

DEPARTMENT OF ACCOUNTING AND FINANCE
PROJECT ASSIGNMENT
BACHELOR OF ACCOUNTING
YEAR THREE

INSTRUCTIONS

BAC THREE

You have to select two companies from FTSE operating in the same industry or products/services then conduct company financial analysis for four consecutive years to identify which company out of the two is worthwhile to invest compared to the other. In addition, use one company out of the two to assess strength of internal control mechanisms and corporate social responsibility activities as compared to theory.

Please select the company, which will be convenient to you (for getting annual report)

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 III

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 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 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
- Give a brief history of the primary company and secondary company
- What is your company's business i.e. what does your company do to earn revenues. Specific Industry and Sector.
- Is there a management discussion and analysis section in the annual report? (Typically, and for most of the companies on the list this MD & A will be available in the annual report) If so, summarize valid information it contains.
- 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: LITERATURE REVIEW

This chapter is expected to be about 4 to 5 pages:

- Write literature on audit committee composition, functions of internal audit department, selection of external auditors and other types of advisory services they can offer, the type of audit report and their possible reasons.
- Write literature review on Corporate Social Responsibility (CSR), motives for and arguments against CSR.

4.0 CHAPTER FOUR: ANALYSIS AND DISCUSSION

- This chapter is expected to be about 4 to 6 pages
- Present the results obtained in your ratio analysis and make sure that you present your results logically with clear explanation on the causes of changes from one year to another. (use table and graph)
- Identify the structure of the audit committee and its strength/weaknesses.
- Based on financial analysis you have done in the previous section identify areas that the internal audit department should be concerned with.

- From published report, identify interesting information provided by the company in addressing any internal control issues.
- Identify the type of audit report (Qualified or unqualified report) the company has acquired in the most recent four years and provide your view on reasons contributed to such audit report. Also, identify who are the external auditors of the company and whether they offer other management advisory services (e.g. tax advisory, financial advisory services) to the company.
- Identify CSR activities the company is engaged and based on the nature of business operations provide your views on which CSR activities the company should enhance.
- Provide your views on whether the information provided on CSR adds value to a company.

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

Your conclusion should provide a summary of what argued in before in the texts, address key issues and incorporate your personal view

- Provide the objectives (requirements) of the project in summary form
- Provide conclusion on which company has better financial performance
- Provide conclusion on internal control and CSR issues.
- Identify any challenges encountered in your analysis

5.2 Recommendations

- Measures taken to improve the performance of the company should be included under this chapter
- 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

7. 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 **20th 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.