

FINANCE & ACCOUNTING | COURSE BROCHURE

# Annual Report and Financial Statements Preparation

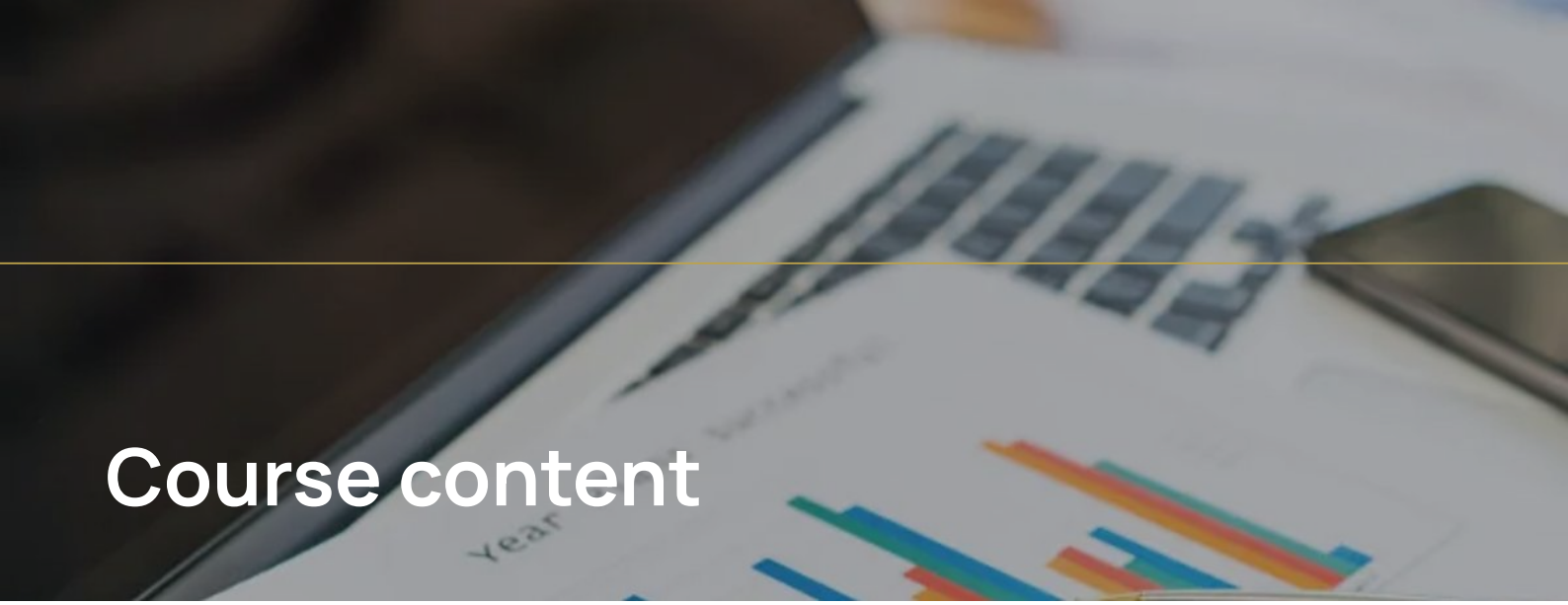
5 days | Classroom training | English

**SMART HORIZON**

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Amsterdam
The Netherlands

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# Course content

## Why attend

This course focuses on the comprehensive preparation of annual reports and financial statements, emphasising regulatory compliance, financial analysis, and effective communication of financial information. Participants will develop practical skills in drafting, reviewing, and presenting financial documents for stakeholders.

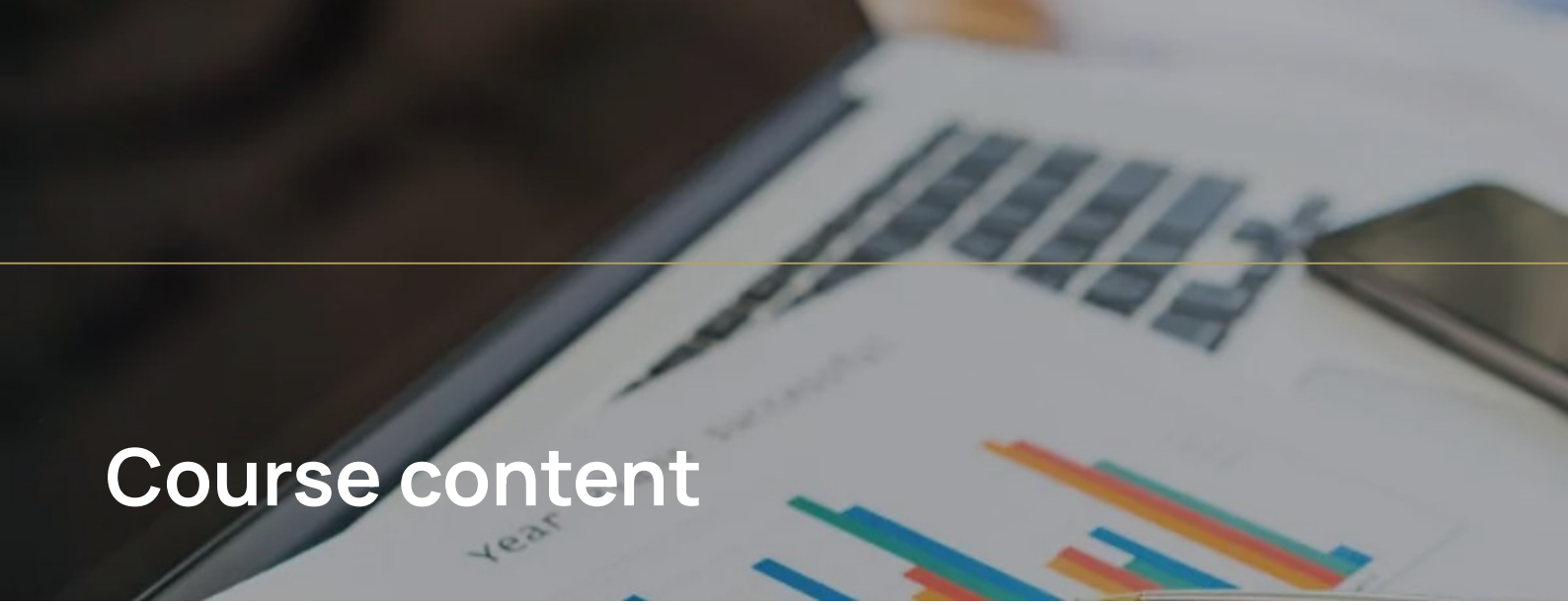
Annual reports and financial statements are critical for transparency and accountability in organisations. Professionals often face challenges in ensuring compliance with accounting standards and regulations, which can lead to significant financial misstatements or legal repercussions. Understanding the nuances of report preparation is essential for maintaining stakeholder trust and organisational integrity. This course equips participants with the skills to navigate these complexities, enabling them to produce accurate reports that meet regulatory requirements and reflect the true financial position of their organisations. Participants will also learn to identify potential risks and implement controls to mitigate them, ensuring robust financial reporting processes.
Participants will gain practical capabilities in financial statement preparation, including balance sheets, income statements, and cash flow statements. They will engage in exercises that simulate real-world scenarios, allowing them to practice drafting, analysing, and presenting financial reports effectively to various stakeholders, including investors and regulatory bodies. By honing these skills, participants will be better positioned to make informed decisions, enhance their organisation's financial reporting processes, and communicate financial performance clearly. This will ultimately foster trust and confidence among stakeholders, enabling organisations to thrive in a competitive environment.

## Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

## Course methodology

The course employs a blend of case studies, hands-on workshops, and collaborative group exercises to enhance learning. Participants will work on real-world scenarios that require them to apply accounting principles and reporting standards. Outputs include drafted financial statements, analytical reports, and presentation materials, providing tangible evidence of their learning and capability development. Each day will include practical exercises that reinforce the theoretical concepts covered, ensuring participants can apply their knowledge in a professional context. This approach promotes active engagement and allows for immediate feedback, fostering a deeper understanding of the subject matter and enhancing retention of key concepts. The integration of peer reviews and group discussions further solidifies learning outcomes and encourages collaborative problem-solving.



# Course content

## Course objectives

By the end of this course, participants will be able to:
• Analyse the components of annual reports and financial statements, identifying key elements and their significance.
• Calculate financial ratios to assess organisational performance and financial health.
• Design comprehensive financial statements in compliance with relevant accounting standards.
• Evaluate the implications of regulatory changes on financial reporting practices.
• Construct a narrative for the annual report that effectively communicates financial performance to stakeholders.
• Justify decisions made during the financial statement preparation process, including accounting estimates and disclosures.

## Target audience

This course is suitable for:
• Financial Analysts - responsible for preparing and analysing financial statements.
• Accountants - tasked with ensuring compliance and accuracy in financial reporting.
• Finance Managers - overseeing the financial reporting process and stakeholder communications.
• Compliance Officers - ensuring adherence to regulatory requirements in financial disclosures.

## Target competencies

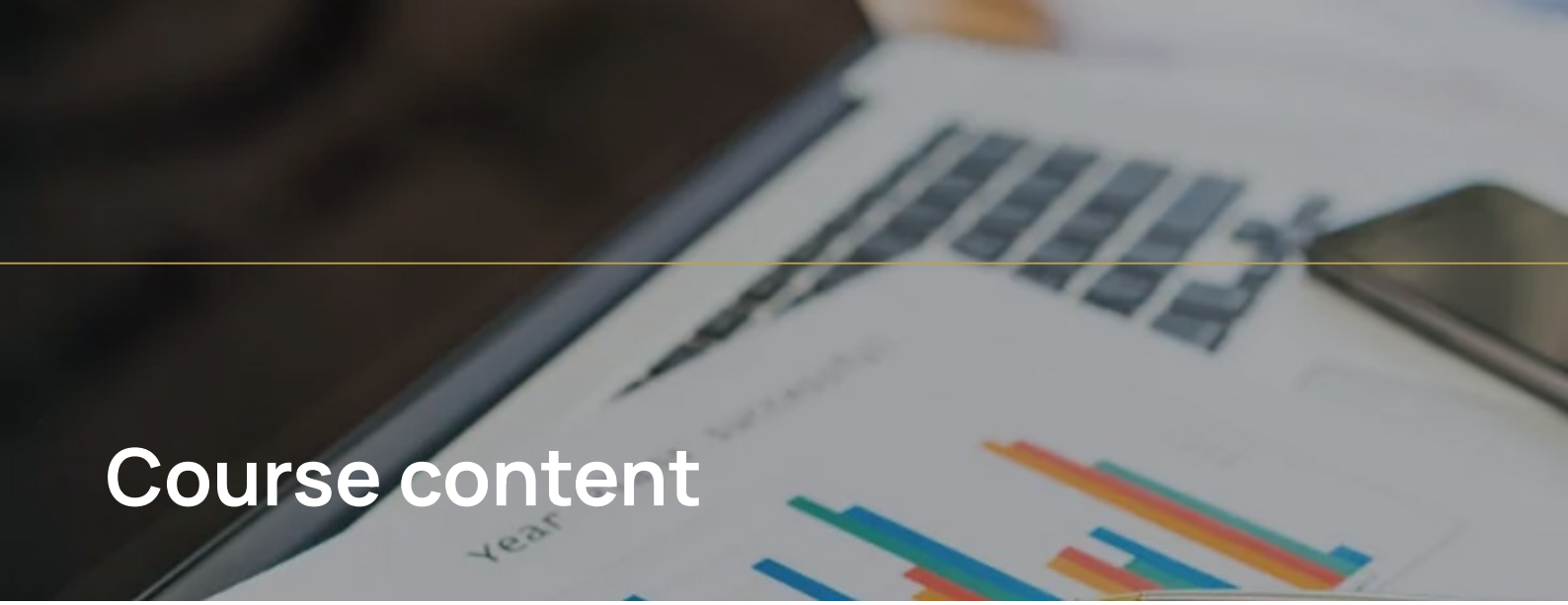
Participants will develop competencies in:
• Proficient in drafting financial statements according to accounting standards.
• Skilled in financial analysis and ratio calculation for performance assessment.
• Capable of communicating complex financial information clearly to stakeholders.
• Adept at interpreting regulatory requirements affecting financial reporting.
• Competent in integrating narrative and quantitative data in annual reports.
• Experienced in collaborative financial reporting processes.

## Course outline

### Day 1: Understanding Financial Reporting Standards

Applied activity: Participants will review a sample annual report to identify compliance with financial reporting standards, highlight areas for improvement, and suggest corrective actions based on best practices. They will discuss their findings in groups and prepare a presentation summarising their recommendations.
Output: A compliance checklist summarising findings, recommendations, and suggested improvements.

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|---|---|
| **09:00–09:54** | Overview of financial reporting frameworks (IFRS, GAAP) and their applications |



# Course content

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|---|---|
| 09:54–10:48 | Key components of annual reports and their relevance to stakeholders |
| 10:48–11:00 | Importance of transparency and accountability in financial reporting practices |
| 11:00–11:30 | **Coffee break** |
| 11:30–12:12 | Importance of transparency and accountability in financial reporting practices (continued) |
| 12:12–13:06 | Common challenges in financial statement preparation and how to address them |
| 13:06–14:00 | Role of auditors in the financial reporting process and their impact on credibility |

