

**DEPARTMENT OF ACCOUNTING AND FINANCE**  
**PROJECT ASSIGNMENT**  
**BACHELOR OF ACCOUNTING**  
**YEAR TWO**

**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 years and then form conclusion basing on the performance of the company you are expected to select the best performer. *In addition, analyse the trend of Nonperforming Loans for the two banks by indicating which one is having more than the other and suggest the strategies to be employed by the bank to avoid NPLs in future.*

# 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

**2018/2019**

A PROJECT REPORT ON XXXXXXXXXXXXXXXXXXXX

NAME : XXXXXXXX

REG. NO : XXXXXXXX

ACADEMIC YEAR: XXXXXXXX

SUBMISSION DATE: XXXXXXXX

# **GUIDELINES FOR WRITING PROJECT REPORT**

## **BACHELOR DEGREE IN ACCOUNTANCY YEAR II**

### **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 1/2 to 3/4 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: OVERVIEW OF THE INDUSTRY/SECTOR**

- The chapter is expected to be about 4 to 5 pages
- 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 reasons for nonperforming loans and its impact in the economy.

## **3.0 CHAPTER THREE: PRESENTATION OF ANALYSIS AND DISCUSSION**

This chapter is expected to be about 3 to 4 pages; try to present your results logically and interpret and discuss them accordingly. You can use textbooks, research reports, journal articles or any reference to enhance your discussion:

- Using tables, graphs or any other systematic approach to present the results related to financial performance analysis of the banks and interprets the results accordingly.
- Identify measures the banks should take improve their financial performance
- Perform trend analysis of the nonperforming loan and offer your comments on the trend.
- Identify measures the banks should take to reduce the risk non performing loans.
- Provide your opinions on which policy measures that the country can adopt to minimize the possibility of banks to get into financial difficulties that can lead to their collapse.

## **4.0 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.

### **4.1 Conclusion**

- Provide the objectives (requirements) of the project in summary form

- Provide an effective conclusion on financial performance of the two banks and on the trend of nonperforming loans
- Your conclusion should provide a summary of what is argued in theory and what are your views.
- Identify if there is any challenges in your analysis

#### **4.2 Recommendations**

- In line with what you observed in your analysis, give your advice on improving the financial performance of the two banks and provide recommendation on policy measures to address the risks of banks falling into liquidation.
- Provide your recommendations to the Institute of Finance Management on how to improve handling of the field/project work.

#### **5.0 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

#### **6. 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 **20<sup>th</sup> February, 2019.**

**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.