

*Your company's name<sup>1</sup>*

## *Year* **ANNUAL REPORT**

Start of the financial year:	<i>Date month year</i>
End of the financial year	<i>Date month year</i>
Business name:	<i>Your company's name</i>
Legal address:	<i>Street</i> <i>Town</i> <i>Zip code</i> <i>Country</i>
Commercial Registry no.:	<i>Registration number</i>
Phone:	<i>Your company's phone number</i>
Fax:	<i>Your company's facsimile</i>
E-mail:	<i>Your company's e-mail</i>
Web page:	<i>Your company's web page</i>

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<sup>1</sup> Hereinafter the text brought in *blue and italic* is to be replaced with your company's information (the aim of the *blue and italic* text is to give you a hint of what should be displayed where and in which format). You can edit the font (i.e. color and size) with MS Office Word tools given (please also take a look at our videos on how to use them).

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## **Management report**

*Your management report is to be added here. With the report you should give an overview of the following (please refer to our course materials for further guidelines):*

- ✓ *Reporting period results*
- ✓ *Overview of investments done and budgeted for future periods*
- ✓ *Future expectations, plans and projects*
- ✓ *Personnel related information*
- ✓ *Any other information important for users*
- ✓ *Overview of important financial ratios*
- ✓ *Etc.*

## **Balance sheet**

(Units the figures are displayed in, i.e. "in thousands of EUR")

Insert here your balance sheet.

## ***Income statement***

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert here your income statement.*

## **Statement of comprehensive income**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert here your statement of comprehensive income.*

## **Statement of cash flows**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert here your statement of cash flows.*

## **Statement of changes in owner's equity**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert here your statement of changes in owner's equity.*



# Notes to the financial statements

## **Note 1. Accounting policies adopted in the preparation of the financial statements**

### **General information**

*Information disclosed should give a very brief overview of what your company is in business for, where's it registered and list its markets. Also you should state which accounting framework has been used in preparation of the financial statements.*

### **Changes in accounting policies or preparation of information**

*This section is only to be disclosed if some of the accounting policies have changed during the reporting period or you've changed the presentation of information compared to prior period.*

### **Financial assets**

*In this section you should explain how you account for financial assets your company has (cash and cash equivalents, trade and other receivables, financial investments etc.) – initial recognition and subsequent measurement.*

### **Cash and cash equivalents**

*Pretty much just explain what's considered as "cash equivalent". "Cash" is easy to understand, but the "equivalent" is something that should be defined.*

### **Foreign currency transactions and assets and liabilities denominated in foreign currency**

*Describe how you account for balances and transactions made in foreign currencies.*

### **Trade receivables and prepayments**

*Under this section it's expected you define "trade receivables" and their subsequent measurement (mostly how you assess them for impairment).*

### **Inventories**

*You should shortly describe what's included in the purchase cost of your inventory and which method is used to expense goods (i.e. FIFO or average cost for an example).*

### **Property, plant and equipment**

*Within this section you're expected to give a brief overview on how you account for PPE items.*

### **Intangible assets**

*Within this section you're expected to give a brief overview on how you account for intangible assets.*

### **Impairment of assets**

*What's needed in here is a short overview of how the impairment is assessed and if recognized how it's treated subsequently (reversal opportunities and conditions).*

### **Leases**

*Describe shortly how your company accounts for both operating and finance leases (both as a lessor and lessee).*

### **Financial liabilities**

*Define financial liabilities and describe how a liability is initially and subsequently measured.*

### **Corporate income tax**

*Describe on what and how much your company pays corporate income tax and whether it's subject to any special considerations and rules.*

### **Revenue**

*Disclose a brief overview of how revenue is measured in your accounting (focus particularly on "when" and "what's included").*

**Note 2. Property, plant and equipment**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert your table here.*

*Also enclose in text form applicable further information as needed and found appropriate.*

**Note 3. Intangible assets**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert your table here.*

*Also enclose in text form applicable further information as needed and found appropriate.*

**Note 4. Deferred income tax**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert your table here.*

*Also enclose in text form applicable further information as needed and found appropriate.*

**Note 5. Trade and other receivables**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert your table here.*

*Also enclose in text form applicable further information as needed and found appropriate.*

**Note 6. Inventories**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert your table here.*

*Also enclose in text form applicable further information as needed and found appropriate.*

**Note 7. Cash and cash equivalents**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert your table here.*

*Also enclose in text form applicable further information as needed and found appropriate.*

**Note 8. Share capital and share premium**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert your table here.*

*Also enclose in text form applicable further information as needed and found appropriate.*

**Note 9. Other reserves**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert your table here.*

*Also enclose in text form applicable further information as needed and found appropriate.*

**Note 10. Retained earnings**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert your table here.*

*Also enclose in text form applicable further information as needed and found appropriate.*

**Note 11. Borrowings**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert your table here.*

*Also enclose in text form applicable further information as needed and found appropriate.*

**Note 12. Trade and other payables**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert your table here.*

*Also enclose in text form applicable further information as needed and found appropriate.*

**Note 13. Expenses by nature**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert your table here.*

*Also enclose in text form applicable further information as needed and found appropriate.*

**Note 14. Employee benefit expenses**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert your table here.*

*Also enclose in text form applicable further information as needed and found appropriate.*

**Note 15. Financial income and costs**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert your table here.*

*Also enclose in text form applicable further information as needed and found appropriate.*

**Note 16. Income tax expense**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert your table here.*

*Also enclose in text form applicable further information as needed and found appropriate.*

**Note 17. Related party transactions**

*(Units the figures are displayed in, i.e. "in thousands of EUR")*

*Insert your table here.*

*Also enclose in text form applicable further information as needed and found appropriate.*

## ***Profit allocation proposal***

The management proposes the profit for the reporting period, *amount and units*, to be allocated as follows:

- Into retained earnings: *amount*
- Distributed as dividends: *amount*

## ***Signatures of the management board to the Annual Report***

The *year* Annual Report of *your company's name*, approved by the management board at *date*.

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*Name*

Member of management board

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*Name*

Member of management board