## Day 2: Drafting Financial Statements

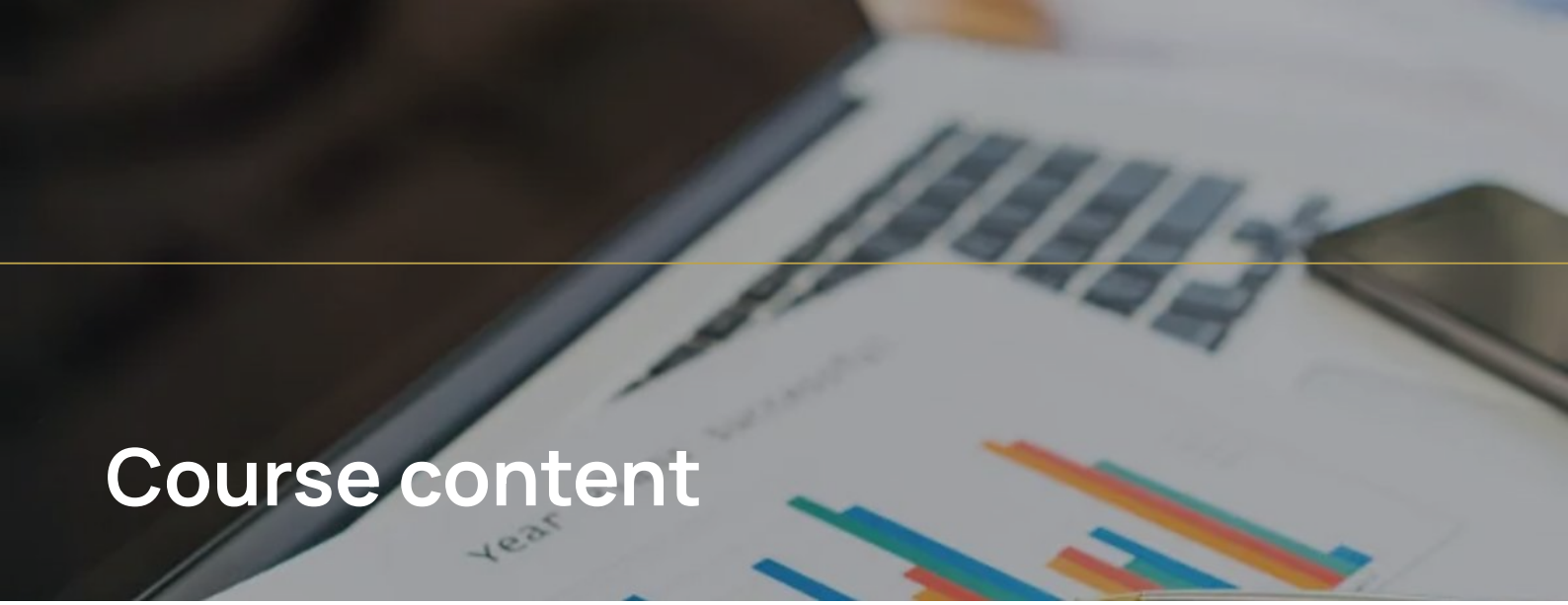
Applied activity: Participants will draft a complete set of financial statements for a fictional company based on provided data, ensuring compliance with relevant standards and accuracy in figures. They will then peer-review each other's drafts to provide constructive feedback.
Output: A set of drafted financial statements including balance sheet, income statement, and cash flow statement.

| | |
|---|---|
| 09:00–09:54 | Structure and components of balance sheets, including assets, liabilities, and equity |
| 09:54–10:48 | Income statement preparation techniques, focusing on revenue recognition and expense matching |
| 10:48–11:00 | Cash flow statement essentials, including operating, investing, and financing activities |
| 11:00–11:30 | **Coffee break** |
| 11:30–12:12 | Cash flow statement essentials, including operating, investing, and financing activities (continued) |
| 12:12–13:06 | Notes to the financial statements: what to include and why they matter |
| 13:06–14:00 | Common pitfalls in financial statement drafting and how to avoid them |

## Day 3: Financial Analysis Techniques

Applied activity: Participants will analyse the drafted financial statements from Day 2 using financial ratios, preparing a brief analysis report that highlights key insights and recommendations for improvement. They will present their findings to the group for discussion.
Output: A financial analysis report summarising key ratios, insights, and actionable recommendations.

| | |
|---|---|
| 09:00–09:54 | Introduction to financial ratios and their significance in performance evaluation |
| 09:54–10:48 | Calculating liquidity, profitability, and solvency ratios for comprehensive analysis |
| 10:48–11:00 | Benchmarking against industry standards to assess relative performance |
| 11:00–11:30 | **Coffee break** |



# Course content

| | |
|---|---|
| 11:30–12:12 | Benchmarking against industry standards to assess relative performance (continued) |
| 12:12–13:06 | Interpreting financial results for decision-making and strategic planning |
| 13:06–14:00 | Using financial analysis to inform stakeholders and guide organisational decisions |

## Day 4: Regulatory Compliance and Reporting

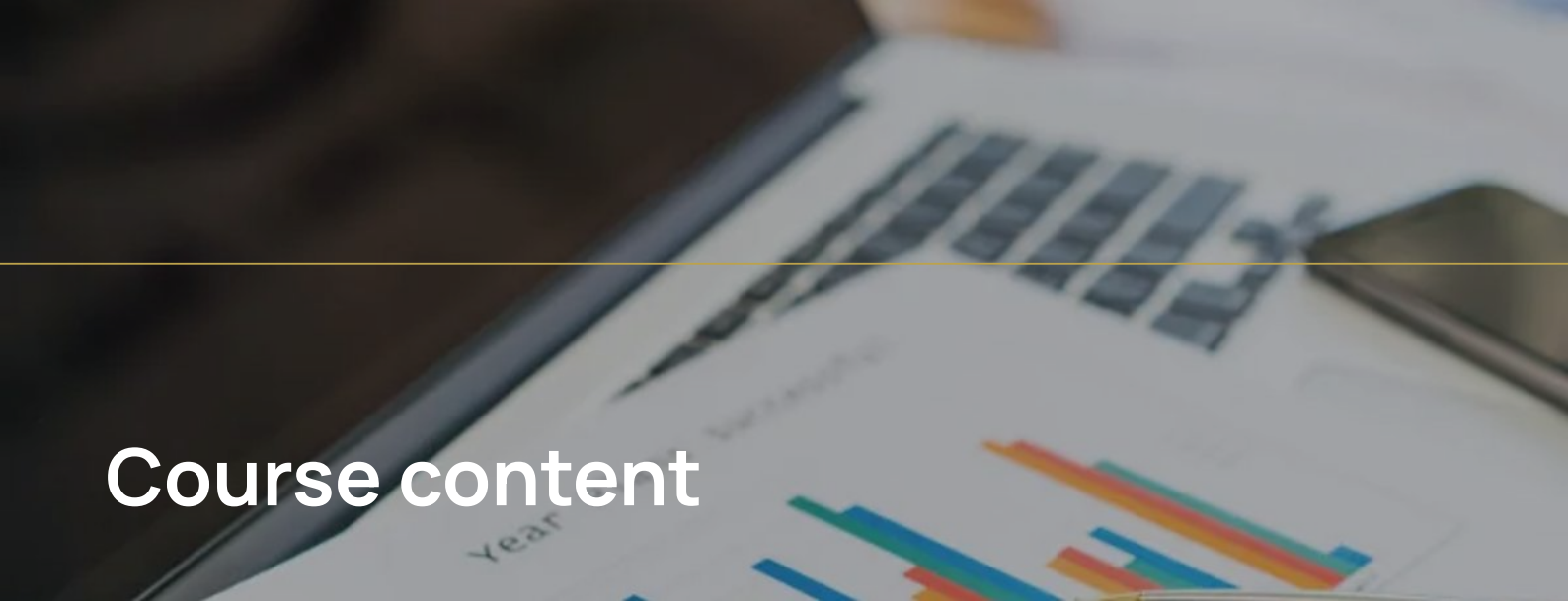
Applied activity: Participants will evaluate a set of financial statements for compliance with current regulations, preparing a compliance report that identifies discrepancies and suggests corrective measures. They will simulate an audit scenario to practice their findings.
Output: A compliance evaluation report detailing findings, recommendations, and compliance status.

