

PERSONAL BALANCE SHEET INSTRUCTIONS

Below is useful information that should be read and followed to complete your personal balance sheet. Please double check your calculations to ensure amounts reconcile correctly.

The date of the personal balance sheet should be the first day of the month following the date in the letter that you received from the Arkansas Securities Department (“Department”).

Line 1 through Line 23: Assets:

An asset is a resource with economic value held by an individual with the expectation that it will provide future benefit.

Supporting documentation is required for amounts reported in Line 1 through Line 13. Please be sure amounts and supporting documentation are clear, complete and legible to avoid delays and/or processing. Round dollar figures to whole numbers.

Line 24 through Line 44: Liabilities:

A liability is a financial debt or obligation that is settled over time through the transfer of economic benefits including money, goods or services.

Supporting documentation is required for amounts reported in Line 24 through Line 31.

Calculations:

Please ensure the following lines are correctly calculated:

- Total Assets, Line 23 should equal the sum of Line 1 through Line 22.
- Total Liabilities, Line 44 should equal the sum of Line 24 through Line 43.
- Net Worth, Line 25 is calculated as Line 23 minus Line 44.

DO NOT FORGET TO PROVIDE SUPPORTING DOCUMENTATION