



# **YE Company Report**

Wednesday 9<sup>th</sup> February 2011

John Coffin FCIS, MCMI  
Retired Finance Director



## **Adeptra**

*The art and science of customer contact.*



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# *The Company Report*

- ◆ Attractive Cover
  - Name of Company
  - School or College
  - Link Teacher and Adviser
  - West Berkshire Area
  - Interim or Final Accounts
- ◆ No more than 10 pages A4 with minimum Font size 12pt
- ◆ Balance Sheet (FD7) must be signed off by the Advisor and attached as an Appendix



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# *The Company Report*

- ◆ Contents list on page 1
- ◆ Executive Summary
- ◆ Mission statement
- ◆ The team profile & organisation
- ◆ Summary of Products/Services
- ◆ Company performance
- ◆ Financial performance



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# *The Company Report*

A good report will:

- ◆ Follow the YE rules
- ◆ Have structure
- ◆ Have visual appeal – graphs, pictures, etc
- ◆ Will not waffle
- ◆ Have correct grammar and spelling
- ◆ Exhibit teamwork
- ◆ Identify challenges and how they were overcome
- ◆ Be interesting to read
- ◆ Demonstrate effective Corporate Governance
- ◆ Possibly include reference to the use of the website and allied communication systems



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# Some guidelines

- ◆ Give all aspects of performance but in a flowing document
- ◆ Show the Company's development through problem solving and innovation
- ◆ Highlight achievements, and special activities
- ◆ Must be written by the Achievers as a team
- ◆ Show the Achievers developments as individuals and as part of a team
- ◆ Use the website as a guide to resources, as well as the rules



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# *The Company Report*



## Some things not to do:

- ◆ Break the YE rules – format, Charity donations, etc.
- ◆ Contradictions
- ◆ Be boring and repetitive
- ◆ Exaggerate

# *The Liquidation*



- All companies need to be liquidated
- ◆ Final Board Meeting
- ◆ Final report and accounts
- ◆ AGM
- ◆ Final liquidation – no later than 31 July 2011
- ◆ Bank accounts automatically closed on 31 July 2011



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# *The Final Board Meeting*



## Points for consideration



- ◆ What do we do with any remaining stock?
- ◆ Do we have any equipment to dispose of?
- ◆ Wages for Achievers, & dividends to shareholders



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# *The Annual General Meeting*



- ◆ Organise the venue
- ◆ Issue invitations and convene the meeting
- ◆ Get accounts signed off by the adviser before the meeting
- ◆ Team presentation of the company's performance
- ◆ Thank all for assistance
- ◆ Announce dividend



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# *Finalising the Liquidation*



- ◆ Pay out taxes
- ◆ Pay out capital and dividends
- ◆ Pay out any outstanding amounts and wages
- ◆ Close bank account



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# *Thank you*

A reminder :

Four copies of the report should be delivered to:

Attn: Miss Kelly Theodore, James Cowper  
Accountants, Phoenix House, Bartholomew  
Street, Newbury RG14 5QA

No later than Friday 11<sup>th</sup> March 2011

Note: YE VAT calculated to date must be paid by  
an interim payment accompanying the report.  
Cheques payable to 'Young Enterprise South  
East, Berkshire Strategic Board'.



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