| | |
|---|---|
| 09:00–09:54 | Understanding regulatory requirements for financial reporting, including local and international standards |
| 09:54–10:48 | Impact of changes in legislation on financial statements and reporting practices |
| 10:48–11:00 | Best practices for ensuring compliance throughout the financial reporting process |
| 11:00–11:30 | **Coffee break** |
| 11:30–12:12 | Best practices for ensuring compliance throughout the financial reporting process (continued) |
| 12:12–13:06 | Role of internal controls in financial reporting and fraud prevention |
| 13:06–14:00 | Preparing for audits and regulatory reviews: what to expect and how to prepare |

## Day 5: Integrating Financial Reporting and Communication

Applied activity: Participants will create a draft narrative for the annual report, integrating financial data and analysis from previous days, and prepare a presentation for stakeholders that effectively communicates the organisation's financial performance and strategic direction. They will role-play as presenters to simulate stakeholder engagement.
Output: A draft narrative for the annual report and a presentation slide deck.

| | |
|---|---|
| 09:00–09:54 | Crafting the narrative for the annual report: aligning financial data with organisational goals |
| 09:54–10:48 | Effective communication strategies for presenting financial information to diverse stakeholders |
| 10:48–11:00 | Tailoring reports for different audiences, including investors, regulators, and employees |
| 11:00–11:30 | **Coffee break** |
| 11:30–12:12 | Tailoring reports for different audiences, including investors, regulators, and employees (continued) |
| 12:12–13:06 | Visualising financial data for clarity and impact in presentations |



# Course content

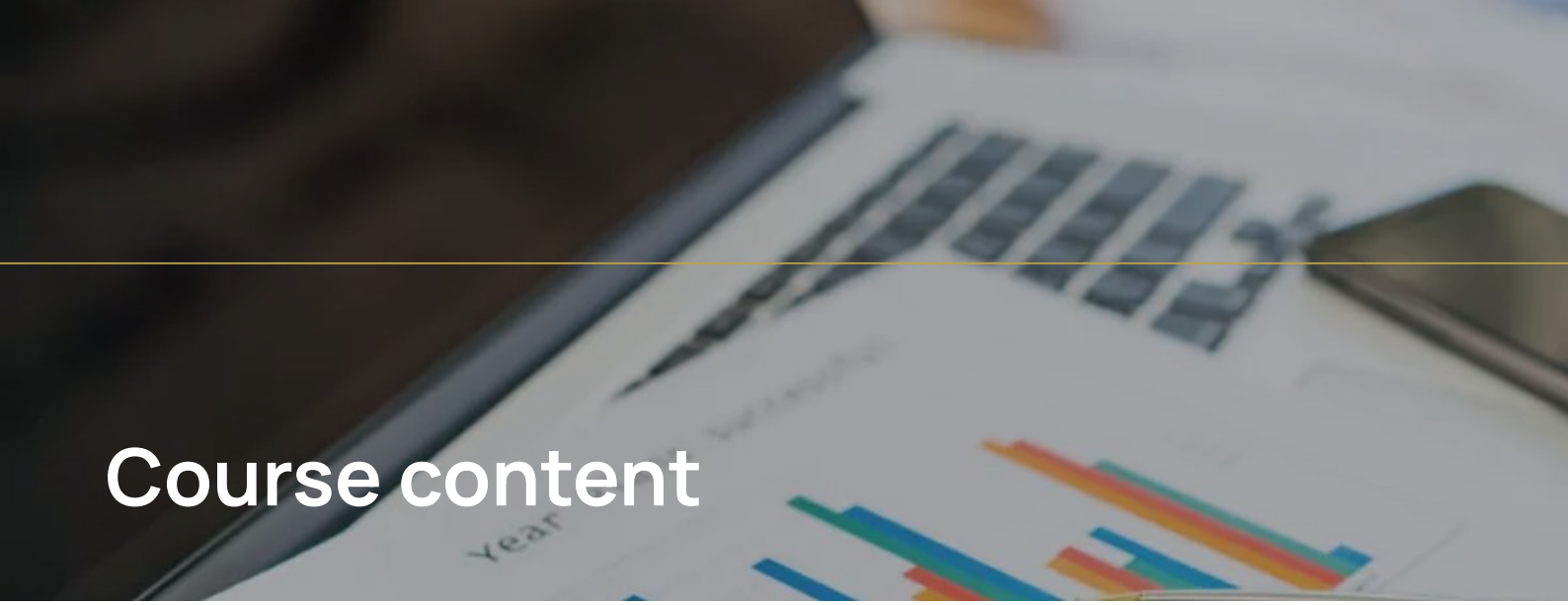
| | |
|---|---|
| 13:06–14:00 | Finalising the annual report for publication: key considerations and best practices |

