

Annual Financial Summary Report

This **annual financial summary report template** provides a comprehensive overview of key financial metrics, helping organizations track performance and make informed decisions. Designed for clarity and ease of use, it enables efficient data presentation and analysis. Utilize this template to streamline your yearly reporting process and enhance financial transparency.

1. Executive Summary

Brief overview of the organization's financial performance for the year, highlighting major achievements, challenges, and areas for improvement.

2. Key Financial Metrics

Metric	Current Year	Previous Year	% Change
Total Revenue	\$1,250,000	\$1,120,000	+11.6%
Cost of Goods Sold (COGS)	\$520,000	\$480,000	+8.3%
Gross Profit	\$730,000	\$640,000	+14.1%
Operating Expenses	\$400,000	\$370,000	+8.1%
Net Income	\$330,000	\$270,000	+22.2%

3. Income Statement Summary

Description	Current Year
Total Revenue	\$1,250,000
Cost of Goods Sold (COGS)	(\$520,000)
Gross Profit	\$730,000
Operating Expenses	(\$400,000)
Net Income	\$330,000

4. Balance Sheet Snapshot

Assets	Current Year	Liabilities & Equity	Current Year
Cash & Equivalents	\$180,000	Current Liabilities	\$70,000
Accounts Receivable	\$120,000	Long-term Debt	\$210,000
Inventory	\$95,000	Shareholder Equity	\$370,000
Property & Equipment	\$255,000		
Total Assets	\$650,000	Total Liabilities & Equity	\$650,000

5. Cash Flow Summary

Activity	Amount
Net Cash from Operating Activities	\$210,000
Net Cash from Investing Activities	(\$40,000)
Net Cash from Financing Activities	\$50,000
Net Change in Cash	\$220,000

6. Notes & Analysis

- Revenue increased due to expanded market reach and new product launches.
- Operating expenses reflect investment in infrastructure and human resources.
- Cash position strengthened through prudent financial management.
- No major outstanding debts; strong equity base.

Prepared by: Finance Department | Date: December 31, 2023