DEPARTMENT OF PROFESSIONAL ACCOUNTANCY
PROJECT ASSIGNMENT
BACHELOR OF ACCOUNTING
YEAR TWO & YEAR THREE

INSTRUCTIONS

i)   BAC TWO

You will be given the **Name of Two Commercial Banks** operating in Tanzania. You are required to conduct financial analysis for four consecutive most recently years and then form conclusion basing on the performance of the company you are expected to select the best performer. Your analysis should base on CAMEL (Capital Adequacy, Assets Quality, Management, Earnings and Liquidity) *In addition, ask appointment with one Bank to find out procedures for screening loan applicants and comment how easier for a person who has recently graduated to acquire loan for start-up capital.*

Structure your report as per attached format.

ii)   BAC THREE

Visit this website **http://www.tanzayello.com** which provides details for various companiesavailable in Tanzania. Select a company either by area or products/services it provide and conduct company financial analysis for five consecutive years to identify whether it is worthwhile to invest in that company. In addition, ask appointment with the company to get information about the following issues:-

- How do the organization undertake material purchases particularly on office supplies and noncurrent assets
- What guides its material purchases [laws, policies, principles, practices] etc
- How do the organization identify suitable suppliers(e.g through Competitive Tendering, Quotation, Single Source etc)

- How do the organization handle such supplies and noncurrent assets once delivered
- What accounting records do the company keep with respect to purchased items (attach sample of forms used).
- What challenges the organization is facing in its purchasing processes
- How do the organization incorporate purchases plan in its budgeting process
- Who is responsible for what?

Please select the company, which will be convenient to you (for getting financial statements)NB. For this project don't select the companies listed in the Dar es Salaam Stock Exchange.

Structure your report as per attached format.

GUIDELINES FOR WRITING PROJECT REPORT

THE INSTITUTE OF FINANCE MANAGEMENT

FACULTY OF ACCOUNTING, BANKING AND FINANCE

DEPARTMENT OF ACCOUNTING AND FINANCE

BACHELOR DEGREE IN ACCOUNTANCY

YEAR II & III

2017/2018

A PROJECT REPORT ON XXXXXXXXXXXXXX

NAME :   XXXXXXX

REG. NO :   XXXXXXX

ACADEMIC YEAR: XXXXXXX

SUBMISSION DATE: XXXXXXX

GUIDELINES FOR WRITING PROJECT REPORT
BACHELOR DEGREE IN ACCOUNTANCY YEAR II&III

TITLE/COVER PAGE

The report should have a title page as shown in the cover page of this guideline.

PRELIMINARY PAGES

- Begin each part on a separate page

- Headings must appear at the top of the page, positioned at the centre, in capital letters and in bold text.

- Presentation of the preliminary pages takes the following sequence which involves some or all of the following parts:

  - *Dedication*

  - *Acknowledgement*

  - *List of acronyms*

  - *List of Table, figures, if any.*

  - *Executive Summary - provide a summary answering the following questions: what were the objectives/requirements of undertaking the project, which methods/approaches have you used to achieve the objective, explain the key findings/results and what are your comments (about ½ to ¾ of a page).*

  - *Table of contents*

1.0 CHAPTER ONE: INTRODUCTION

- Introduction chapter is expected to be about 2 to 3 pages

- Set the context by introducing the topic of your project

- Provide a clear expression of the purpose of which your report is expected to assert, explain, support or defend clearly state problem/issue of interest objectives and study questions for this project. Broadly speaking, summarize the main idea of a project and make the idea explicit to the readers.

- Finally, provide a short outline of how you are going to handle/address the aspects of your project in the rest of your paper (explain how the rest part of your project has been organized)

2.0 CHAPTER TWO: LITERATURE REVIEW (THIRD YEAR ONLY)

- This chapter is expected to be about 4 to 5 pages
- Provide a clear description of the basic components of the sector
- Provide a clear explanation on how the sector is being financed
- Provide a clear description about the coverage of the sector in terms of benefits offered and the people covered

3.0 CHAPTER THREE: OVERVIEW OF THE INDUSTRY/SECTOR & APPROACH USED TO OBTAIN INFORMATION FOR YOUR PROJECT

- The chapter is expected to be about 4 to 5 pages
- Provide a clear description of the basic components of the sector
- Provide a clear explanation on how the sector is being financed
- Provide a clear description about the coverage of the sector in terms of benefits offered and the people covered
- Provide explanations on how you collected information for this project, including challenges of obtaining data.

4.0 CHAPTER FOUR:PRESENTATION AND DISCUSSION OF THE FINDINGS

Note: This chapter should have two sections; the first is for financial performance analysis and the second is for analyzing information from organization visiting.

- This chapter is expected to be about 6 to 7 pages
- Present the results you obtained in line with the study objectives
- Make sure that you present your results logically and follow the order of the objectives as listed in your project question
- Measures taken to improve the performance of the Institute(s) should be included under this chapter

- Interpret the information you have found in the results in the light of your conception of the topic/ problem of the project and discuss them accordingly.
- Provide your personal view on whether the organization is performing
- Interpret information from organizational visiting
    - *For year two, discuss procedures for screening loan applicants and comment on how easier for a person who has recently graduated to acquire loan for start-up capital.*
    - *For year three, discuss material handling and controlling procedures of the chosen company.*
- In your discussion, make sure that you address the objectives/questions of your project.

5.0 CHAPTER FIVE: CONCLUSION AND RECOMMENDATION

- The chapter is expected to have 2 to 3 pages
- It is also expected to have two subsections, which are conclusion and recommendation. The content of each subsection are provided below.

5.1 Conclusion
- Provide the objectives (requirements) of the project in summary form
- **P**rovide an effective conclusion which gives the answer to the main questions/objectives of the project
- Your conclusion should provide a summary of what argued in before in the texts, answer the main questions and incorporate your personal view.
- Identify new skills you acquired from this project.
- Identify if there is any challenges in your analysis

5.2 Recommendations
- In line with what you observed in your analysis, give your advice to the respective authority addressing the needs of your project and the challenges, if any.

6.0 REFERENCE/ BIBLIOGRAPHY
- Use either reference or bibliography as your heading for this section.

- You list the sources that you have used in your work. Don't list sources just for the sake of adding materials to this section
- Adhere to the alphabetical order i.e. different entries should be arranged in alphabetical order by the surname of the first author. Each entry starts with a hanging indent and 1.5 lines spacing between.
- No numbering for your list

8. APPENDICES (if any).

- Attach all supporting files/materials you used in your project, if any.

FORMATTING

- Font; Times New Roman, size 12.0
- Line spacing 1.5
- Alignment; Justified
- Binding: One hand bounded of the project report/Field work report is to be collected on **25th January, 2018.**

NOTE:

- Please follow the structure of the project as indicated above.
- You are advised to plan your work carefully and back-up your work using different storage devices in order to avoid problems as a result of computer crash, virus attack or any other reason. Computing and printing problems will NOT be accepted as reasons for non-submission
- Finally, **PLAGIARISM** is not accepted.