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

## Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

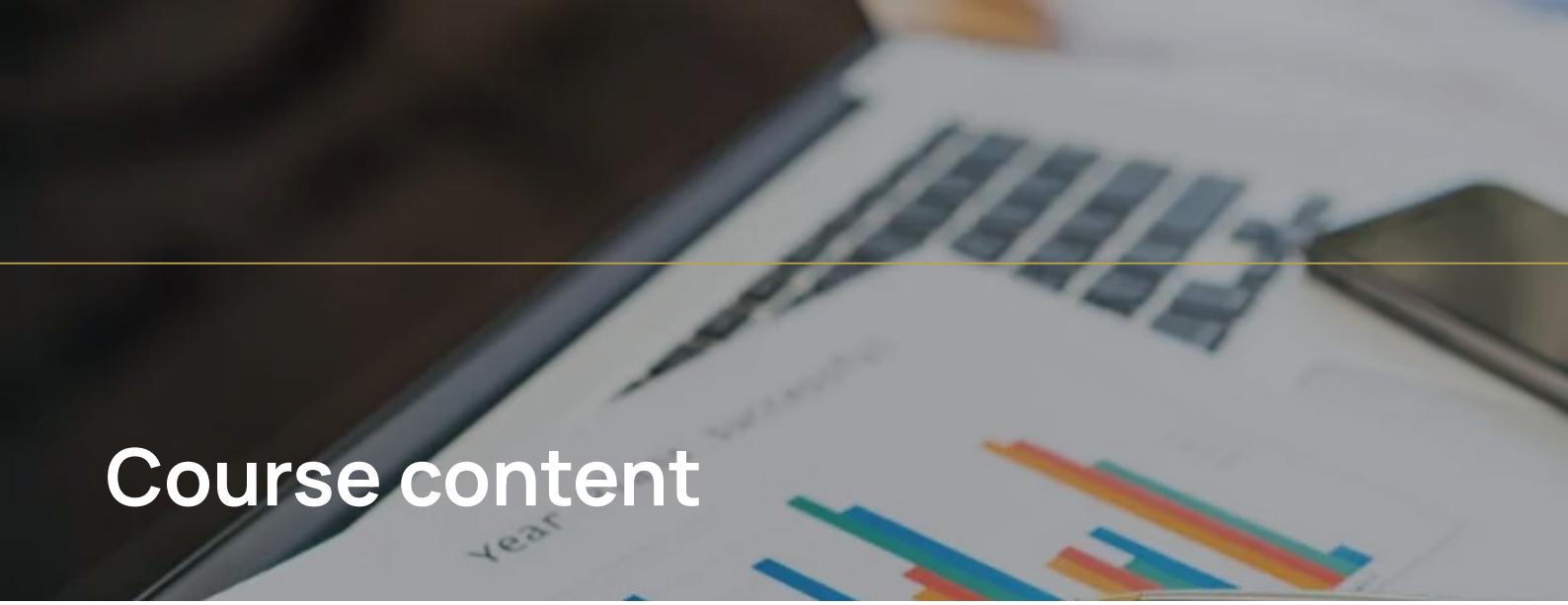
| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Kuala Lumpur<br>Confirmed dates | 9 Nov 2026 | 13 Nov 2026 | **€1,450.-** |
| Online<br>Confirmed dates | 9 Nov 2026 | 13 Nov 2026 | **€1,250.-** |
| Barcelona<br>Confirmed dates | 16 Nov 2026 | 20 Nov 2026 | **€2,840.-** |
| Online<br>Confirmed dates | 16 Nov 2026 | 20 Nov 2026 | **€1,250.-** |
| Paris<br>Confirmed dates | 23 Nov 2026 | 27 Nov 2026 | **€2,860.-** |
| Online<br>Confirmed dates | 23 Nov 2026 | 27 Nov 2026 | **€1,250.-** |
| Istanbul<br>Confirmed dates | 7 Dec 2026 | 11 Dec 2026 | **€2,650.-** |



# Course content

## Dates, venues and fees (continued)

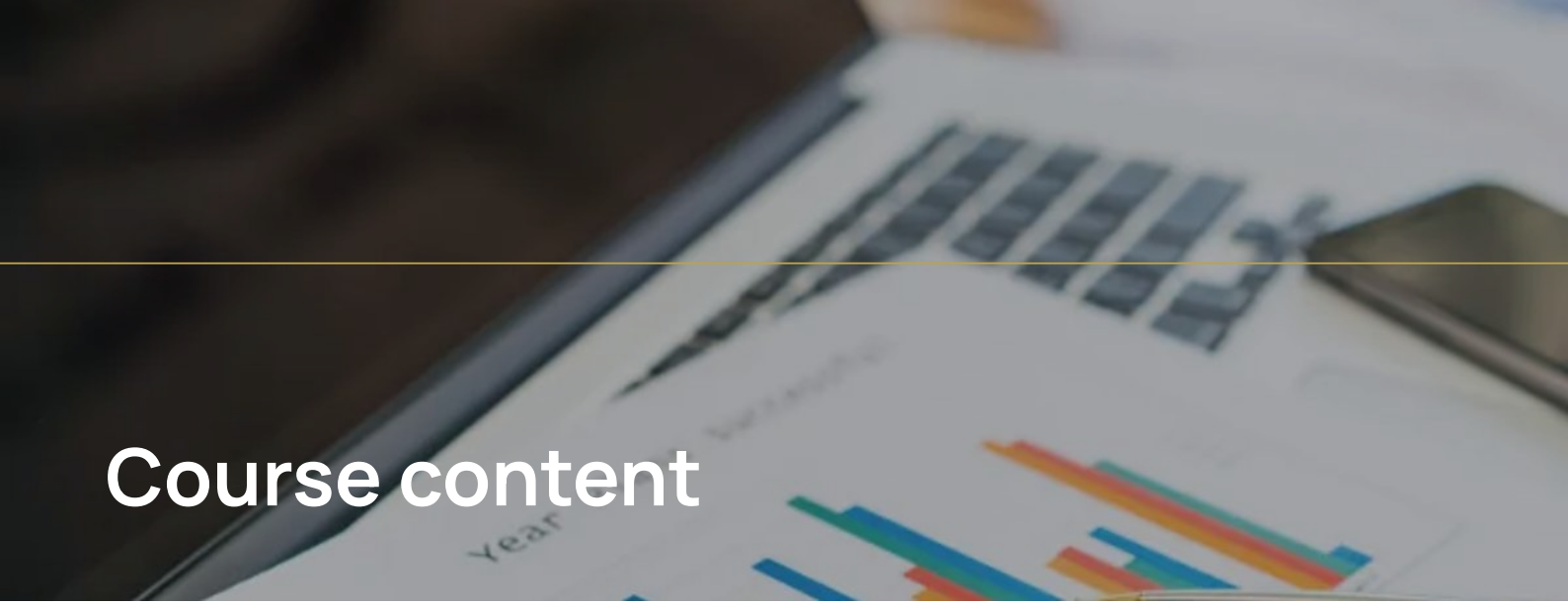
| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Online<br>Confirmed dates | 7 Dec 2026 | 11 Dec 2026 | **€1,250.-** |
| Amsterdam<br>Confirmed dates | 14 Dec 2026 | 18 Dec 2026 | **€2,540.-** |
| Online<br>Confirmed dates | 14 Dec 2026 | 18 Dec 2026 | **€1,250.-** |
| Singapore<br>Confirmed dates | 11 Jan 2027 | 15 Jan 2027 | **€2,820.-** |
| Online<br>Confirmed dates | 11 Jan 2027 | 15 Jan 2027 | **€1,250.-** |
| London<br>Confirmed dates | 25 Jan 2027 | 29 Jan 2027 | **€2,450.-** |
| Online<br>Confirmed dates | 25 Jan 2027 | 29 Jan 2027 | **€1,250.-** |
| Rome<br>Confirmed dates | 1 Feb 2027 | 5 Feb 2027 | **€2,450.-** |
| Online<br>Confirmed dates | 1 Feb 2027 | 5 Feb 2027 | **€1,250.-** |



