

Nevada State Boards

Balance Sheet and Instructions



**Legislative Auditor
Carson City, Nevada**

**NEVADA STATE BOARDS
BALANCE SHEET
June 30, 2017**

ASSETS

- | | |
|--|----------|
| 1. Cash – Checking Account | \$ _____ |
| 2. Cash – Savings Account | _____ |
| 3. Short-term Investments (See instructions) | _____ |
| 4. Other Assets (Attach schedule) | _____ |
| 5. TOTAL ASSETS | \$ _____ |

LIABILITIES AND FUND BALANCE

- | | |
|--|----------|
| 6. Accounts Payable | \$ _____ |
| 7. Other Liabilities (Attach schedule) | _____ |
| 8. TOTAL LIABILITIES | _____ |
| 9. Fund Balance: Beginning of Year | \$ _____ |
| 9a. Revenue (Attach schedule) | _____ |
| 9b. Expenditures (Attach schedule) | _____ |
| 10. Fund Balance: End of Year | _____ |
| 11. TOTAL LIABILITIES AND FUND BALANCE | \$ _____ |

Board Name: _____ Date: _____

Form Completed by: _____ Title: _____

Signature: _____

Please submit a copy of this form, applicable schedules, the June 30 bank statement(s), and the year end bank reconciliation to the Legislative Auditor and the Chief of the Budget Division of the Office of Finance on or before December 1. Retain all originals for your files.

Nevada State Boards Balance Sheet Instructions

The following instructions are provided to assist in the preparation of your Board's self-reported balance sheet. Also, we recommend you refer to prior audit reports or balance sheets as a guide for classifying assets, liabilities, revenues, and expenditures.

Line 1 (Cash – Checking Account) is the cash available to the Board on June 30 in the checking account. It comes from the June 30 bank reconciliation. A copy of the June 30 bank statement and reconciliation should be included with your balance sheet.

Line 2 (Cash – Savings Account) is the cash available to the Board on June 30 in the savings account. It comes from the June 30 bank statement. A copy of the June 30 bank statement should be included with your balance sheet.

Line 3 (Short-term Investments) is investments in money market accounts, certificates of deposit (CD's), etc. A schedule of short-term investments, by type, along with supporting documentation should be included with your balance sheet.

Line 4 (Other Assets) is used for items such as prepaid expenses. A schedule of other assets, by type, should be included with your balance sheet.

Line 5 (Total Assets) is the sum of lines 1, 2, 3, and 4.

Line 6 (Accounts Payable) is the amount of your unpaid goods or services that you received during the year ended June 30.

Line 7 (Other Liabilities) is used for other current liabilities such as payroll taxes payable or deferred revenue. A schedule of other liabilities, by type, should be included with your balance sheet.

Line 8 (Total Liabilities) is the sum of lines 6 and 7.

Line 9 (Fund Balance: Beginning of Year) is the ending fund balance stated in the prior years' audit report or balance sheet. Note: if you filed your prior audit report on a biennial basis, you will need to compute the beginning balance.

Line 9a (Revenue) is the sum of all revenue from all sources. A schedule of revenue, by type, should be included with your balance sheet.

Line 9b (Expenditures) is the sum of all expenditures incurred during the fiscal year. A schedule of expenditures, by type, should be included with your balance sheet.

Line 10 (Fund Balance: End of Year) use the formula: $9 + 9a - 9b$.

Line 11 (Total Liabilities and Fund Balance) is the sum of lines 8 and 10. This total must agree with line 5 (Total Assets).