

BUSINESS ANNUAL REPORT

[COMPANY'S LOGO]

[COMPANY'S NAME]

[COMPLETE ADDRESS]

[CONTACT NUMBER] / [FAX NUMBER]

[WEBSITE ADDRESS] / [EMAIL ADDRESS]

[DATE]

[CONTACT'S NAME]

[TITLE]

[COMPLETE ADDRESS]

Dear [CONTACT'S NAME],

Good day!

It has been a long standing tradition that the accounting department of [COMPANY'S NAME] submits an end of the year financial report detailing all the financial milestones and aspects that the Company has achieved and gained throughout the entire fiscal year. In this report, we begin the fiscal year on the [NTH] month of the calendar year where we have included all the necessary accounting details until the year's final month which is [SPECIFY MONTH].

As you may already know, this annual report is submitted yearly for any and all future references that the Company may need as well as for several filing purposes. It is understood that the report contained herein is confidential in nature and should remain as such, where the readers of this report are limited to those who are under a "need-to-know" basis. Should any of the readers feel the need to disclose or divulge such information contained hereunder to any other persons or entities, it is expected that such person may seek consent from the appropriate management head, which said consent may not be unreasonably withheld or delayed.

Should you have any questions or other concerns regarding this report, please feel free to contact me anytime from [DAY] to [DAY] at [TIME] to [TIME].

Let us aim higher for the next fiscal year!

Respectfully yours,

[NAME]

[TITLE]

[CONTACT NUMBER]

[EMAIL ADDRESS]

Attached: [SPECIFY]

EXECUTIVE SUMMARY

[COMPANY'S NAME] is an organized corporation currently existing under the laws of the [STATE/PROVINCE] of [SPECIFY STATE/PROVINCE]. Its head office is currently located in [COMPLETE ADDRESS]. Its owner, [OWNER'S NAME], has since gained considerable experience in the industry particularly with [SPECIFY TASKS or DUTIES].

The Owner, a former [SPECIFY PROFESSION] is a graduate from the [UNIVERSITY'S NAME] with a degree in [SPECIFY DEGREE]. Following their time in working in [PREVIOUS COMPANY'S NAME], the Owner has since gained enough capital to jump start their own company, [COMPANY'S NAME] which was established in [YEAR].

[COMPANY'S NAME] specializes in providing its customers and clients with [SPECIFY PRODUCTS or SERVICES] that are not only high in quality but also relatively cost efficient and provides several options for easy payment. Due to the Company's dedication in ensuring that their customer gets the best product and service, it has since gained consistent positive reviews from several of its customers and clients.

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1. INTRODUCTION

[COMPANY'S NAME] is an organized corporation that currently sells the following products and services:

Products or Services	Price
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]

(Such products and services listed above may be subject for change upon the next fiscal year.)

Upon the beginning of the fiscal year, the Company has since launched a new series of products and services, specially the "[SPECIFY PRODUCT'S NAME]" which contains the following features and services:

- [SPECIFY];
- [SPECIFY];
- [SPECIFY];
- [SPECIFY]; and
- [ADD MORE AS NEEDED]

Upon its first week of release into the market, the Company was able to sell a total of [NUMBER] units which more or less is equivalent to ₹[AMOUNT] in profit. By the end of the fiscal year, the new product/service's launching has since sold [NUMBER] units and by the end of the year, the Company was able to gain ₹[AMOUNT] in profits.

In this business annual report, we will be focusing on the Company's overall accounting cycle as follows in the next section.

2. BUSINESS ANNUAL REPORT

2.1. JOURNAL ENTRIES

The following business events have been recorded in the company's journal as follows:

Date	Account Name	Debit	Credit
[DATE]	[SPECIFY]	[AMOUNT]	[AMOUNT]
[SPECIFY BUSINESS EVENT]			
[DATE]	[SPECIFY]	[AMOUNT]	[AMOUNT]
[SPECIFY BUSINESS EVENT]			
[DATE]	[SPECIFY]	[AMOUNT]	[AMOUNT]
[SPECIFY BUSINESS EVENT]			
[DATE]	[SPECIFY]	[AMOUNT]	[AMOUNT]
[SPECIFY BUSINESS EVENT]			
[DATE]	[SPECIFY]	[AMOUNT]	[AMOUNT]
[SPECIFY BUSINESS EVENT]			
[DATE]	[SPECIFY]	[AMOUNT]	[AMOUNT]
[SPECIFY BUSINESS EVENT]			
[DATE]	[SPECIFY]	[AMOUNT]	[AMOUNT]
[SPECIFY BUSINESS EVENT]			
[DATE]	[SPECIFY]	[AMOUNT]	[AMOUNT]
[SPECIFY BUSINESS EVENT]			
[DATE]	[SPECIFY]	[AMOUNT]	[AMOUNT]
[ADD MORE AS NEEDED]			