# Course content

## Dates, venues and fees (continued)

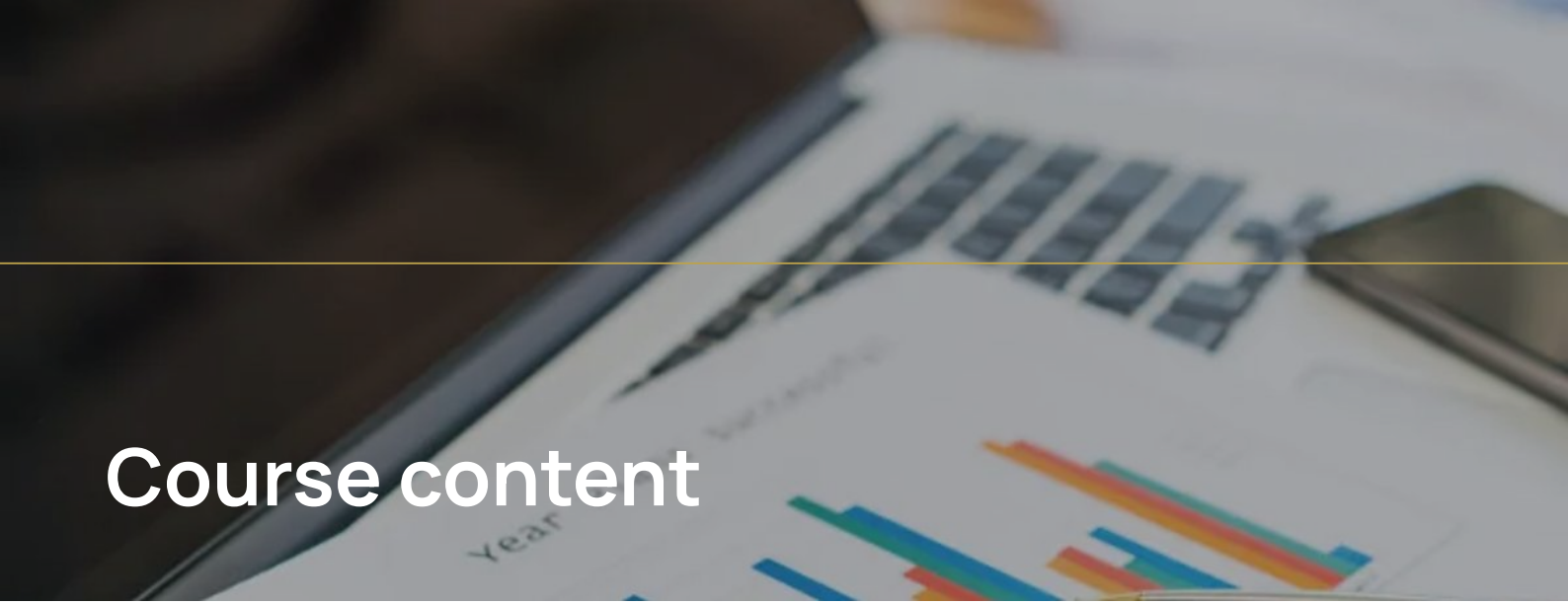
| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Dubai<br>Confirmed dates | 8 Feb 2027 | 12 Feb 2027 | **€3,150.–** |
| Online<br>Confirmed dates | 8 Feb 2027 | 12 Feb 2027 | **€1,250.–** |
| Frankfurt<br>Confirmed dates | 22 Feb 2027 | 26 Feb 2027 | **€2,650.–** |
| Online<br>Confirmed dates | 22 Feb 2027 | 26 Feb 2027 | **€1,250.–** |
| Kuala Lumpur<br>Confirmed dates | 8 Mar 2027 | 12 Mar 2027 | **€1,450.–** |
| Online<br>Confirmed dates | 8 Mar 2027 | 12 Mar 2027 | **€1,250.–** |
| Paris<br>Confirmed dates | 22 Mar 2027 | 26 Mar 2027 | **€2,860.–** |
| Online<br>Confirmed dates | 22 Mar 2027 | 26 Mar 2027 | **€1,250.–** |
| Rome<br>Confirmed dates | 5 Apr 2027 | 9 Apr 2027 | **€2,450.–** |



# Course content

## Dates, venues and fees (continued)

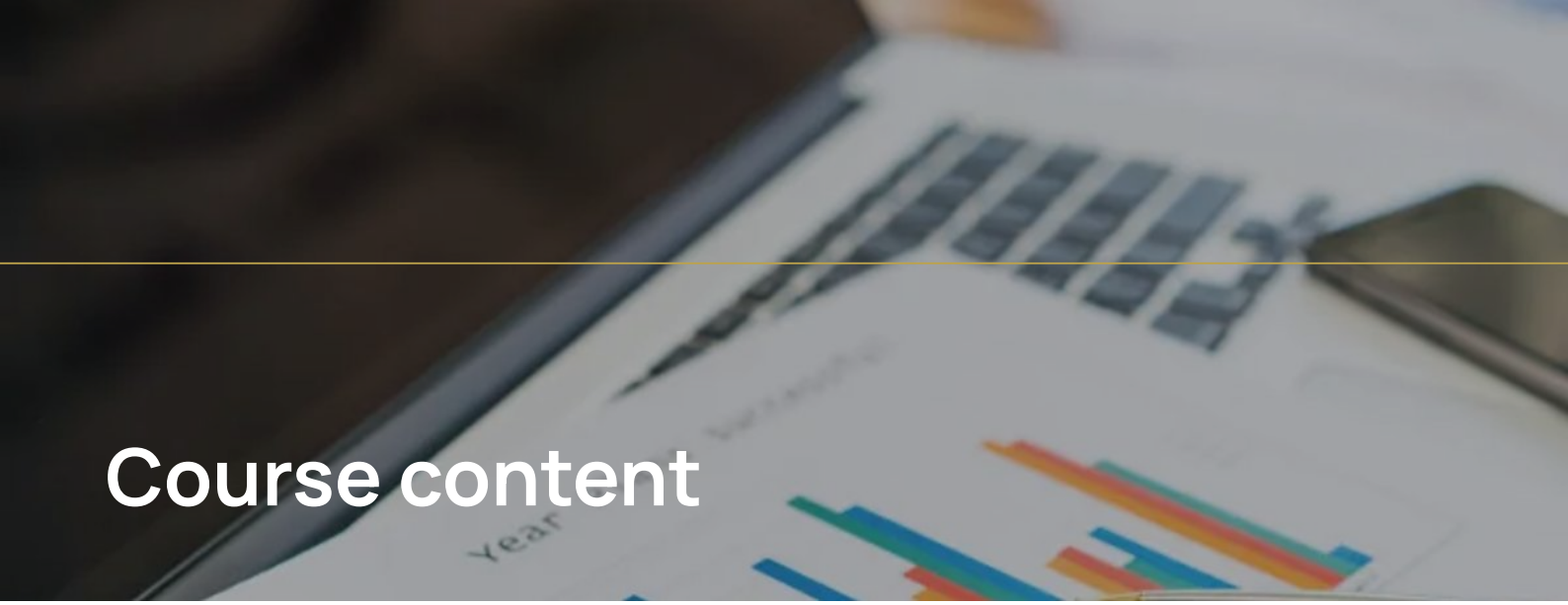
| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Online<br>Confirmed dates | 5 Apr 2027 | 9 Apr 2027 | **€1,250.-** |
| Istanbul<br>Confirmed dates | 12 Apr 2027 | 16 Apr 2027 | **€2,650.-** |
| Online<br>Confirmed dates | 12 Apr 2027 | 16 Apr 2027 | **€1,250.-** |
| Amsterdam<br>Confirmed dates | 26 Apr 2027 | 30 Apr 2027 | **€2,540.-** |
| Online<br>Confirmed dates | 26 Apr 2027 | 30 Apr 2027 | **€1,250.-** |
| Singapore<br>Confirmed dates | 10 May 2027 | 14 May 2027 | **€2,820.-** |
| Online<br>Confirmed dates | 10 May 2027 | 14 May 2027 | **€1,250.-** |
| London<br>Confirmed dates | 24 May 2027 | 28 May 2027 | **€2,450.-** |
| Online<br>Confirmed dates | 24 May 2027 | 28 May 2027 | **€1,250.-** |



