Final Project Format for Insurance Companies

Ratio Analysis of Company A, Company B and Company C For FY 20X1, 20X2 & 20X3
(Most Recent Three Years Financial Statements Data)

(Bold, 16 font, Times New Roman style)

A REPORT

SUBMITTED TO THE DEPARTMENT OF MANAGEMENT SCIENCES, VIRTUAL UNIVERSITY OF PAKISTAN IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF MASTERS IN BUSINESS ADMINISTRATION
(Bold, 12 font, Times New Roman style)

Submitted By

<<Student ID>>

<<Student Name>>

(Bold, 16 font, Times New Roman style)

Department of Management Sciences
Virtual University of Pakistan

Letter of Undertaking

You are required to fill in the **Letter of Undertaking** provided in the 'Download' section of the course VULMS and attach here the scanned copy after signing it.

Note: There is NO need to send us its hard copy through post or any other means.

Job Confirmation Letter

You are required to attach here scanned copy of your original and fresh JCL (Job Confirmation Letter) which is provided to you by your current organization/employer.

Note:

You are also required to send us the same in hard form at the address which is mentioned in lesson no.3 of this course.

Overseas students are required to carefully read the note which is especially mentioned for them in lesson no.3.

Dedication (*Optional*)

Acknowledgement

Here you will write a brief paragraph to acknowledge the help and support you received throughout your project. You can acknowledge the library staff, lecturer, family or any other person who helped you in your project completion.

Executive Summary

An executive summary is one among the several important parts of a report. It is like a micro image of the research report because it covers all the sections of the report. It may range from one to two pages providing brief overview of the subject matter, methods of analysis you used in the project, findings based on your analysis and recommendation in the light of the findings. It comprises several paragraphs which are numbered and deal with the following sections:

NOTE: In the following paragraphs your actual work must be reflected.

Paragraph one (1) should deal with back ground of the study.
Paragraph two (2) should deal with the purpose and methodology of the research/study.
Paragraph 3, 4 should deal with the findings of the study.
Last paragraphs should deal with recommendations of study and action plan if any.

Table of Contents
(Enlist the main headings and sub-headings of the poject along with page numbers)

2"

Table of contents

1"

1"

1"

1½"

Chapter 1) Introduction:

You are required to provide a brief introduction of the selected companies, their industry and your selected topic of project.

1.1 Financial Period Under-Consideration for Analysis:

You are required to mention the financial years for ratio analysis such as:

FY20X1, FY20X2 & FY20X3

1.2 Objectives:

You will carry out this project to know the financial performance & position of the selected companies. This Project will be carried out:

- To analyze the selected companies efficiency in managing their resource for generating profit and return for investors

- To assess the composition of capital structure of the selected companies i.e. how much of the companies' assets are financed through external and internal debt

- How much finance is acquired to cater the invesmtent needs of the business for the period

- To compare the selected companies' net claim expenses with their net premium income

- To find out how much selected companies are able to cover their underwriting expenses through their premium income

- To assess the viability of investments made by selected companies

Note: At the end of the study, objectives must be assessed to see if they have been met/achieved or not.

1.3 Significance:

You will state here the significance of this project for the stakeholders like investors, creditors and the companies' management. You will state here why you want to carry out this type of Project.

Chapter 2) Methodology

This section should provide solid or concrete foundations to the study. Quality and value of the project depends upon how precisely and accurately the data is collected, processed, analyzed and interpreted so that fruitful conclusions may be drawn out of it. It includes:

2.1 Data Collection Sources: (Describe the sources used for data collection. Whether primary/ secondary or both.)

2.2 Data Processing and Analysis Tools:

➢ Mention the methods used to extract and process the information gathered

- Software used to process the data

RATIO ANALYSIS of three listed insurance companies under consideration will be conducted for the **most recent THREE** financial years.

In this project, you have to:

- Select **three listed insurance companies (visit website of Karachi, Lahore or Islamabad stock exchange for this purpose);**
- Get their financial statements for the **most recent three years;** and
- Perform the **RATIO** analysis.

