**Financial Report**

A Brief Review of Our Finances

# Financial Summary

Use this section to give a brief summary of your financials, highlighting important points.

This is also the perfect place for a few charts that demonstrate key financial information. To add a chart, on the Insert tab, click Chart. The chart will automatically coordinate with the look of your report.

Need some help choosing a chart type? No problem.

* To show values across categories, such as to compare the revenues of different business units, try a column or bar chart.
* To show values over time, such as for revenue or profit trends, try a line chart.
* To compare two sets of related values, such as to compare executive salaries relative to number of years with the company, try a scatter chart.

And when you’re ready to customize the look of your chart, just click in the chart and then check out the icons you see on the right for everything from style and layout to managing data.

# Financial Statements

## Financial Position

* Liabilities
* Statement of Financial Position
* Ownership Equity

## Comprehensive Income (Profits and Losses)

* Income
* Expenses
* Profits

## Changes in Equity

Well, it wouldn’t be an annual report without a lot of numbers, right? This section is the place for all those financial tables.

To get started with a table that looks just like the sample here, on the Insert tab, click Tables, then choose Quick Tables.

Table Heading

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Revenue | Expenses | Earnings |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Cash Flows

* Operating
* Investing
* Financing

# Statement Notes

## Accounts

When you have a document that shows a lot of numbers, it’s a good idea to have a little text that explains the numbers. You can do that here.

## Debt

Of course, we would all prefer to just have profits. But if you’ve got any debt, this is the place to make notes about it.

## Going Concern

Okay, you get the idea. If you’ve got notes to add about your financials, add them here.

## Contingent Liabilities

Keep in mind that some of these headings might not apply to your business (and you might have others to add). This one, for example, is about potential liabilities that could arise if something happens in the future, such as a pending legal decision.

## Takeaways

What would you like your readers to understand? Add notes on key takeaways here.