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## Dates, venues and fees (continued)

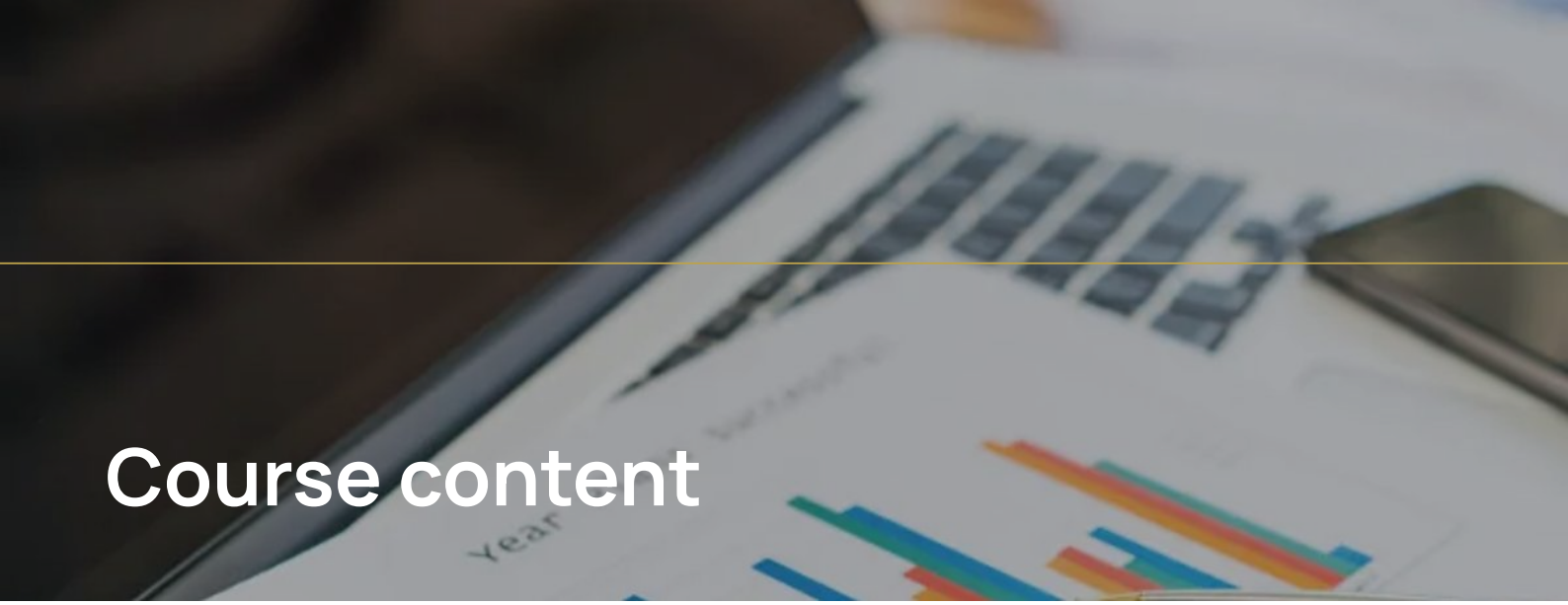
| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Cape Town<br>Confirmed dates | 7 Jun 2027 | 11 Jun 2027 | **€1,890.–** |
| Online<br>Confirmed dates | 7 Jun 2027 | 11 Jun 2027 | **€1,250.–** |
| Dubai<br>Confirmed dates | 14 Jun 2027 | 18 Jun 2027 | **€3,150.–** |
| Online<br>Confirmed dates | 14 Jun 2027 | 18 Jun 2027 | **€1,250.–** |
| Frankfurt<br>Confirmed dates | 21 Jun 2027 | 25 Jun 2027 | **€2,650.–** |
| Online<br>Confirmed dates | 21 Jun 2027 | 25 Jun 2027 | **€1,250.–** |
| Kuala Lumpur<br>Confirmed dates | 12 Jul 2027 | 16 Jul 2027 | **€1,450.–** |
| Online<br>Confirmed dates | 12 Jul 2027 | 16 Jul 2027 | **€1,250.–** |
| Paris<br>Confirmed dates | 26 Jul 2027 | 30 Jul 2027 | **€2,860.–** |



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## Dates, venues and fees (continued)

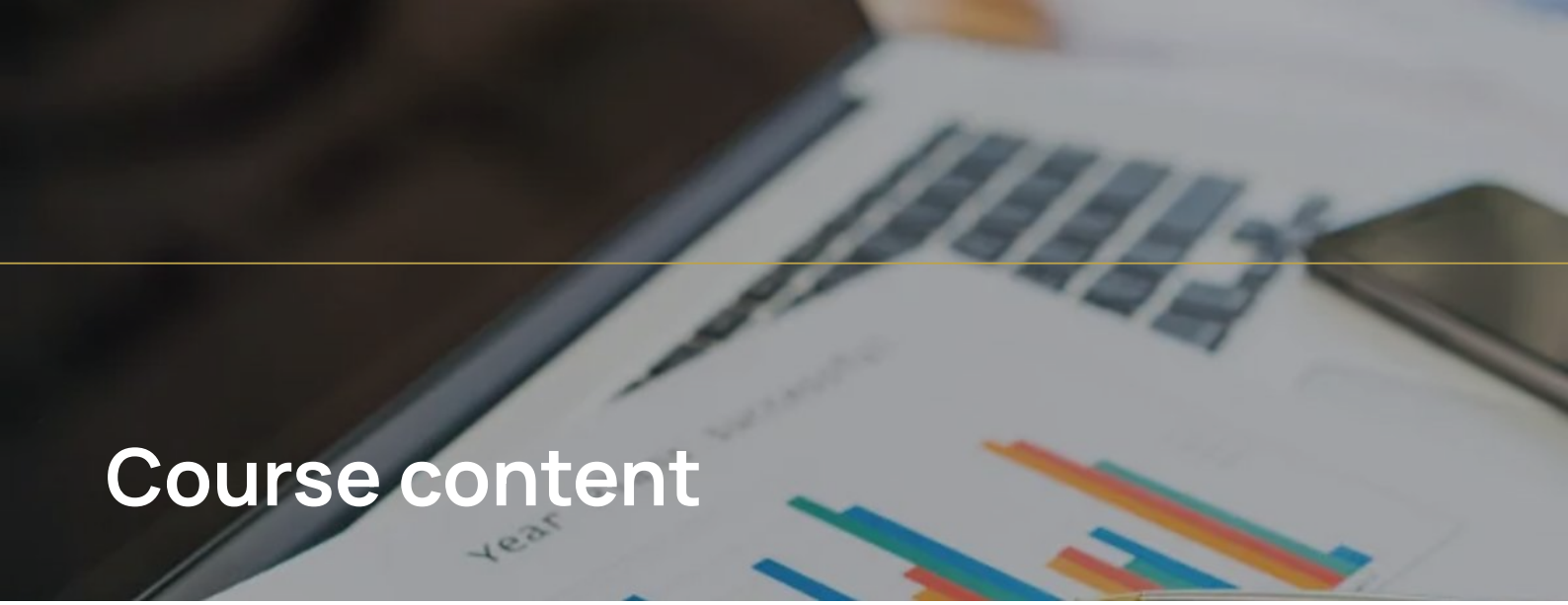
| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Online<br>Confirmed dates | 26 Jul 2027 | 30 Jul 2027 | **€1,250.-** |
| Cape Town<br>Confirmed dates | 2 Aug 2027 | 6 Aug 2027 | **€1,890.-** |
| Online<br>Confirmed dates | 2 Aug 2027 | 6 Aug 2027 | **€1,250.-** |
| Istanbul<br>Confirmed dates | 9 Aug 2027 | 13 Aug 2027 | **€2,650.-** |
| Online<br>Confirmed dates | 9 Aug 2027 | 13 Aug 2027 | **€1,250.-** |
| Amsterdam<br>Confirmed dates | 23 Aug 2027 | 27 Aug 2027 | **€2,540.-** |
| Online<br>Confirmed dates | 23 Aug 2027 | 27 Aug 2027 | **€1,250.-** |
| Singapore<br>Confirmed dates | 13 Sept 2027 | 17 Sept 2027 | **€2,820.-** |
| Online<br>Confirmed dates | 13 Sept 2027 | 17 Sept 2027 | **€1,250.-** |