Ratio Analysis

The following ratios are required to be calculated:

1. Debt / Equity Ratio
2. Return on Assets (ROA) Ratio
3. Return on Equity (ROE) Ratio
4. Cash Flow from Investing to Cash Flows from Operating and Financing Ratio
5. Earning Per Share Ratio
6. Net Claims to Net Premiums Ratio
7. Net Premiums to Gross Premiums Ratio
8. Underwriting Expenses to Net Premiums Ratio **(For Non-Life Insurance Companies Only)**

   OR

   Net Management Expenses to Net Prmiums Ratio **(For Life Insurance Companies Only)**
9. Net Investment Income to Total Investments Ratio
10. Net Premiums to Total Revenue Ratio

Trend Analysis

Trend analysis studies the financial history of organizations for comparison. It is the comparative analysis of a company's financial ratios over time. This helps to detect problems or observe good management. Ratios are plotted on graph to see whether the ratios are falling, rising, or remaining relatively constant.

Ratio analysis is a very important part of your project and should be presented properly. Follow the below given format:

Significance of Earning per share

This ratio is used to measure the earnings potential of the business against invested equity of the owners. How much earning is available for distribution against each share?

Formula:
Earning per share = $\dfrac{\textbf{Earning after tax and preferred dividend}}{\textbf{Total outstanding number of shares}}$

Step 1: Show the table as given below (calculation)

	Year 20X1	Year 20X2	Year 20X3
Company A	155,359,574,000 / 226,426,625,000 = Re. 0.69	284,488,232,000 / 202,548,387,000 = Rs. 1.40	153,907,344,000 / 190, 333,538,000 = Re. 0.81
Company B	152,219,526,000 / 340,994,479,000 = Re. 0.446	157,239,861,000 / 284,034,788,000 = Re. 0.553	154,226,886,000 / 261,316,870,000 = Re. 0.590
Company C	252, 229,456,000 / 200, 844,669,000 = Rs. 1.26	157, 139,061,000 / 184, 004,752,000 = Re. 0.85	154, 000,220,000 / 161, 206,870,000 = Re. 0.96

* Must mention the values of numerator and denominator in the table.
* Round the answers upto two decimal places for better presentation of values.
* Must mention the measuring unit with each result you have calculated in all required ratios just like mentioned with above results.

Step 2: Working

After the table show how you have calculated the a mounts given in num erator and denominator (for those items that require calculations).
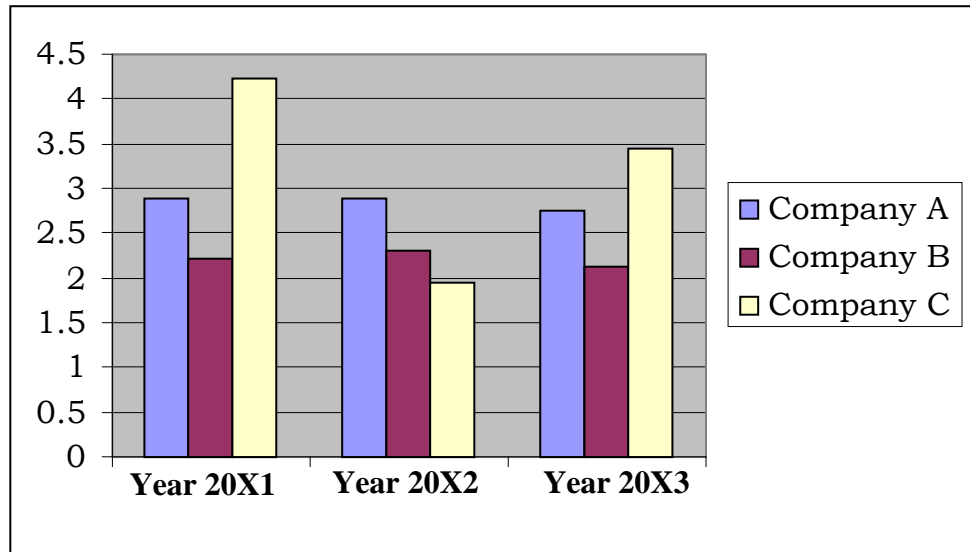
Earning after Tax and preferred dividend = 1111- 2222=******

Total number of outstanding shares (ordinary shares) = *****

NOTE: If earning after tax and preferred dividend (or any other figure) is provided in the financial statements, then there is no need of working. Working is required only for those items for which the calculated amounts in the financial statements are not provided.