2.2. T-ACCOUNTS or LEDGER ACCOUNTS

Cash

No.		No.	
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
Totals:	[SPECIFY]	Totals:	[SPECIFY]
Account Receivables			
No.		No.	
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
Totals:	[SPECIFY]	Totals:	[SPECIFY]
Inventory			
No.		No.	
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
Totals:	[SPECIFY]	Totals:	[SPECIFY]
Leasehold Improvements			
No.		No.	
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
Totals:	[SPECIFY]	Totals:	[SPECIFY]
Accounts Payable			
No.		No.	
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]

[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
Totals:	[SPECIFY]	Totals:	[SPECIFY]
Long-term Liabilities			
No.		No.	
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
Totals:	[SPECIFY]	Totals:	[SPECIFY]
Common Stock			
No.		No.	
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
Totals:	[SPECIFY]	Totals:	[SPECIFY]
Dividends			
No.		No.	
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
Totals:	[SPECIFY]	Totals:	[SPECIFY]
Revenues			
No.		No.	
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]

Totals:	[SPECIFY]	Totals:	[SPECIFY]
Cost of Goods Sold			
No.		No.	
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
Totals:	[SPECIFY]	Totals:	[SPECIFY]
Rent Expense			
No.		No.	
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
Totals:	[SPECIFY]	Totals:	[SPECIFY]
Supplies Expense			
No.		No.	
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
Totals:	[SPECIFY]	Totals:	[SPECIFY]
Utilities Expense			
No.		No.	
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
Totals:	[SPECIFY]	Totals:	[SPECIFY]

Wages Expense			
No.		No.	
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
Totals:	[SPECIFY]	Totals:	[SPECIFY]
Interest Expense			
No.		No.	
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
Totals:	[SPECIFY]	Totals:	[SPECIFY]

2.3. UNADJUSTED TRIAL BALANCE

[COMPANY'S LOGO] [COMPANY'S NAME] UNADJUSTED TRIAL BALANCE [DATE]		
Account	Debit	Credit
Cash	₹[AMOUNT]	₹[AMOUNT]
Accounts Receivable	₹[AMOUNT]	₹[AMOUNT]
Inventory	₹[AMOUNT]	₹[AMOUNT]
Leasehold Improvements	₹[AMOUNT]	₹[AMOUNT]
Accounts Payable	₹[AMOUNT]	₹[AMOUNT]
Long-term Liabilities	₹[AMOUNT]	₹[AMOUNT]
Common Stock	₹[AMOUNT]	₹[AMOUNT]
Dividends	₹[AMOUNT]	₹[AMOUNT]
Revenues	₹[AMOUNT]	₹[AMOUNT]

[DATE]	[SPECIFY]	[AMOUNT]	[AMOUNT]
[REASON FOR ADJUSTING]			
[DATE]	[SPECIFY]	[AMOUNT]	[AMOUNT]
[ADD MORE AS NEEDED]			

2.5. ADJUSTED TRIAL BALANCE

[COMPANY'S LOGO] [COMPANY'S NAME] UNADJUSTED TRIAL BALANCE [DATE]		
Account	Debit	Credit
Cash	₹[AMOUNT]	₹[AMOUNT]
Accounts Receivable	₹[AMOUNT]	₹[AMOUNT]
Inventory	₹[AMOUNT]	₹[AMOUNT]
Leasehold Improvements	₹[AMOUNT]	₹[AMOUNT]
Accounts Payable	₹[AMOUNT]	₹[AMOUNT]
Long-term Liabilities	₹[AMOUNT]	₹[AMOUNT]
Common Stock	₹[AMOUNT]	₹[AMOUNT]
Dividends	₹[AMOUNT]	₹[AMOUNT]
Revenues	₹[AMOUNT]	₹[AMOUNT]
Cost of Goods Sold	₹[AMOUNT]	₹[AMOUNT]
Rent Expense	₹[AMOUNT]	₹[AMOUNT]
Supplies Expense	₹[AMOUNT]	₹[AMOUNT]
Utilities Expense	₹[AMOUNT]	₹[AMOUNT]
Wages Expense	₹[AMOUNT]	₹[AMOUNT]
Interest Expense	₹[AMOUNT]	₹[AMOUNT]
TOTALS	₹[AMOUNT]	₹[AMOUNT]

2.6. ACCOUNTING WORKSHEET

[illegible]

3. FINDINGS, CONCLUSIONS, and RECOMMENDATIONS

Based on the following data entered in the aforementioned tables and section, the Company has achieved the following:

- [SPECIFY];
- [SPECIFY];
- [SPECIFY];
- [SPECIFY]; and
- [SPECIFY]

In which case, the following actions are recommended for the Company to undertake in the near future in order to increase their overall profit for the next fiscal year:

- [SPECIFY];
- [SPECIFY];
- [SPECIFY];
- [SPECIFY]; and
- [SPECIFY]

4. REFERENCES

The following sources are incorporated herein:

- [SPECIFY];
- [SPECIFY];
- [SPECIFY];
- [SPECIFY]; and
- [SPECIFY]