

FA 003: How to Interpret Accounting and Financial Statement

[2-Day Program]



Overview

Organisations are increasingly seeing the importance of accurate and efficient financial statement analysis technique in shaping a more successful and prosperous organisation overall. Users of the financial statement are usually concerned with the need to be informed about the financial position, results of operations and changes in financial positions as well. This course is intended to familiarise participants with the revised approved international standards on accounting as well as presentation of the financial statements. Participants will be able to apply financial management knowledge to their work, business and personal life.

Learning Outcomes

Upon completion of programme, participants will be able to:

- Read and interpret financial statements confidently
- Apply financial tools and techniques to measure and evaluate business performance including those of competitors
- Identify the various uses of financial statements
- Know the various techniques for preparing cash flow projections
- Improve business performance and profitability through Cash Flow Statement
- Calculate and interpret liquidity, managerial efficiency, financial stability and profitability ratios
- Understand the current financial practices in Malaysia
- Master financial planning, forecasting and budgeting and financial management

Who Must Attend.

- Financial professionals
- Accounting professionals
- Anyone that is interested in understanding the application of company accounting and financial statement in order to make decisions in their businesses.

Course Detail

Day 1:

Module 1: COMPREHENSIVE FINANCIAL STATEMENTS

- The importance to understand accounts
- Types of business organisation in Malaysia
- Accounting concepts and rules
- Users of financial statements
- Characteristics of financial statements
- The accounting principles, policies, process, cycle and equation

Module 2: FINANCIAL STATEMENT – INCOME STATEMENT AND STATEMENT OF CHANGES IN EQUITY

- Revenues
- Cost of sales
- Expenses
- Dividend and interest income
- Profit before taxation
- Taxation
- Extraordinary items
- Appropriation of profits
- Earning per shares
- Dividend per share

Module 3: BALANCE SHEET

- Balance sheet equation
- Assets
- Liabilities
- Capital
- Non current assets
- Current assets & current liabilities
- Long term liabilities
- Provisions and charges
- Shareholders' equity

Module 4: CASH FLOW STATEMENT

- Developing statement of cash flow
- Operating, investing and financing activities
- Working capital management – inventory, receivable and payables
- Cash flow planning and projection
- Developing statement of cash flow

Day 2:

Module 5: ANALYSIS AND INTERPRETATION OF FINANCIAL STATEMENTS

- Financial ratios
- Common size statement analysis
- Classification of ratios and analysis
- Liquidity, asset, debt management, profitability and investment ratio
- Interpretation and analysis

Module 6: FINANCIAL REPORTING

- Regulatory framework
- Objectives of financial reporting
- The Malaysian reporting environment
- Statutory and regulatory framework of financial accounting and reporting
- Financial reporting standards
- Companies Commission of Malaysia (CCM)
- Securities Commission and KLSE
- Bursa Saham listing requirement
- Bank Negara Malaysia

Module 7: COMPANY ANNUAL REPORT

- Corporate information, achievement & director's profile
- Statement of corporate governance
- Audit committee & director report
- Financial statement
- Analysis of shareholdings
- Notice of annual general meeting (AGM)

Module 8: CORPORATE FINANCIAL BUDGET, PLANNING AND CONTROL

- The basis for corporate control
- Resource assessment, gap analysis and financial modeling
- Corporate financial planning flow
- Preparing cash flow projections
- The role of managers in the operational and financial budgets
- Pro forma income statement and balance sheet
- Master budget, cash budget, sales budget, purchase budget and inventory budget

Methodology

- Presentation
- Action Based Learning with group activities
- Case Study Analysis
- Explore Best Practices
- Q&A sessions

Course Leader

MS WENDY TEE

Wendy Tee Leap Sing has over twelve years of experience in senior management and human resources positions for diversified industrial and business environments. Graduated with a Master of Business Administration (UM), Master of Information Technology (UM), Certified Financial Planner (CFP), Certified Business coach (UM), Registered Financial Planner (RFP), Certified Trainer (PSMB) and Certified Advance Human Resource Practitioner (MIHRM), she has undergone intensive academic training in various human development and knowledge improvement.

As a trainer, speaker and consultant, Wendy had spent hundreds of hours in training, speaking and conducting training related to personal development and performance management. Her training sessions are enhanced with trainees getting exposure to personal development, improved service productivity and performance. She commits herself towards creating results in personal excellence and inspiring people to their best at whatever they do. Her vast experience and exposure in different industries has given her an in depth understanding in training and development needs which she delivers with passion, performance, positive, integrity and energetic .

Wendy is actively involved in HR consultancy, management training and research. Her latest responsibility involves the business coaching, business training, management consultancy, management and lecturing of Master of Business Administration (CEMBA) programs for Wawasan Open University. She has experience managing training programs in local universities, in house training and public seminar training. Her expertise include designing training needs assessment, developing training materials, monitoring and tracking of training programs successfulness and implementing training evaluation. Having been trained as a qualified trainer, she has extensive skill and knowledge operations effectiveness, fitness analysis, gap analysis and needs assessments. For the past ten years she has been involved in lecturing and training in Financial Accounting and Reporting Skills, Personal Financial Planning, Corporate Financial Management, Practical Budgeting & Cost Reduction Technique, Mastering Company Accounts for Financial Statement Analysis, Balanced Scorecard linked with Performance Management, Training Need and Analysis, Payroll Administration Techniques and Setting Departmental Key Performance Indicators (KPIs).

Wendy is also a Human Resource consultant and certified trainer now appointed from Pembangunan Sumber Manuasia Berhad (PSMB), National Human Resources Centre (NHRC) and Malaysian Institute of Human Resource Management (MIHRM), providing comprehensive and independent Human Resource advisory to clients. In addition to consulting with and servicing clients, she is responsible for HR training, coaching & advisory for the company. In the area of Human Resource Management, Wendy focuses on Strategic Talent Management, Training and Development Management, Performance Management, Payroll Management and Setting Departmental & Inter Departmental Key performance Indicators (KPIs). Participants in her programs have come from various organization such as Chua Song Seng Group,

CS Yap Metalparts Industrial, The Faceshop, Family store (Melaka), Far East Corrugated Carton Industrial, Piau Kee Live and Frozen Seafoods, Linexcom IT, LMM Marketing, Lott Inspection, Vedel IT Service, Aztel Corporation, Kuroda Electric, Persduri Sdn Bhd, Evershine Stainless Steel, Quality Results, ARL Equestrian, ARL Global, See Song & Sons, Godell Parking (KL).

Wendy is now a Human Resource consultant with Academic Management & Training Services, providing comprehensive and independent Human Resource advisory to clients. She is also pursuing her Doctor of Business Administration (DBA) from Universiti Utara Malaysia (UUM).

Course Fee

Request For Quotation For In-House Programme

Certificate

Upon successful completion of this program, you will receive a Certificate of Attendance.

Certificates are distributed on the final day of the program.

Payment mode:

Please make payment to:

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1. BANK IN CHEQUE

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