Annual Report and Financial Statements Preparation Course

8 – 12 March 2027
Bangkok (Thailand)



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Why This Course

Annual reports and financial statements are among the most important communication tools used by organizations to present financial performance, financial position, cash flows, governance, and strategic direction. They provide stakeholders with a clear view of how the organization is performing and how effectively resources are being managed.

Preparing accurate and compliant financial statements requires strong technical knowledge, attention to detail, understanding of reporting standards, and the ability to present financial information clearly. Finance professionals must be able to prepare balance sheets, income statements, cash flow statements, supporting notes, and management commentary in a way that is transparent, consistent, and useful for decision-making.

This comprehensive 1-week course equips finance professionals with the skills needed to prepare accurate, compliant, and professional annual reports and financial statements. Through practical exercises, reporting examples, financial statement preparation activities, disclosure workshops, and analysis techniques, participants will learn how to create financial reports that meet international standards and communicate financial information effectively.

What You'll Learn and Practice

By joining this program, you will:

- Understand the purpose and components of annual reports and financial statements.
- Explore regulatory frameworks and financial reporting standards.
- Apply the accounting cycle to the financial statement preparation process.
- Understand the structure and key sections of an annual report.
- Prepare balance sheets with proper classification and presentation.
- Apply recognition and measurement principles for assets, liabilities, and equity.
- Prepare income statements and understand key line items.
- Apply revenue recognition and expense classification principles.
- Understand earnings per share calculations.
- Prepare cash flow statements using direct and indirect methods.
- Classify operating, investing, and financing cash flows.
- Prepare clear and compliant notes to financial statements.
- Apply financial ratio analysis and interpretation techniques.
- Integrate financial statements into a cohesive annual report.



The Program Flow

Day 1: Foundations of Financial Reporting

- Overview of annual reports and financial statements.
- Understanding the purpose of financial reporting for stakeholders.
- Regulatory framework and reporting standards.
- IFRS and GAAP reporting considerations.
- The accounting cycle and financial statement preparation process.
- Key components of an annual report.
- Practical exercise: Reviewing the structure and quality of a sample annual report.

Day 2: Preparing the Balance Sheet

- Structure and elements of the balance sheet.
- Understanding assets, liabilities, and equity.
- Asset recognition and measurement.
- Current and non-current asset classification.
- Liability recognition and measurement.
- Equity components and presentation.
- Workshop: Preparing a balance sheet from financial data.

Day 3: Crafting the Income Statement

- Income statement format and key line items.
- Revenue recognition principles.
- Expense classification and reporting.
- Gross profit, operating profit, finance costs, and net income.
- Earnings per share calculations.
- Presenting performance clearly and consistently.
- Practical exercise: Preparing and reviewing an income statement.

Day 4: Developing the Cash Flow Statement

- Cash flow statement methods: direct and indirect.
- Operating, investing, and financing activities.
- Reconciling net income to cash flows from operations.
- Identifying cash and non-cash transactions.
- Non-cash transaction reporting.
- Understanding how cash flow information supports decision-making.
- Workshop: Preparing a cash flow statement using the indirect method.



Day 5: Financial Statement Notes and Analysis

- Crafting clear and compliant notes to financial statements.
- Disclosure requirements and presentation best practices.
- Management Discussion and Analysis best practices.
- Financial ratio analysis and interpretation.
- Integrating financial statements into a cohesive annual report.
- Presenting financial information to stakeholders with clarity.
- Final activity: Preparing selected sections of an annual report and presenting key financial insights.

Individual Impact

- Strengthen your ability to prepare accurate financial statements.
- Improve understanding of IFRS, GAAP, and reporting requirements.
- Build confidence in preparing balance sheets, income statements, and cash flow statements.
- Improve your ability to craft clear financial statement notes.
- Enhance financial data analysis and interpretation skills.
- Gain confidence in presenting financial information to stakeholders.

Work Impact

- Improve the quality, accuracy, and transparency of financial reporting.
- Strengthen compliance with international reporting standards.
- Support better communication with investors, management, auditors, regulators, and stakeholders.
- Improve consistency in annual report preparation.
- Enhance decision-making through clearer financial analysis.
- Build stronger credibility and trust in organizational financial reporting.

Training Methodology

This program uses a practical and reporting-focused approach to help participants apply financial reporting concepts directly to annual report preparation. Learning methods include:

- Interactive discussions and guided facilitation.
- Financial reporting case studies and examples.
- Balance sheet preparation exercises.
- Income statement and cash flow statement workshops.
- Financial statement note-writing activities.
- IFRS and GAAP reporting discussions.
- Financial ratio analysis and interpretation exercises.
- Annual report review and presentation practice.
- Group work, peer feedback, and practical reporting assignments.



Beyond the Course

Upon completion, participants will be prepared to prepare and present annual reports and financial statements with greater accuracy, clarity, and confidence. They will return ready to:

- Prepare a complete set of IFRS or GAAP-compliant financial statements.
- Craft transparent and informative annual reports.
- Prepare balance sheets, income statements, cash flow statements, and notes.
- Analyze financial data to support decision-making.
- Present financial information clearly to stakeholders.
- Support stronger financial reporting quality, compliance, and organizational transparency.

