**Section One: Copy all images and Paste next to the Arrow.**









**Section Two:**

1. **Cut the first paragraph below and Paste the paragraph underneath the Going Concern Paragraph.**
2. **Cut the Accounts paragraph, and make it the first paragraph.**

Statement Notes:

Contingent Liabilities

Keep in mind that some of these headings might not apply to your business (and you might have others to add). This one, for example, is about potential liabilities that could arise if something happens in the future, such as a pending legal decision.

# Debt

Of course, we would all prefer to just have profits. But if you’ve got any debt, this is the place to make notes about it.

Going Concern

Okay, you get the idea. If you’ve got notes to add about your financials, add them here.

Takeaways

What would you like your readers to understand? Add notes on key takeaways here.

Accounts

When you have a document that shows a lot of numbers, it’s a good idea to have a little text that explains the numbers. You can do that here.

**Section Three: Delete all pictures in the document.**