INFINITY QUEEN

YOUR FINANCIAL STATEMENT
Balance Sheet & Cash Flow Workbook

A practical personal-finance worksheet for understanding what you own, what you owe, where your money goes, and how your financial position changes over time.

THE THREE NUMBERS TO KNOW
1. NET WORTH — Assets – Liabilities
2. MONTHLY CASH FLOW — Income – Outgoings
3. FINANCIAL POSITION — What you own, owe and can afford

Name: ____

Statement date: __________________ Period covered: __________________

Educational and organisational tool only. This workbook is not personalised financial, investment, mortgage or tax advice. Lenders and financial institutions use their own assessment criteria.

How to Use This Workbook

Complete the workbook using figures that are as accurate and up to date as possible. Use monthly figures for cash flow and a single statement date for your balance sheet. Where an amount changes, record the date and update the statement rather than trying to make every figure perfect.

A simple financial statement can answer four important questions:

Question	Where to look
What do I own?	Assets
What do I owe?	Liabilities
What is my net worth?	Assets minus liabilities
Am I generating a monthly surplus?	Cash flow

Important distinction

An asset on a balance sheet is not automatically a good investment, and a high income does not automatically mean strong finances. The useful picture comes from looking at assets, liabilities, cash flow, debt commitments, savings and the purpose of each asset together.

1. Personal Financial Statement

This is your one-page financial snapshot. Fill it in at the same date each month, quarter or year so that you can compare your position over time.

Personal Financial Statement	Amount (£)
Monthly net income	________________
Monthly essential spending	________________
Monthly debt payments	________________
Monthly savings / investing	________________
Monthly surplus / (shortfall)	________________
Total assets	________________
Total liabilities	________________
Net worth	________________
Cash / accessible savings	________________

Your financial position in words

What is working well? ____

What needs attention? ____

One action I will take next: ____

2. Balance Sheet — Assets

Record the approximate current value of assets you own. For investments, pensions and savings, use the current value shown by the provider where available. For property, use a reasonable current estimate rather than the original purchase price.

Cash & Savings

Item	Amount (£)	Notes
Current account	________________	____________________________
Savings account	________________	____________________________
Cash / other accessible savings	________________	____________________________
Other: __________________	________________	____________________________

Investments & Pensions

Item	Amount (£)	Notes
Stocks / shares	________________	____________________________
Investment funds / ISA	________________	____________________________
Pension(s)	________________	____________________________
Other: __________________	________________	____________________________

Property & Other Assets

Item	Amount (£)	Notes
Main home	________________	____________________________
Other property	________________	____________________________
Vehicle(s) / valuable assets	________________	____________________________
Other: __________________	________________	____________________________

TOTAL ASSETS: £________________________

3. Balance Sheet — Liabilities

Record what you currently owe. Include secured and unsecured borrowing, credit cards, loans, overdrafts and other material debts. Check statements for the outstanding balance rather than using the original amount borrowed.

Item	Amount (£)	Notes
Mortgage	________________	____________________________
Credit card(s)	________________	____________________________
Personal / car loan	________________	____________________________
Overdraft	________________	____________________________
Other debt	________________	____________________________
Other: __________________	________________	____________________________
Other: __________________	________________	____________________________

Balance Sheet Calculation	Amount (£)
Total assets	________________
Less: total liabilities	________________
NET WORTH	________________

Net worth is a snapshot, not a measure of your income. It can rise or fall because of debt repayment, saving, investing, property values and other changes.

4. Cash Flow Statement — Money In

Cash flow looks at what actually comes into and leaves your household during a chosen period. For this workbook, use a typical month and note unusual one-off amounts separately.

Item	Amount (£)	Notes
Salary / wages	________________	____________________________
Self-employment / business	________________	____________________________
Benefits / support	________________	____________________________
Rental income	________________	____________________________
Interest / dividends	________________	____________________________
Other income	________________	____________________________
Other: __________________	________________	____________________________
Other: __________________	________________	____________________________

TOTAL MONTHLY INCOME: £________________________

One-off / irregular income to exclude from the normal monthly figure: _________________________________

5. Cash Flow Statement — Money Out

Separate essential living costs from discretionary spending where possible. This makes it easier to see what could change if your circumstances changed.

