**SIMPLE YEAR-END REPORT TEMPLATE**

YEAR-END REPORT

COMPANY NAME

00/00/0000

Complete Physical Address

Complete Mailing Address (if differs from Physical Address)

Contact Phone

Web Address

Email Address

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PREPARED BY** |  | **TITLE** |  | **DATE** |  |
| **APPROVED BY** |  | **TITLE** |  | **DATE** |  |

Table of Contents

[1. EXECUTIVE SUMMARY 3](#_Toc21258924)

[2. ANNUAL FINANCIAL REPORT 4](#_Toc21258925)

[3. AUDITOR’S REPORT 4](#_Toc21258926)

[4. CONCLUSIONS 4](#_Toc21258927)

[5. REFERENCES 4](#_Toc21258928)

# EXECUTIVE SUMMARY

[NAME OF COMPANY] is an organized corporation currently existing under the laws of [CITY / TOWN] in [STATE / PROVINCE]. The founder, owner, and Chief Executive Officer of [COMPANY NAME] is [NAME]; [NAME]’s previous experience in [LIST PAST EXPERIENCE] brings [LIST QUALIFICATIONS AND ASSETS] to our team.

[NAME OF COMPANY] was established in [YEAR] and has since committed itself to specializing in providing [SPECIFY PRODUCTS / SERVICES] for [CATEGORIZE CUSTOMER BASE]. In its first year, [NAME OF COMPANY] employed a total number of [NUMBER] employees and has since expanded its operations to a team of [NUMBER OF EMPLOYEES].

In addition to providing [SPECIFY PRODUCTS or SERVICES], [COMPANY NAME] has also spearheaded additional initiatives, both internally and for the greater business community. These include [DESCRIBE ADDITIONAL PRODUCTS OR SERVICES PROVIDED, THE COMPANY’S REPUTATION OR COMMUNITY INVOLVEMENT, BUSINESS PARTNERS AND RELATIONSHIPS, AND ANY OTHER NOTABLE SUCCESSES THE COMPANY HAS HAD OUTSIDE THEIR PRIMARY SERVICES].

In [CURRENT YEAR], [NAME OF COMPANY] is proud to [LIST KEY, HIGH-LEVEL ACHIEVEMENTS OF THE PAST YEAR. THESE CAN INCLUDE TOTAL REVENUE, NEW OR IMPROVED PRODUCTS AND SERVICES, AWARDS, ACQUISITIONS AND OTHER BUSINESS PARTNERSHIPS, ETC.].

As of [CURRENT YEAR], the company is involved in [NUMBER] major projects — our main focus this year has been on [NAMES AND HIGH-LEVEL DETAILS OF PROJECT(S)]. [GIVE DETAILS OF THE FUNDING, REVENUE ACCRUED, AND OVERALL SUCCESS OR FAILURE OF THESE PROJECTS.]

In the following year-end report, you will find an annual financial report (complete with a profit and loss statement) that provides insight into [NAME OF COMPANY]’s current financial position. Additionally, we have included an auditor’s report, written conclusions, and references. It is our hope that upon reading this report (including the financial models contained herein), you will gain a better understanding of our business’s directions, as well as a clear idea about whether we will continue with all current initiatives, modify any of them, or terminate and/or replace any of them.

# ANNUAL FINANCIAL REPORT

You can edit this section to include any other required financial information or add a separate financial report to replace this section.

|  |  |  |  |
| --- | --- | --- | --- |
| YEARS ENDED | [CURRENT YEAR] | [1 YEAR PRIOR] | [2 YEARS PRIOR] |
| **NET SALES** |  |  |  |
| Product | $00,000 | $00,000 | $00,000 |
| Service | $00,000 | $00,000 | $00,000 |
| TOTAL NET SALES | $00,000 | $00,000 | $00,000 |
| **COST OF SALES** |  |  |  |
| Product | $00,000 | $00,000 | $00,000 |
| Service | $00,000 | $00,000 | $00,000 |
| TOTAL COST OF SALES | $00,000 | $00,000 | $00,000 |
| **GROSS MARGIN** | $00,000 | $00,000 | $00,000 |

|  |  |  |  |
| --- | --- | --- | --- |
| **OPERATING EXPENSES** |  |  |  |
| Research and Development | $00,000 | $00,000 | $00,000 |
| Sales and Marketing | $00,000 | $00,000 | $00,000 |
| General and Administrative | $00,000 | $00,000 | $00,000 |
| Amortization of Purchased Intangible Assets | $00,000 | $00,000 | $00,000 |
| In-Process Research and Development | $00,000 | $00,000 | $00,000 |
| TOTAL OPERATING EXPENSES | $00,000 | $00,000 | $00,000 |
| **OPERATING INCOME** |  |  |  |
| Interest Income, Net | $00,000 | $00,000 | $00,000 |
| Other Income, Net | $00,000 | $00,000 | $00,000 |
| INTEREST AND OTHER INCOME, NET | $00,000 | $00,000 | $00,000 |

|  |  |  |  |
| --- | --- | --- | --- |
| **INCOME BEFORE PROVISION FOR INCOME TAXES AND CUMULATIVE EFFECT OF ACCOUNTING CHANGE** | $00,000 | $00,000 | $00,000 |
| Provision for Income Taxes | $00,000 | $00,000 | $00,000 |
| **INCOME BEFORE CUMULATIVE EFFECT OF ACCOUNTING CHANGE** | $00,000 | $00,000 | $00,000 |
| Cumulative Effect of Accounting Change, Net of Tax | $00,000 | $00,000 | $00,000 |
| **NET INCOME** | **$00,000** | **$00,000** | **$00,000** |

# AUDITOR’S REPORT

You can insert an accountant’s or auditor's report here.

# CONCLUSIONS

After presenting the related data on [COMPANY NAME]’s expenses and projected profits and losses for the year [YEAR], we were able to implement our additional programs successfully; moreover, [COMPANY NAME] was able to exceed the expenditure costs. The Board of Directors hereby approves the continuation of the program into the next fiscal year, with evaluations on a quarterly basis.

# REFERENCES

In connection with the monthly projected profits and losses and expenses, we used the following resources to generate this report.

|  |  |
| --- | --- |
| **SOURCE NAME** | **LOCATION / LINK** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |