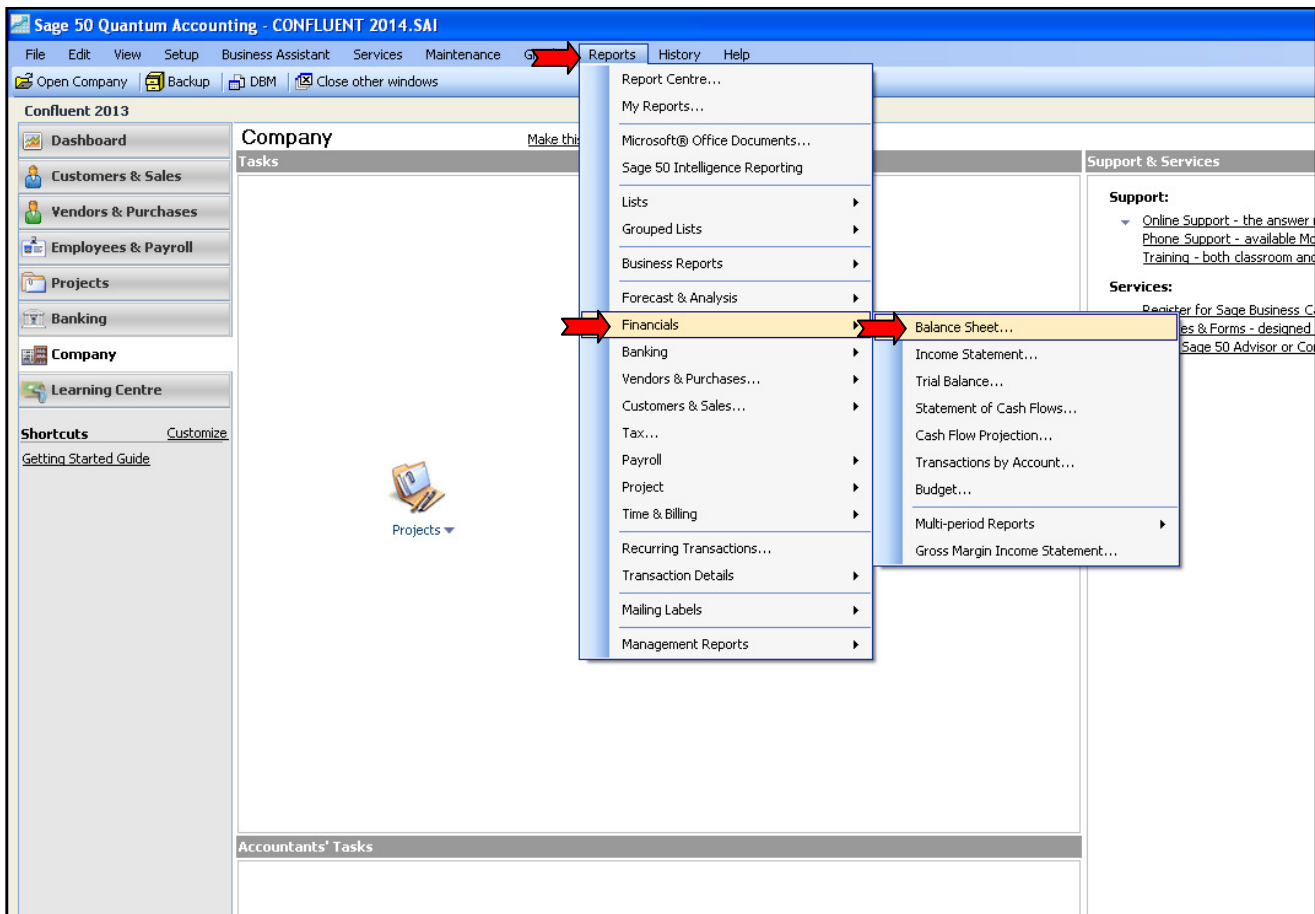
Foursquare Gospel Church of Canada

## 7.01 BALANCE SHEET

The Balance Sheet report is to be sent to the national office by the 25<sup>th</sup> of the month following the reporting month.

