

COURSE OUTLINE

A. The context and purpose of financial reporting

1. The scope and purpose of financial statements for external reporting
2. Stakeholders' needs
3. The main elements of financial reports
4. The regulatory framework
5. Duties and responsibilities of those charged with governance

B. Accounting principles, concepts and qualitative characteristics

1. The qualitative characteristics of financial information
2. Qualitative characteristics of useful financial information

C. The use of double-entry bookkeeping and accounting systems

1. Double-entry bookkeeping principles including the maintenance of accounting records
2. General ledger accounts and journal entries

D. Recording transactions and events

1. Sales and purchases
2. Cash
3. Inventories
4. Tangible non-current assets
5. Depreciation
6. Intangible non-current assets and amortisation
7. Accruals expenses (accruals), prepaid expenses (prepayments), accrued income, and deferred income
8. Receivables and payables
9. Provisions and contingencies
10. Capital structure and finance costs

E. Reconciliations

1. Bank reconciliations
2. Trade payables account reconciliations

F. Preparing a trial balance

1. Trial balance
2. Correction of errors
3. Suspense accounts

G. Preparing financial statements

1. Statement of financial position
2. Statement of profit or loss and other comprehensive income
3. Disclosure notes
4. Events after the reporting period
5. Statement of cash flows (excluding partnerships)
6. Incomplete records

H. Preparing basic consolidated financial statements

1. Subsidiaries
2. Associates

I. Interpretations of financial statements

3. Importance and purpose of analysis of financial statements
4. Ratios
5. Analysis of financial statements