

## Notes to the annual accounts and tax file

### **General Objectives:**

This course aims to provide participants with the knowledge and skills to enable them to draw up and analyze this document.

### **Specific Objectives:**

At the end of the course trainees will be able to:

- Draw up the Annex;
- Analyze the Annual Statement;
- Propose solutions and future business decisions.

### **Recipients:**

This course is aimed at: Technical staff responsible for closing the accounts; Financial and administrative staff and all employees working in these areas.

### **Duration:**

12 Hours

### **Content Program:**

**Module I - Knowing the purpose and interpreting the annex in documents;**

**Module II - Preparing the elements of the annex:**

- Accounting principles and valuation;
- Tangible and intangible fixed assets;
- Inventories;
- Income and costs;
- Provisions and adjustments;
- Changes in equity;
- Deferred taxes.

**Module III - Tax file;**

**Module IV - Mandatory content;**

**Module V - Rendering of Accounts.**