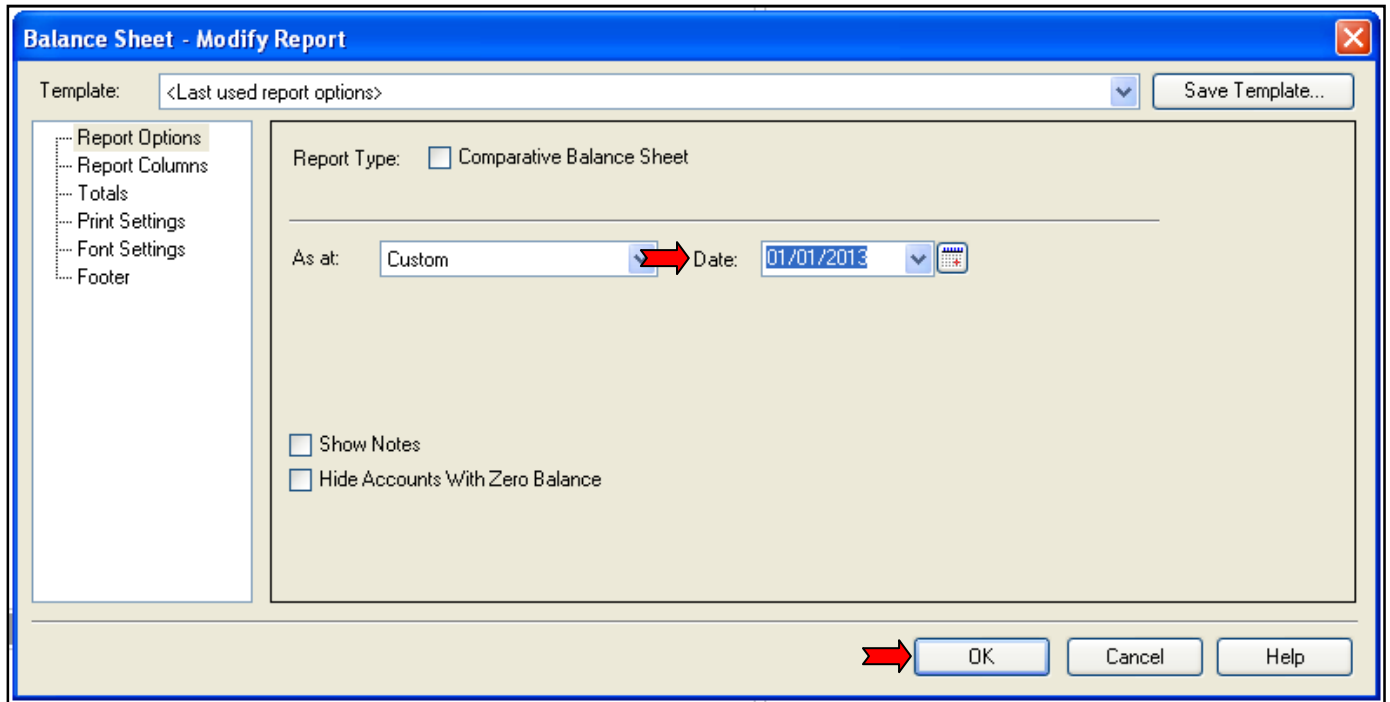
### Under Reports:

- Select Financials
  - o Select Balance Sheet



**The following window will appear:**

- Enter date of the reporting period – last day of month.
  - o Click OK



**The following report will appear:**

Balance Sheet

File Options Help

Print Print Preview Change Print Settings Export Open in Excel Modify Refresh

Custom Date: 01/01/2013

Confluent 2013  
Balance Sheet As at 01/01/2013

ASSET	
<b>Current Assets</b>	
1020 Deposit Clearing	0.00
1050 Petty Cash	0.00
1055 CIBC General Bank	0.00
1060 CIBC Bank - Other	0.00
1075 Total Cash	0.00
1200 Accounts Receivable	0.00
1220 GST Receivable	0.00
1221 PST Receivable	0.00
1230 Total Receivables	0.00
1320 Prepaid Expenses	0.00
<b>1400 Total Current Assets</b>	<b>0.00</b>
<b>Capital Assets</b>	
1820 Office Furniture & Equip	0.00
1840 Vehicle	0.00
1860 Building	0.00
<b>1890 Total Capital Assets</b>	<b>0.00</b>
<b>TOTAL ASSET</b>	<b>0.00</b>
<b>LIABILITY</b>	
<b>Current Liabilities</b>	
2100 Accounts Payable	0.00
2180 EI Payable	0.00
2185 CPP Payable	0.00
2190 Federal Tax Payable	0.00
2195 Total Receiver General	0.00
2240 GP Payable	0.00
2250 Pension Plan Payable	0.00
2251 Total Benefits Payable	0.00
2315 GST Paid on Purchases	0.00
<b>2500 Total Current Liabilities</b>	<b>0.00</b>

Confluent 2013

## Report can be exported to Excel Spreadsheet for emailing:

- Under File
  - o Select Export

The screenshot shows a software window titled "Balance Sheet" with a menu bar containing "File", "Options", and "Help". The "File" menu is open, showing options like "Reports & Forms...", "Printer Setup...", "Print Preview", "Print...", "Export...", "Open in Microsoft Excel...", and "Close". The "Export..." option is highlighted with a red arrow. The main area displays a balance sheet for 2013. The report is structured as follows:

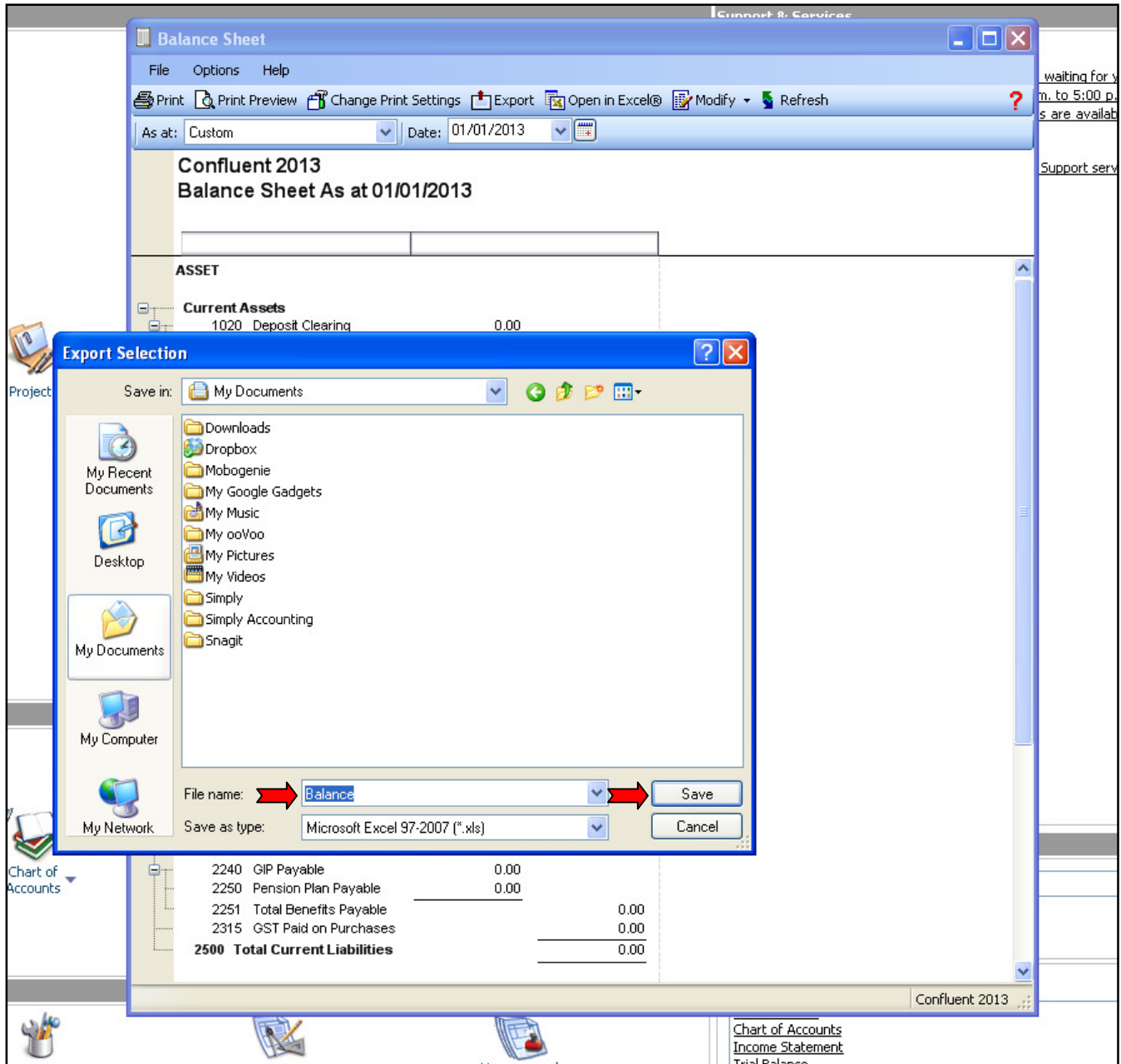
Current Assets			
1020	Deposit Clearing	0.00	
1050	Petty Cash	0.00	
1055	CIBC General Bank	0.00	
1060	CIBC Bank - Other	0.00	
1075	Total Cash		0.00
1200	Accounts Receivable	0.00	
1220	GST Receivable	0.00	
1221	PST Receivable	0.00	
1230	Total Receivables		0.00
1320	Prepaid Expenses		0.00
<b>1400</b>	<b>Total Current Assets</b>		<b>0.00</b>
Capital Assets			
1820	Office Furniture & Equip		0.00
1840	Vehicle		0.00
1860	Building		0.00
<b>1890</b>	<b>Total Capital Assets</b>		<b>0.00</b>
<b>TOTAL ASSET</b>			<b>0.00</b>
LIABILITY			
Current Liabilities			
2100	Accounts Payable		0.00
2180	EI Payable	0.00	
2185	CPP Payable	0.00	
2190	Federal Tax Payable	0.00	
2195	Total Receiver General		0.00
2240	GIP Payable	0.00	
2250	Pension Plan Payable	0.00	
2251	Total Benefits Payable		0.00
2315	GST Paid on Purchases		0.00
<b>2500</b>	<b>Total Current Liabilities</b>		<b>0.00</b>

Exports the information displayed

Confluent 2013

**The Export Selection window will appear:**

- Select location for file to be saved
  - o Enter file name: "October 2013 Balance Sheet"
  - Save



**Attach to email sent to Lead Pastor, Unit Supervisor and National Office (Jasmine)**