# Course content

## Dates, venues and fees (continued)

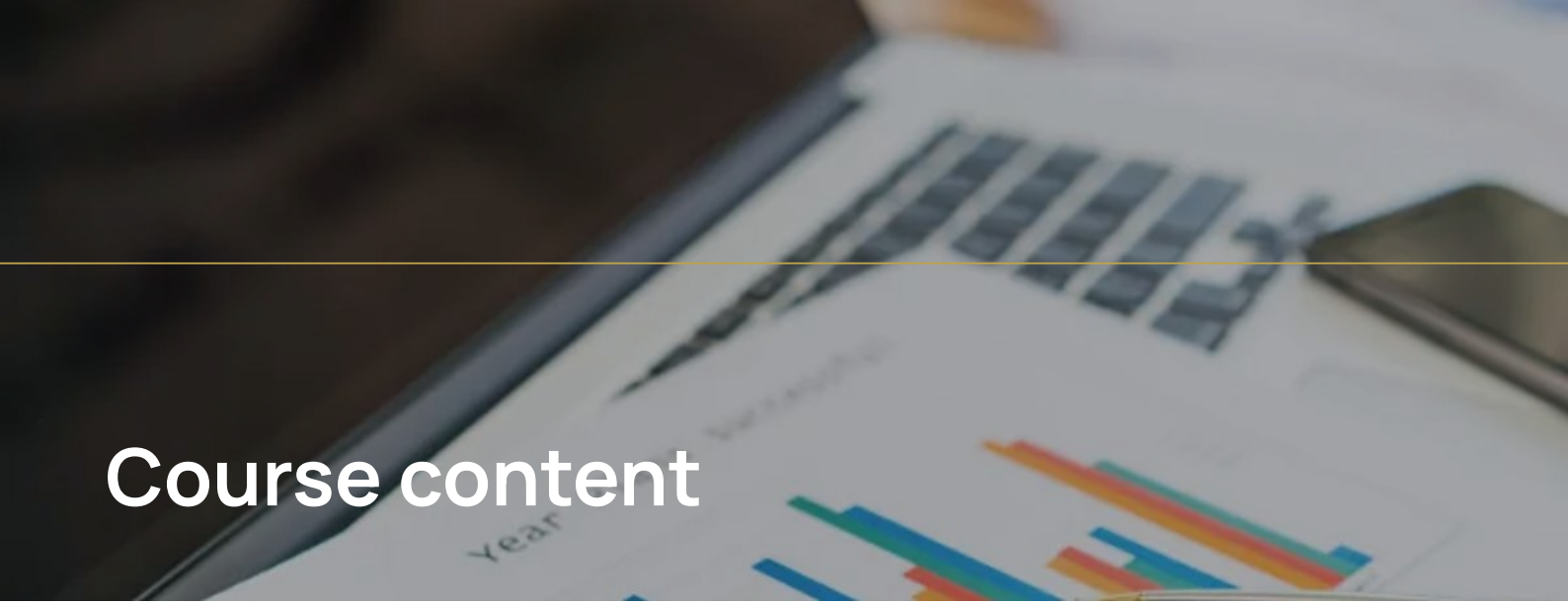
| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| London<br>Confirmed dates | 20 Sept 2027 | 24 Sept 2027 | **€2,450.-** |
| Online<br>Confirmed dates | 20 Sept 2027 | 24 Sept 2027 | **€1,250.-** |
| Vienna<br>Confirmed dates | 4 Oct 2027 | 8 Oct 2027 | **€2,940.-** |
| Online<br>Confirmed dates | 4 Oct 2027 | 8 Oct 2027 | **€1,250.-** |
| Dubai<br>Confirmed dates | 11 Oct 2027 | 15 Oct 2027 | **€3,150.-** |
| Online<br>Confirmed dates | 11 Oct 2027 | 15 Oct 2027 | **€1,250.-** |
| Frankfurt<br>Confirmed dates | 25 Oct 2027 | 29 Oct 2027 | **€2,650.-** |
| Online<br>Confirmed dates | 25 Oct 2027 | 29 Oct 2027 | **€1,250.-** |
| Kuala Lumpur<br>Confirmed dates | 8 Nov 2027 | 12 Nov 2027 | **€1,450.-** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Online<br>Confirmed dates | 8 Nov 2027 | 12 Nov 2027 | **€1,250.–** |
| Paris<br>Confirmed dates | 22 Nov 2027 | 26 Nov 2027 | **€2,860.–** |
| Online<br>Confirmed dates | 22 Nov 2027 | 26 Nov 2027 | **€1,250.–** |
| Istanbul<br>Confirmed dates | 6 Dec 2027 | 10 Dec 2027 | **€2,650.–** |
| Online<br>Confirmed dates | 6 Dec 2027 | 10 Dec 2027 | **€1,250.–** |
| Amsterdam<br>Confirmed dates | 13 Dec 2027 | 17 Dec 2027 | **€2,540.–** |
| Online<br>Confirmed dates | 13 Dec 2027 | 17 Dec 2027 | **€1,250.–** |



# Course content

## Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

## Contact Smart Horizon

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The Netherlands

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