

Annual Report

FY [Year]

[Add a quote here from one of your company executives or use this space for a brief summary of the document content.]

[Company]

Tel [Telephone]
Fax [Fax]

[Address]
[City, ST ZIP]

[Website]
[Email]

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“Got something very important to point out to your readers? Use a sidebar to make it stand out.”

To Our Stockholders

Strategic Highlights

We've added a few tips (like this one) to help you get started.

When you click tip text, the whole tip is selected. Just start typing to replace it with your own.

The headings, however, are typical annual report headings that you might want to use as-is.

Financial Highlights

We love the cover page of this template. But we also think you should have options. On the Insert tab, click Cover Page for a gallery of choices. And don't worry about text you've already added to that page. It will still be there after you choose another cover.

Operating Highlights

Want to add another heading or quote? You can match any formatting you see on this page in one click, using Styles. Find a gallery of styles for this template on the Home tab of the ribbon.

Looking Ahead

If you change or add headings in this document, you can update the table of contents in a snap. To see new headings, click anywhere in the table of contents and then click Update Table.

Chief Executive Name

Chief Executive Title

[Date]

Financial Summary

Use this section to give a brief summary of your financials, highlighting important points.

This is also the perfect place for a few charts that demonstrate key financial information. To add a chart, on the Insert tab, click Chart. The chart will automatically coordinate with the look of your report.

Need some help choosing a chart type? No problem.

- To show values across categories, such as to compare the revenues of different business units, try a column or bar chart.
- To show values over time, such as for revenue or profit trends, try a line chart.
- To compare two sets of related values, such as to compare executive salaries relative to number of years with the company, try a scatter chart.

And when you're ready to customize the look of your chart, just click in the chart and then check out the icons you see on the right for everything from style and layout to managing data.

Financial Statements

Statement of Financial Position

- Liabilities
- Statement of Financial Position
- Ownership Equity

Statement of Comprehensive Income (Profits and Losses)

- Income
- Expenses
- Profits

Statement of Changes in Equity

Well, it wouldn't be an annual report without a lot of numbers, right? This section is the place for all those financial tables.

To get started with a table that looks just like the sample here, on the Insert tab, click Tables, then choose Quick Tables.

Description	Revenue	Expenses	Earnings

Statement of Cash Flows

- Operating
- Investing
- Financing



Notes to Financial Statements

Accounts

When you have a document that shows a lot of numbers, it's a good idea to have a little text that explains the numbers. You can do that here.

Debt

Of course, we would all prefer to just have profits. But if you've got any debt, this is the place to make notes about it.

Going Concern

Okay, you get the idea. If you've got notes to add about your financials, add them here.

Contingent Liabilities

Keep in mind that some of these headings might not apply to your business (and you might have others to add). This one, for example, is about potential liabilities that could arise if something happens in the future, such as a pending legal decision.

Takeaways

What would you like your readers to understand? Add notes on key takeaways here.

Type caption here.

To replace the picture with your own, select it and then press Delete. You will see a placeholder that you can click to select your image.

Independent Auditor's Report

- 1.1 Unqualified Opinion
- 1.2 Qualified Opinion Report
- 1.3 Adverse Opinion Report
- 1.4 Disclaimer of Opinion Report
- 1.5 Auditor's Report on Internal Controls of Public Companies
- 1.6 Going Concern

Contact Information

To replace a photo with your own, right-click it and then choose Change Picture.



Name
Title
Tel [Telephone]
Fax [Fax]
[Email Address]



Name
Title
Tel [Telephone]
Fax [Fax]
[Email Address]



Name
Title
Tel [Telephone]
Fax [Fax]
[Email Address]

Company Information

[Company]
[Street Address, City, ST ZIP Code]
Tel [Telephone]
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replace with
LOGO