



## How to Complete Your Annual Financial Return

Below you will find guidance in relation to the expected information to be provided on your Annual Financial Return.

Relevant Activity	Definition
Cash and Cash Equivalents	Liquid assets: cash in bank accounts and treasury bills and certificates of deposit of less than a 3 month duration.
Loans and Receivables	Loans Receivable are the funds that a company has lent that have not yet been repaid. Receivables is the amount of money owed to the company by its customers for the sale of its products and services on credit.
Investments and Other Financial Assets	Investments: assets not used in operations but held for speculative future growth. Investments and other financial assets include but are not limited to stocks/shares, bonds, derivatives and certificate of deposit with over 3 month maturity.
Tangible Fixed Assets	Capital assets: property, plant, and equipment owned by the company for its long-term benefit. Net of accumulated depreciation/amortization.
Intangible Assets	Trademarks, patents, and goodwill; these can't be physically touched but have future economic, often long-term, benefits for the organization. Net of accumulated depreciation/amortization.
Other Assets	Assets are things that you own or are owed. All other assets that are not classified in the above categories are classed as Other Assets (eg. Inventory, work in progress, prepaid expenses).
Accounts Payable	Money owed on bills (including utility bills, rent invoices, and obligations to buy raw materials) purchased on credit as part of the company's normal course of operations.
Other Liabilities	Liabilities refer to things that you owe or have borrowed. All other liabilities/obligations that are not classified as accounts payable. Eg. Loan liabilities, mortgages, accrued expenses, deferred revenue, warranties, customer credits etc.



Shareholder's Equity	Also known as stockholders' equity which is the total assets minus its total liabilities above. It represents the amount of money that would be returned to shareholders if all of the company's assets were liquidated and all of its debt paid off. Includes share capital, share premium, retained earnings less dividends previously distributed.
Revenue	This is the income generated by selling a company's products or services or its core income generating activity.
Cost of Sales	All direct costs associated with making the products or providing the service or core income generating activity.
Operating Expenses	Expenses incurred through its normal business operations, not directly related to the making of products and providing services. Includes items such as rent, utilities, Repairs and maintenance, communications, marketing, payroll, insurance, research and development, IT costs, company management, legal and professional fees, government fees and bank charges.
Other Expenses	Expenses that do not relate to a company's main business. Includes interest expense, foreign exchange differences, bad debts, losses from disposing of fixed assets, fines and penalties. Include Other income (non-revenue) items here too.
Income Tax Expense	Direct taxes incurred based on the profit generated by the business and paid to the respective tax authorities.

Should you require any further advice, please contact [bviafrassistance@boldergroup.com](mailto:bviafrassistance@boldergroup.com)