**Annual Report Week 1**

Using the materials that you have collected, we are going to outline step-by-step instructions.

**Day 1: Cover Page**

The examples used to make this annual report are for the Love bytes Computer Dating service.

If you check out the Step by Steps, you will see that there is a business plan and business presentation step by step for this company

I realize that there are many versions of Word and PowerPoint being used by schools

My goal is to simply show examples of the written report in Microsoft Word and the presentation report in Microsoft PowerPoint

I used the 2007 versions of both.

The first page or slide should be the cover page

It should contain company name, slogan, the title of the document - Annual Report and the date.

Here is an example for the computer dating service

[Cover Page Example](Cover%20Page.doc)

The next example uses a blank word file

A picture - LoveBytes logo is copied and pasted into the Word document.

Text is then added.

[Cover Page Example 2](Cover%20Page2.doc)

In addition to a written annual report, you will need to create and electronic presentation of the same report.

Remember this is the cover page. We will save each page as a separate slide for instructional purposes only.

When you do this you will want to make one single presentation.

[Cover sheet in PowerPoint](LoveBytes1.pptx)

**Day 2: Prepare Table of Contents**

 The table of Contents page shows the reader where to find different parts of the Annual Report.

 Even if you do not know what the pages are for each section, by laying out the plan in a table of content format, helps organize the different parts of the plan.

 The annual report should total between ten and twelve pages.

 Different officers should prepare different sections of the plan

 Management Department coordinates the overall plan and prepares sections I, IV, VII, VIII and IX

 Sales and Marketing should prepare section II

 Accounting prepares and coordinates sections III, V, VI

 Information Technology Department should prepare the electronic/presentation version of the report and furnish a report as to what has been done by their department this past year.

 Listed below is a sample table of contents - in a Microsoft Word Document Format and PowerPoint Format

 [Table of Contents Written](Table%20of%20Contents.docx)

[Table of Contents PowerPoint](Table%20of%20Contents.pptx)

**Day 3 Chairman of the Board Letter**

The CEO Should put this letter together

The letter should reflect the well being of the company.

The letter should be addressed to the stockholders.

In our case, the stockholders are the employees of the company since it is organized as an S-Corporation.

The letter should be either one of two pages and include the following sections.

[CEO Letter Written](CEO%20Letter.docx)

[Letter from CEO PowerPoint](Letter%20from%20The%20CEO.pptx)

**Day 4 Sales and Marketing**

This section should include the product line.

You also need to know how the product was sold

Where it was sold?

When it was sold?

[Marketing written letter](marketing%20letter.docx)

[Marketing 1 PowerPoint Slide](marketing1.pptx)

[Marketing 2 PowerPoint Slide](marketing2.pptx)

[Marketing 3 PowerPoint Slide](marketing3.pptx)

**Day 5 Current Year Summary of Financial Figures**

The summary of the financial section should contain the following items.

Income by the month and year to date

Expenses monthly and year to date

Monthly net profits and Year to date profit

What is the company's break even number: units and sales?

Growth of profits. Look at trade shows open houses and grand openings

What are the best selling packages or items in our line?

[Written Financial Summary](FinancialSummary.docx)

[PowerPoint on Summary of Financials](FinancialSummary.pptx)