



## Financial accounting, planning, analysis and reporting

### Course Description:

This course is designed to help users to analyze and report their finances by discussing many topics. Basic concepts of financial planning, goal setting, and maximizing assets as well as the types of personalities and their investment profiles along with the various stages in the life cycle of an investor are discussed. An in-depth discussion of investing strategies is provided, including various instruments suitable for both savers and investors. The course also provides strategies for reducing tax burden, and building a model portfolio that suits your risk and return profile.

### Training Objective:

- Knowing basic concepts in financial planning
- Analyzing various financial products for savers and investors
- Understanding various types of personalities and their financial needs
- Recognizing your financial goals and achieving them
- Having better control on taxes you pay
- Building a finance portfolio suiting your needs
- Reporting of financial planning

## Who should attend?

- Accounting Professionals
- Budget holders
- Finance Professionals
- Anyone who needs to know about organizational finance

## Training Methodology:

- This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;
- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

## Course Outline:

### **DAY 1**

- What is financial planning
- Three steps in financial planning process
- Elements of the balance sheet
- The Income and expense statement
- The budget
- Why is it important to prepare budget carefully?

### **DAY 2**

- The time value of money
- Diversification - 'spreading risk'
- Investment timing
- Saving versus investment
- Products options for savers
- Checking accounts
- Savings account

### **DAY 3**

- Certificates of deposit
- Money market mutual funds
- Money market deposit accounts

- treasury bills
- Products options for Investors
- Common stock
- Bonds
- Preferred stock
- Mutual funds

#### **DAY 4**

- Real estate
- Commodities
- Metals, art and collectibles
- The five personalities
- Using the five-way classification model
- Risk/Return trade-offs for investors
- Risk/Return position at various life cycle stages

#### **DAY 5**

- Types of goals
- Investment objectives
- Liquidity: real needs and perceived needs
- Strategies for reducing federal income tax
- Basics of portfolio management
- Financial planning calculators
- How to write different kinds of financial planning report