Essential & Household Costs

Item	Amount (£)	Notes
Rent / mortgage	________________	____________________________
Council tax	________________	____________________________
Utilities	________________	____________________________
Food / household	________________	____________________________
Transport	________________	____________________________
Insurance	________________	____________________________
Essential family costs	________________	____________________________
Other: __________________	________________	____________________________
Other: __________________	________________	____________________________

Debt & Financial Commitments

Item	Amount (£)	Notes
Mortgage / rent-related payment	________________	____________________________
Credit card payments	________________	____________________________
Loans	________________	____________________________
Other debt payments	________________	____________________________
Savings / investing	________________	____________________________
Other: __________________	________________	____________________________
Other: __________________	________________	____________________________

6. Cash Flow — Discretionary Spending & Summary

Discretionary spending is not necessarily “bad” spending. The purpose of separating it is to understand which costs are flexible and which are difficult to reduce quickly.

Item	Amount (£)	Notes
Eating out / takeaway	________________	____________________________
Entertainment	________________	____________________________
Shopping	________________	____________________________
Holidays / travel	________________	____________________________
Subscriptions	________________	____________________________
Hobbies	________________	____________________________
Other flexible spending	________________	____________________________
Other: __________________	________________	____________________________
Other: __________________	________________	____________________________

Monthly Cash Flow Summary	Amount (£)
Total income	________________
Essential spending	________________
Debt payments	________________
Savings / investing	________________
Discretionary spending	________________
NET CASH FLOW / (SHORTFALL)	________________

If your result is negative, the next step is to identify whether the cause is a temporary event, high fixed costs, debt repayments, irregular income or discretionary spending.

7. Financial Ratios & “What a Lender May Look At”

These simple calculations help you understand your own finances. They are not a prediction of whether a lender will approve an application. Different lenders use different criteria and may consider income, expenditure, debts, credit history, affordability, deposit/security and other information.

Measure	Your figure	Simple calculation
Monthly surplus	____________	Income – total outgoings
Savings rate	____________	Monthly savings ÷ net income × 100
Debt payment share	____________	Monthly debt payments ÷ net income × 100
Net worth	____________	Total assets – total liabilities
Emergency fund months	____________	Accessible savings ÷ essential monthly costs

A lender-style perspective

Area	Questions to ask yourself
Income	Is income regular, sustainable and evidenced?
Existing debt	How much do I owe and what are the monthly commitments?
Affordability	What remains after normal household costs and commitments?
Credit history	Are there missed payments, defaults or other issues to understand?
Assets / deposit	What assets or deposit do I have, and are they accessible?
Purpose of borrowing	What am I borrowing for and what will it cost overall?

8. Financial Statement Review

Complete this page when you update the workbook. Comparing statements over time is often more informative than looking at one number in isolation.

Review point	Previous	Current	Change
Total assets	________	________	________
Total liabilities	________	________	________
Net worth	________	________	________
Monthly income	________	________	________
Monthly essential costs	________	________	________
Monthly debt payments	________	________	________
Monthly savings / investing	________	________	________
Monthly cash flow	________	________	________

What improved?

____

What became weaker or more expensive?

____

What is my highest-priority financial action now?

____

When will I review this again? ____________________________

9. A Simple Financial Order of Operations

Step	Focus
1	Know your income, essential costs, debts, assets and net worth.
2	Keep enough accessible money for expected emergencies and near-term needs.
3	Understand expensive or high-interest debt and make a realistic repayment plan.
4	Protect against major financial risks through appropriate insurance and planning.
5	Use appropriate tax-efficient savings or investment options where suitable.
6	Invest for longer-term goals only after considering timeframe, risk, fees and access.
7	Review your financial statement regularly and update it when circumstances change.

Questions before a major financial decision

- What is the purpose of this decision?
- Can I afford it without relying on optimistic assumptions?
- What happens if my income falls?
- What are the total fees, interest and other costs?
- How quickly can I access the money if I need it?
- What is the downside or worst realistic outcome?
- Have I checked the provider, terms and relevant protection?

Useful UK information sources

MoneyHelper — free guidance on budgeting, debt, savings, pensions and financial decisions.

Financial Conduct Authority (FCA) — information about regulated financial firms and consumer protection.

Financial Services Compensation Scheme (FSCS) — information about compensation protection for eligible products and firms.

Bank of England — information on interest rates, inflation and the UK economy.

Infinity Queen — Financial Education & Planning