



## COMPANY FINANCIAL STATEMENTS

### INSTRUCTIONS

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Please provide fiscal year-end financial statements for the past three years. (Either simple accrual, completed contract, or % of completion.) Cash basis financial statements are not acceptable. Do not combine business and personal assets. In addition, an interim financial statement must be provided if the current statement is over six months old. When company financial statements are not available for the prior two years, please provide business and personal tax returns for those periods. However, a financial statement current within six months must be provided. All documents require an original signature.

Statements should contain the following:

- Table of contents
- Accountant's cover letter
- Balance sheet
- Income statement
- Statement of changes in financial position
- Notes to the statement detailing significant accounting policies and providing backup information of various balance sheet and profit/loss items.
- A schedule of general administrative expenses.