

Venture Capital Funding: Recommended Financial Document Formats

1. Executive Summary

Format: 1 page, clear and concise overview.

Main items: Company mission, vision, funding goals, key financial highlights, use of funds.

2. Historical Financial Statements

Typically includes:

Document	Format	Time Period
Income Statement (Profit & Loss)	Annual & Quarterly Excel or PDF	Last 3 years or since inception
Balance Sheet	Annual & Quarterly Excel or PDF	Last 3 years or since inception
Cash Flow Statement	Annual & Quarterly Excel or PDF	Last 3 years or since inception

3. Financial Projections

- 3-5 year forecasts
- Includes projected Income Statement, Balance Sheet, and Cash Flow Statement
- Accompanied by key assumptions and drivers
- Recommended in Excel or Google Sheets

4. Cap Table (Capitalization Table)

- Shows current and post-investment ownership structure
- Details shares, options, and convertible securities
- Presented in table format (Excel preferred)

Shareholder	Type	Shares	Ownership %
Founder 1	Common	1,000,000	50%
Founder 2	Common	1,000,000	50%

5. Use of Funds Statement

- Allocation breakdown for the funds requested
- Usually tabular or pie chart (tabular preferred for document)

Use of Funds	Amount	Percentage
Product Development	\$500,000	50%
Marketing & Sales	\$300,000	30%
Working Capital	\$200,000	20%

6. Key Financial Metrics and KPIs

- MRR/ARR (if SaaS or subscription)
- Gross Margin
- Customer Acquisition Cost (CAC)
- Lifetime Value (LTV)
- Burn Rate & Runway

Important Notes

- All financials should be consistent and tie together; double-check for errors.
- Assumptions underlying projections should be clearly documented.
- Use clear, standard formats (Excel, PDF) to maximize accessibility for investors.
- Keep the document concise, organized, and professionally formatted.
- Prepare backup detail and be ready to share underlying data if requested.