Step 3: Graphical Presentation of Ratio/Trend Analysis

Plot the calculated ratio results on graph. **Use only Column chart for graphs. Do not use Line chart or Pie chart.**

Step 4: Interpretation & comparison

In this section interpret the graph shown above and explain that what are the reasons/factors for decreasing or increasing trend of this ratio i.e. you have to explain that why it has been increased or decreased over the three years in both selected companies. Also compare ratio of both the companies and state what company is better in accordance with the ratio calculated

Guidelines for Interpretation and Comparison of Ratios

The following guidelines will help to understand what interpretation means and how it should be done.

What does interpretation of ratios mean?

Interpretation means explanation of the ratios results. It does not mean definition of ratios rather it should enable the readers to understand what the calculated ratio indicates and what the trend for that particular ratio is. You should keep in mind following four points while interpreting the ratios:

A) Result understanding:

i.e. what does the answer derived from ratio calculation indicates? You have to critically analyze the result of calculated ratio by explaining the relationship of numerator with that of a denominator.

B) Trend Analysis:

i.e. what are the variations in a company's ratio results i.e. the trend for the same company and the reasons for that change in trend? All three selected companies should be analyzed in this way.

C) Comparison:

i.e. among the three selected companies which company is leading/ taking edge and why?

D) Bench mark (if applicable):

i.e. the comparison of ratio with the benchmark/rule of thumb/standard of that ratio in that particular industry (as these standards vary according to the type of industry selected for analysis e.g. Manufacturing, Banking, FMCG companies, etc). Also give reasoning of deviation from that standard.

You will have to interpret the calculated ratios in the way described above **step wise**.

You have to follow the same format for all the ratios that you will calculate. This format will cover **Ratio analysis and Trend analysis** as in trend analysis ratios are plotted on graphs to show the increasing/decreasing trends. So by following the above format you will do both these analyses. **Also keep in mind that you must have to mention the measuring unit with the results in each ratio.**

Remember, without formulas, working, graphs and interpretations, your analysis will NOT be accepted.

Instructions:

Please follow these instructions strictly:

- You must provide scanned copies of all the financial statements used for financial analysis. However, if you have downloaded the financial statements from organization's website then URL or web link should be provided. In this case, scanned copies will not be required. Note: Without providing the scanned copies or URL of the organization's website, your work will NOT be accepted /evaluated.
  Scanned copies should be provided in the following format:
  Resolution: 200 dpi
  File type: JPEG
  Size: 300-400 kb
- You must perform complete financial statements analysis of the selected listed companies for the **MOST RECENT THREE YEARS**.
- You must provide all the supporting calculations, working and interpretation of results obtained from each ratio. You are require to calculate/analyze all (10) ratios.
  NOTE: Failure to provide the financial statements, supporting calculations and working of analyses in your project will affect the worth of your work and may result in failure/rejection of the project.
- While selecting companies for analyses, keep in mind that **all three selected are listed companies.**
- You can get annual reports of companies from companies' offices, stock exchanges or from companies' websites.

Chapter 4) Conclusion and Recommendations

4.1) Conclusion

Precisely state the final outcomes of the work. It is the ultimate result of the inquiry conducted under the given context and circumstances. Conclusion/findings should be in short yet comprehensive sentences/paragraphs. Each sentence/paragraph describing new idea should be bulleted.

4.2) Recommendations

This section deals with your proposed solutions or plans to cover and remove all the flaws and deficiencies that you think (in light of data processing and analysis) needs to be removed or improved. Recommendations should be clear, specific and based on your findings. They must be logical and applicable.

Section II

a) **Introduction of the student**

- Last Degree Obtained:
- Organization's Name:
- Designation:
- Experience (Years)

b)**Appendix/Appendixes**

These contain material related to the report but not included in the text because these were lengthy or not directly relevant. These include scanned copies of financial statements. However, if you have downloaded the financial statements from company's website then URL or web link should be provided. In this case, scanned copies will not be required.

c) **Bibliography**

A bibliography is a list of source materials on a particular subject. In a formal report it shows what books and other library materials were consulted. As part of the reference matter, it follows the appendix or appendices. APA format should be used for citing the references.

Note: The APA formatting guidelines for the references citation are given in the lecture # 45 of the course "Research Methods (STA630)". You must review and watch video lecture # 45 of STA 630 for your better understanding. It is advised to explore downloads link of this project course where APA guidelines file is also available.