

ACCOUNTING AND FINANCE | AF-024

Annual Report and Financial Statements Preparation

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Course content

Why Attend

Annual reports and financial statements are essential instruments of corporate accountability, financial transparency, and stakeholder communication. They provide shareholders, investors, lenders, regulators, governing bodies, and management with a structured assessment of an organisation's financial position, operating results, cash flows, risks, and future outlook.

Preparing a reliable annual report requires more than compiling accounting figures. Finance professionals must coordinate year-end closing activities, apply relevant financial reporting standards, prepare accurate financial statements, evaluate accounting judgments, develop meaningful disclosures, and ensure consistency between financial and narrative reporting.

Course Methodology

- The programme combines instructor-led technical discussions, financial statement preparation exercises, annual reporting case studies, year-end closing simulations, disclosure drafting workshops, and financial reporting review activities.
- Participants work with illustrative trial balances, accounting adjustments, financial reporting schedules, consolidation information, disclosure checklists, and annual report examples. Practical exercises focus on transforming accounting records into complete financial statements, preparing explanatory notes, evaluating reporting consistency, and developing a structured annual reporting package.
- The training emphasises accuracy, compliance, professional judgment, and effective communication throughout the financial reporting process.

Course Objectives

- Understand the purpose, structure, and key components of an annual report
- Identify applicable financial reporting requirements and annual disclosure obligations
- Plan and coordinate the annual financial reporting and year-end closing process
- Prepare and review year-end accounting adjustments and reconciliations
- Prepare the statement of financial position and statement of profit or loss and other comprehensive income
- Develop statements of changes in equity and cash flows

Course content

| Target Audience

- This course is suitable for:
- Finance directors and finance managers
- Financial controllers and chief accountants
- Financial reporting managers and specialists

Course outline

Detailed course outline

Day-by-day outline for Annual Report and Financial Statements Preparation.

Day 1 - Annual Reporting Frameworks and Year-End Financial Closing

- 09:00-09:39 | Understanding the purpose and structure of annual reports, including financial statements, explanatory notes, management commentary, governance information, and other applicable disclosures
- 09:39-10:18 | Reviewing the financial reporting framework, relevant IFRS requirements, materiality principles, and organisational reporting obligations
- 10:18-10:57 | Establishing an annual reporting timetable with clear responsibilities, reporting milestones, approval procedures, and departmental coordination
- 10:57-11:00 | Preparing year-end closing activities covering general ledger reviews, account reconciliations, accruals, prepayments, provisions, and adjusting journal entries
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Preparing year-end closing activities covering general ledger reviews, account reconciliations, accruals, prepayments, provisions, and adjusting journal entries (continued)
- 12:05-12:43 | Evaluating significant accounting policies, estimates, judgments, and events requiring consideration during annual financial reporting
- 12:43-14:00 | Practical workshop: Developing a year-end closing checklist and annual financial reporting plan using an illustrative organisational reporting scenario

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Day 2 - Preparing the Statement of Financial Position and Financial Performance Statements

- 09:00-09:39 | Preparing the statement of financial position through appropriate classification and presentation of assets, liabilities, and equity
- 09:39-10:18 | Preparing the statement of profit or loss and other comprehensive income, including revenue, expenses, finance costs, taxation, and relevant performance categories
- 10:18-10:57 | Applying financial statement presentation principles under IAS 1 and understanding the transition to IFRS 18, effective for annual reporting periods beginning on or after 1 January 2027
- 10:57-11:00 | Reviewing year-end adjustments relating to depreciation, impairment, inventory valuation, provisions, financial instruments, and other material balances
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Reviewing year-end adjustments relating to depreciation, impairment, inventory valuation, provisions, financial instruments, and other material balances (continued)
- 12:05-12:43 | Preparing the statement of changes in equity, including retained earnings, reserves, dividends, and relevant equity movements
- 12:43-14:00 | Practical exercise: Converting an adjusted trial balance into financial statements with supporting schedules, classifications, and reconciliation checks

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Day 3 - Cash Flow Statements, Consolidation and Financial Statement Notes

- 09:00-09:34 | Preparing the statement of cash flows using operating, investing, and financing activity classifications in accordance with applicable reporting requirements
- 09:34-10:08 | Applying the indirect method of cash flow preparation through adjustments for non-cash transactions, working capital movements, and relevant financial activities
- 10:08-10:42 | Understanding consolidated financial reporting requirements, including subsidiary reporting packages, group adjustments, and intercompany eliminations
- 10:42-11:00 | Developing financial statement notes covering accounting policies, revenue, assets, liabilities, commitments, contingencies, and other material disclosures
- 11:00-11:30 | Coffee break
- 11:30-12:19 | Developing financial statement notes covering accounting policies, revenue, assets, liabilities, commitments, contingencies, and other material disclosures (continued)
- 12:19-12:53 | Preparing disclosures relating to financial instruments, related parties, significant judgments, estimation uncertainty, and events after the reporting period
- 12:53-14:00 | Practical workshop: Preparing a cash flow statement, selected consolidation adjustments, and explanatory financial statement notes from illustrative financial information

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Day 4 - Annual Report Narrative, Financial Analysis and Stakeholder Communication

- 09:00-09:34 | Structuring the annual report to communicate organisational performance, financial results, governance information, principal risks, and significant developments
- 09:34-10:41 | Developing management commentary that explains business performance, operating conditions, financial movements, and key management decisions
- 10:41-11:00 | Applying financial ratio analysis, profitability assessment, liquidity analysis, and trend evaluation to support annual reporting narratives
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Applying financial ratio analysis, profitability assessment, liquidity analysis, and trend evaluation to support annual reporting narratives (continued)
- 11:45-12:19 | Ensuring consistency between audited financial statements, management commentary, financial highlights, and other annual report information
- 12:19-12:53 | Presenting financial information through appropriate tables, charts, performance indicators, and explanatory commentary without obscuring material information
- 12:53-14:00 | Case study: Reviewing a draft annual report to identify inconsistencies, unclear financial explanations, disclosure gaps, and opportunities to improve stakeholder communication

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Day 5 - Financial Reporting Quality Assurance, Audit Readiness and Annual Report Finalisation

- 09:00-09:34 | Establishing financial statement review procedures covering completeness, accuracy, internal consistency, comparative information, and disclosure compliance
- 09:34-10:08 | Preparing audit-ready supporting schedules, reconciliation files, accounting memoranda, and documentation of significant financial reporting judgments
- 10:08-10:42 | Coordinating with external auditors to address information requests, proposed audit adjustments, disclosure observations, and outstanding reporting matters
- 10:42-11:00 | Managing annual report approval workflows, management representations, governance reviews, document version control, and publication readiness
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Managing annual report approval workflows, management representations, governance reviews, document version control, and publication readiness (continued)
- 11:46-12:53 | Developing continuous improvement measures for annual reporting, including reporting calendars, standard templates, financial systems integration, and quality assurance checklists
- 12:53-14:00 | Capstone exercise: Preparing and presenting a Complete Annual Financial Reporting Package incorporating year-end adjustments, primary financial statements, selected disclosure notes, management commentary, audit readiness documentation, and final reporting quality checks

Seminar dates

Available seminar dates

Live dates and pricing for Annual Report and Financial Statements Preparation generated from the course details page.

Date	Location	Format	Fee
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No seminar dates are currently available.