

Liquidation Report

Due May 15, 2023 to Jenn Scheeser (jenn.scheeser@ja.org)

BEFORE completing the Liquidation Report, please read the following instructions:

1. Add up all the cash on hand (revenue) and enter values into the appropriate lines under **1. Total Revenue**. Add the values and enter the total in the **3. Subtotal (profit) line, Credit Column**.
2. Pay all bills (outstanding debt) and enter values into the appropriate lines under **2. Total Expenses**. Add the values and enter the total in the **3. Subtotal profit line, Debit Column**.
3. To calculate **Profit (subtotal)**, subtract the total Debit Subtotal (step 2) from the Credit Subtotal (step 1).
4. Discuss and decide how profits will be distributed and enter values into the appropriate lines under **4. Disbursement**. Total the Disbursement amount.
5. Calculate **5. Grand Total** by subtracting the total **Disbursement** amount (step 4) from the **Profit (subtotal)** (step 3).

IMPORTANT: The Grand Total must equal \$0.

6. Adjust **Disbursements** as needed so that the **Grand Total** equals \$0.
7. Submit a copy of a completed workbook, including complete sales record (in spreadsheet form), to your JA Volunteer and JA Office.

A spreadsheet version of this worksheet can be downloaded via [Google Drive](#). ***DO NOT edit the spreadsheet directly in Google***; save a copy to your local drive and complete.

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JA Company Name:

Task L

	Credit (+)	Debit (-)	Profit (subtotal)	Profit Disbursement
1. Total Revenue				
Sales (from sales tracking worksheet)				
Liquidation (from budget worksheet)				
JA Capital Investment				
Other Capital Investment(s)				
Other				
2. Total Expenses				
Operation / Product costs				
Taxes (from sales tax worksheet)				
Settle Capitalization (JA loans or investors) - include interest				
Salaries/Wages/Commissions				
Pay Outstanding Bills (anything not accounted for above)				
Other				
3. Subtotal (profit)	\$ -	\$ -	\$ -	
4. Disbursement				
Charitable (Social Responsibility)				
Dividends to Investors				
Profit to Members				
Other				
5. Grand Total (to = 0)				\$ -