

Example of Balance Sheet

The Owners Incorporation of XXX Building

Balance Sheet

As at 31.12.2XX1

Account No. <i>(Annex 28- pages 6)</i>	Note	2XX1 HK\$	2XX0 HK\$	Variance	Reason
<u>NON-CURRENT ASSETS</u>					
01, 11	Vehicles	3	xxx,xxx	xxx,xxx	
02, 12	Furniture and Fixtures		xxx,xxx	xxx,xxx	
03, 13	Office Equipment	3	xx,xxx	xx,xxx	
			xxx,xxx	xxx,xxx	
<u>CURRENT ASSETS</u>					
20	Public Utility Deposits		xx,xxx	xx,xxx	
21	Management Fee Receivable		x,xxx	x,xxx	
22	Other Receivables		x,xxx	x,xxx	
23	Prepayments		x,xxx	x,xxx	
30	Bank Deposits		x,xxx,xxx	x,xxx,xxx	+x% Deposit 2XX1's contribution to the contingency fund
31, 32	Cash at Bank		xxx,xxx	xxx,xxx	
39	Cash on Hand		xx,xxx	xx,xxx	
			x,xxx,xxx	x,xxx,xxx	
<u>CURRENT LIABILITIES</u>					
41, 42	Accounts Payable and Accrued Charges		(xx,xxx)	(xx,xxx)	
43	Receipt in Advance		(x,xxx)	(x,xxx)	
			(xx,xxx)	(xx,xxx)	
<u>NET CURRENT ASSETS / (LIABILITIES)</u>					
			x,xxx,xxx	x,xxx,xxx	
<u>NON-CURRENT LIABILITIES</u>					
40	Management Fee Deposits		(x,xxx,xxx)	(x,xxx,xxx)	
<u>NET ASSETS / (LIABILITIES)</u>					
			x,xxx,xxx	x,xxx,xxx	
Representing :-					
50	General Fund		xxx,xxx	xxx,xxx	Income & Expenditure A / C (Annex 23)
51	Contingency Fund		x,xxx,xxx	x,xxx,xxx	Income & Expenditure A / C (Annex 24)
52	Special Fund		x,xxx,xxx	x,xxx,xxx	
			x,xxx,xxx	x,xxx,xxx	

Approved by the Management Committee on _____

Signed by : _____ and _____
(Chairman)
(Secretary / Treasurer)