

INTRODUCTION TO ANNUAL REPORT



**Centurion
UNIVERSITY**

*Shaping Lives...
Empowering Communities...*

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INTRODUCTION TO ANNUAL REPORT

What is Annual Report?

- The single source of getting information about any company whether it is the past or present performance or for that matter, the future outlook, detailed financial performance through the financial statements, corporate governance or CSR activities, all is compiled in the Annual Report of the company.
- It helps in assessing the year's operations and provides the company's view of the upcoming year and future prospects.
- It is a report that each company must provide to its shareholders' at the end of the financial year, rather it is a report that every investor must read.
- It is the most comprehensive means of communication between a company and its stakeholders, rightly called the pinnacle of corporate communications.

ELEMENTS OF ANNUAL REPORT

What are the constituents of Annual Report?

The major components of the annual report mirror the psyche of the company, giving a fair idea on the sustainability of business and how sound the business is. Such are:

- Letter from the Chairman.
- Ten-year financial summary.
- List of directors and other officers.
- Management discussion and analysis (MD&A).
- Director's report.
- Corporate information
- General shareholders' information and corporate governance.
- Financial statements and schedules:
 - a) Profit and Loss statement: b) Balance Sheet: c) Cash Flow:

OBJECTIVES OF ANNUAL REPORT

What are the objectives of Annual Report?

It is made with the following objectives:

- To Take the prospective economic decisions.
- To Provide information about the financial position, performance and changes in financial position of an entity.
- To Present and disclose the information about the company.
- To help new investors and make adequate disclosures to the existing ones

PURPOSE OF ANNUAL REPORT

What are the purpose of Annual Report?

- *Provide Financial Information.*
- *Accountability.*
- *Decision making.*
- *Promote / Marketing the Company.*
- *Achievements highlighted.*
- **TARGET AUDIENCE.**
- *Conclusion.*

ANNUAL REPORT

WHO USES ANNUAL REPORTS?

- *Annual reports are often publicly available and cater to a large external audience, including shareholders, potential investors, employees, and customers. The general community can also be an audience, as some companies or non-profit organizations will likely go through another company's annual report to better understand the latter's values to see if a partnership or other collaborative efforts are feasible.*
- *While they are primarily used to convey financial and performance-related information, the annual report is also used as an advertising tool to highlight some of the company's key initiatives or goals that were recently achieved.*
- **1. Shareholders and Potential Investors**
- **2. Employees**
- **3. Customers**

₹:THANKING YOU:₹



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