

Young Enterprise

South East

The Company Report



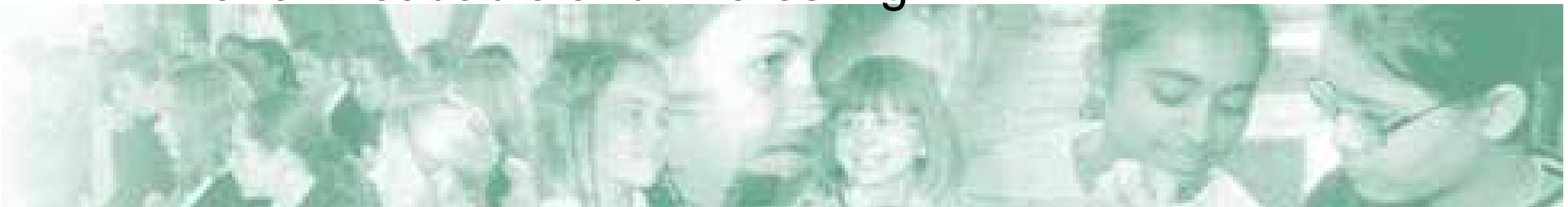
The Company Report

- Attractive Cover
- Contents page or list
- Mission statement
- Introduction inc. e.g. the team profile/organisation chart
- Summary of results and performance
- Body including e.g. distance travelled
- Financial results



Do's in a good report

- Follow the Y.E. rules
- Include all required elements
- Structure
- Visually appealing from cover to cover
- Pictures, Charts, graphs, tables and diagrams
- Be concise
- Spell check, sensible use of fonts
- Exhibit teamwork and distance traveled by achievers
- Identify challenges conquered
- Make it readable and interesting





Things to avoid

- Breaching Y.E. rules
- Over honesty - Be positive about challenges!
- Contradictions in the report
- Poor grammar and spelling
- Overdoing text, cramming too much in
- Repetition



AGM

- Get accounts/liquidation report signed by your auditor/adviser beforehand
- Issue the invites and convene AGM
- A team presentation
- Present the accounts and report
- Thank all those who helped
- Announce any dividends



Finalising the Liquidation

- Pay your taxes
- Pay out capital
- Pay out bonuses, dividends and charitable donations
- Close bank account



Final Points

Remember

- Produce a sensible timetable for the process
- Stick to the deadlines in the timetable
- Insurance cover
- Work as a team and carry out your personal responsibilities
- Ask for help if you need it

Week	Tasks	Activities	Planning	Notes
1-4	1.001 Company Registration (Part 1)	1.001 Company Registration (Part 1)	1.001 Company Registration (Part 1)	
5-8	1.002 Company Registration (Part 2)	1.002 Company Registration (Part 2)	1.002 Company Registration (Part 2)	
9-12	1.003 Company Registration (Part 3)	1.003 Company Registration (Part 3)	1.003 Company Registration (Part 3)	
13-16	1.004 Company Registration (Part 4)	1.004 Company Registration (Part 4)	1.004 Company Registration (Part 4)	
17-20	1.005 Company Registration (Part 5)	1.005 Company Registration (Part 5)	1.005 Company Registration (Part 5)	
21-24	1.006 Company Registration (Part 6)	1.006 Company Registration (Part 6)	1.006 Company Registration (Part 6)	
25-28	1.007 Company Registration (Part 7)	1.007 Company Registration (Part 7)	1.007 Company Registration (Part 7)	
29-32	1.008 Company Registration (Part 8)	1.008 Company Registration (Part 8)	1.008 Company Registration (Part 8)	
33-36	1.009 Company Registration (Part 9)	1.009 Company Registration (Part 9)	1.009 Company Registration (Part 9)	
37-40	1.010 Company Registration (Part 10)	1.010 Company Registration (Part 10)	1.010 Company Registration (Part 10)	

