

sniper I.M

User Manual

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# Heading 1

## Heading 2

We’ve added a few tips (like this one) to help you get started. When you tap tip text, the whole tip is selected. Just start typing to replace it with your own. The headings, however, are typical annual report headings that you might want to use as-is.

## Financial Highlights

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just tap the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.

## Operating Highlights

To easily apply any text formatting you see in this document with just a tap, on the Home tab of the ribbon, check out Styles.

## Looking Ahead

View and edit this document in Word on your computer, tablet, or phone and seamlessly save the document to the cloud from Word on your Windows, Mac, Android, or iOS device.

Chief Executive Name

Chief Executive Title

Date

# Financial Summary

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

# Financial Statements

## Statement of Financial Position

* Liabilities
* Statement of Financial Position
* Ownership Equity

## Statement of Comprehensive Income (Profits and Losses)

* Income
* Expenses
* Profits

## Statement of 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 of the ribbon, just tap the option you need.

Table Heading

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

## Statement of Cash Flows

* Operating
* Investing
* Financing

# Notes to Financial Statements

## 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.

# Independent Auditor’s Report

* 1. Unqualified Opinion
  2. Qualified Opinion Report
  3. Adverse Opinion Report
  4. Disclaimer of Opinion Report
  5. Auditor’s Report on Internal Controls of Public Companies
  6. Going Concern

# Contact Information

To replace a photo with your own, just delete the placeholder photo and insert one of your own.

|  |  |  |
| --- | --- | --- |
| Name Title | Name Title | Name Title |
| Contact person | Contact person | Contact person |
| **Tel** telephone  **Fax** fax  Email | **Tel** telephone  **Fax** fax  Email | **Tel** telephone  **Fax** fax  Email |

# Company Information

Company

Street Address, City, ST ZIP Code

**Tel** telephone

**Fax** fax

Website

Logo placeholder