
Annual Report Production: Year-End Close to IFRS Disclosure Training Course

28 December 2026 – 1 January 2027
Rome





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Programme Summary

Annual report production from year-end close to IFRS disclosure is a five-day training course for senior reporting leaders at advanced level, culminating in an annual report production plan and disclosure review for their own entity. Many annual reports are assembled under pressure, with late adjustments, boilerplate notes and narrative that drifts from the numbers. The approach treats the report as a governed project, from timetable and close through presentation and disclosure to narrative, approval and audit. Mars Training Centre UK delivers this programme in annual report production and IFRS disclosure.

The Business Case

Investors, lenders and boards rely on the annual report more than any other document, yet its production is often a year-end scramble. Restatements, missed disclosures and prolonged audit queries cost credibility. IFRS 18 changes the income statement and requires management-defined performance measures to be explained, so early planning matters.

- Reporting Timeliness: Improves as the timetable, ownership and review points are agreed before year end.
- Disclosure Quality: Rises as materiality judgements remove clutter and focus notes on what users need.
- Audit Efficiency: Increases as judgements, estimates and supporting evidence are ready when auditors arrive.

Principles and Evidence Base

- IFRS 18 Presentation and Disclosure in Financial Statements: Its new categories, subtotals and performance measure disclosures shape Session 2.
- IFRS Practice Statement 2 Making Materiality Judgements: Its four-step process structures Session 3.
- IFRS Practice Statement 1 Management Commentary: Its framework guides the narrative reporting in Session 4.
- ISA 700 and ISA 701: Key audit matters frame the audit interface in Session 4.

Intended Participants

- Leaders who own the annual report timetable and sign-off.
- Senior managers who draft policy and judgement disclosures.
- Officers who coordinate board and audit committee approval of published reports.
- Finance heads who manage external auditors at year end.



The programme serves listed companies, banks, state-owned enterprises and family groups in energy, real estate and financial services.

Learning Outcomes

1. Participants will be able to construct an annual report timetable with clear ownership and review points.
2. Participants will be able to evaluate the impact of IFRS 18 on profit or loss presentation.
3. Participants will be able to justify disclosure decisions using a documented materiality assessment.
4. Participants will be able to diagnose inconsistencies between the statements, notes and commentary.
5. Participants will be able to prioritise audit and audit committee issues before approval.
6. Participants will be able to design an annual report production plan for their own entity.

Programme Structure

Day 1: Annual Report Production as a Governed Project

Who owns each part of the annual report, and when must it be ready?

- Annual Report Components and Their Owners
- Reverse Timetable from Publication to Year-End Close
- Hard Close, Pre-Close Reviews and Late Adjustment Controls
- IAS 10 Events After the Reporting Period
- Version Control and Single Source of Reported Figures

Day 2: Presentation of the Primary Statements

How should the primary statements be presented, and what changes under IFRS 18?

- Transition from IAS 1 to IFRS 18 and Restated Comparatives
- Operating, Investing and Financing Categories in Profit or Loss
- Required Subtotals and Aggregation and Disaggregation Principles
- Management-Defined Performance Measures and Their Reconciliation
- Statement of Financial Position and IAS 7 Cash Flow Presentation

Day 3: Notes, Policies and Materiality-Led Disclosure

Which disclosures matter to users, and how is that decision evidenced?

- IFRS Practice Statement 2 Four-Step Materiality Process
- Material Accounting Policy Information and IAS 8
- Significant Judgements and Sources of Estimation Uncertainty
- Disclosure Checklists Versus Entity-Specific Drafting
- Removing Boilerplate and Immaterial Notes



Day 4: Narrative Reporting, Sustainability and the Audit

Does the story in the front half match the numbers in the back half?

- Management Commentary Under IFRS Practice Statement 1
- IFRS S1 and IFRS S2 Sustainability Disclosures Alongside the Accounts
- Alternative Performance Measures and Consistency Checks
- Audit Planning, Prepared-by-Client Lists and Evidence Files
- ISA 701 Key Audit Matters and Auditor's Report Discussions

Day 5: Applying the Annual Report Production Plan

Is the annual report ready for approval and publication?

- Applying the Day 1 Timetable to the Participant's Entity
- Reviewing Day 2 IFRS 18 Impacts for the Board
- Audit Committee Pack and Approval Sequence
- Post-Publication Review and Lessons Log
- Annual Report Production Plan and Disclosure Review Completion

Methodology

The programme relies on case analysis of published annual reports from several sectors, critiqued for presentation, disclosure and consistency. Short briefings are followed by drafting exercises, peer review of notes and a simulated audit committee meeting.

- Suggested activity: Recasting an income statement into the IFRS 18 categories.
- Suggested activity: Applying the materiality process to cut a set of notes.
- Suggested activity: Presenting key judgements to a mock audit committee.

Capstone Output

Each participant completes an annual report production plan and disclosure review for their own entity or a case company. It contains the reverse timetable, an IFRS 18 impact summary, a materiality assessment for the notes, a narrative consistency checklist and the approval sequence.

Frequently Asked Questions

Is annual report production training suitable for controllers new to leading the full report?

Yes. It is set at advanced level, assumes working knowledge of IFRS and year-end close, and concentrates on leading the whole report.



Which standards does annual report production and IFRS disclosure training rest on?

It rests on IFRS 18, IFRS Practice Statement 2 on materiality, IFRS Practice Statement 1 on management commentary, and ISA 700 and ISA 701 for the auditor's report.

How is the annual report production plan used at work?

You can use it to agree the timetable with your team, brief the audit committee on IFRS 18 effects and focus the notes.

How does annual report production differ from financial statement analysis courses?

It concentrates on preparing, presenting and approving the published report, rather than on interpreting other companies' financial statements.