

Simple Statement Form Sample Excel Sheet

This **simple statement form sample** Excel sheet provides an easy-to-use template for organizing financial data effectively. Designed for clarity, it enables quick input and automatic calculations to streamline your bookkeeping process. Ideal for both personal and small business use, this form enhances financial tracking and reporting accuracy.

Sample Statement Form (Table View)

Date	Description	Reference No.	Income	Expense	Balance
2024-06-01	Opening Balance	--			1000.00
2024-06-03	Consulting Income	INV-001	500.00		1500.00
2024-06-05	Office Supplies	EXP-202		75.00	1425.00
2024-06-07	Freelance Payment	INV-002	300.00		1725.00
2024-06-10	Internet Bill	EXP-205		50.00	1675.00

How to Use This Template

1. Download and open the Excel sheet.
2. Enter your transactions by date, description, reference number, and amounts under Income or Expense.
3. The **Balance** column can be set to calculate automatically (e.g., with a formula in Excel).
4. Use filters and sorting as needed for easier analysis.

Example Excel Formula for Balance Column

=PreviousBalance + Income - Expense

(For example, in row 3: =F2+C3-D3)