

Singapore (Head Office):

One Fullerton, 1 Fullerton Road, Level 2, Singapore 049213

Tel: 65143217/20 Fax: 62415955 Email: accounts@trustedu.com Website: www.trustedu.com**Branches:****Philippines:** Unit 3-B Nicolas Bldg., Quirino Avenue, 8000 Davao City**Lao:** Unit 21, Sisungvone Village, Saysettha Dist, Vientiane**Vietnam:** 21st Floor Capital Tower, 109 Tran Hung Dao St. Hoan Kiem Dist. Hanoi Vietnam**Cambodia:** #54, Street 63 Daun Penh, Phnom Penh, Cambodia**MANAGEMENT SKILLS WORKSHOP – COURSE INFORMATION****UNDERSTANDING FINANCIAL STATEMENTS***A Primer of Useful Information*

- ❑ Learn How to Evaluate the Role of Finance in Your Business
- ❑ Find Out Where to Obtain Data That is Meaningful
- ❑ Understand What Basic Financial Terms Mean
- ❑ Use Financial Information Properly in Working with Others

What is the Course About?

This workshop is a first step for business owners and employees in learning how to become comfortable with the basic tools of finance and how to use financial information to better understand, monitor, and interpret the operations of a business. This new addition places even greater emphasis on cash and cash flow projections to make sure that everyone can know where a business is going UNDERSTANDING FINANCIAL STATEMENTS is not highly technical and was never meant to be the last word in full financial analysis.



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This is also a reference manual designed to be mastered and used in very practical Ways over time. You will be introduced to the basic tools of finance – the balance sheet, the income statement, and the cash flow statement. You can learn to use twelve standards ratios and ordinary percentages to interpret and use this financial information whenever you need to in running any business. That is the real role of financial tools – to help you succeed.

The objectives of this course are:

1. To describe how the three primary financial statements are prepared and what each means to a business
2. To explain the differences between cash and profit from an accrual prospective
3. To introduce ratios and proportions and show how easily they are developed and used
4. To explain how to examine and get better productivity from your expenses
5. To provide tested techniques for gaining better control over your business finances

WHO SHOULD ATTEND: This workshop is essential for all Team Leaders, Supervisors, Executives, and all other responsible staff

DURATION: 2 days (can be customized to 1 or 3 days)

SUPPLIED MATERIALS: Participant Reference Guide, Practical Exercises, and Personality Profile Assessment Guide

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UNDERSTANDING FINANCIAL STATEMENTS

Contents

Part 1: Basics of Financial Statements

- What are financial Statements and Who Uses Them?
- The Balance Sheet
 - Glossary of Balance Sheet Terms
 - Sample Balance Sheets
 - Why net worth is not always the same as Market Value
- The Income Statement
 - Sample Income Statement
 - Glossary of Income Statement Terms
 - Why income does not always equal cash
- The cash flow statement
 - Sample cash flow statement
 - Glossary of cash flow terms

Part 2: Understanding Ratios and Percentages

- Using Ratios Without Fear

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- ❑ How ratios are developed
 - ❑ Five basic roles for ratios

Part 3: Four Types of Ratios

- ❑ Introduction to Ratios
- ❑ Glossary for ratio analysis
- ❑ Ratio 1: Liquidity Ratios
 - Current Ratio
 - Turnover of cash ratio
 - Debt to Equity Ratio
 - Summary of Liquidity Ratio
- ❑ Ratio 2: Profitability Ratios
 - Rate of return on sales Ratio
 - Rate of return on Assets Ratio (ROA)
 - Rate of return on Investment Ratio (ROI)
 - Summary of Profitability Ratios
- ❑ Ratio 3: Efficiency Ratios
 - Average Collection Period Ratio
 - Inventory Turnover Ratio
 - Fixed Asset Turnover Ratio
 - Summary of Efficiency Ratios
- ❑ Ratio 4: Market Ratios
 - Earning per Share
 - Price/Earnings Ratio (P/E)

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Dividend Yield

Part 4: How To Perform A Ratio Analysis

- ❑ Introduction
- ❑ What is Significant?
- ❑ Ratio Review Chart
- ❑ Afterword

Part 5: How To Perform An Expense Analysis

- ❑ Is anything good about Expenses?
- ❑ Examining Your Expenses
- ❑ Increase the Return on Expenses

Part 6: How To Control Your Business

- ❑ How To Proceed
 - Trend Analysis
 - Cash Position Charting
 - Development of a Target Statement
 - Accounts Receivable Aging Schedule

