

**Educational establishment
«Grodno State Agrarian University»**

APPROVED

The Rector of the educational establishment
«Grodno State Agrarian University»



V.V. Peshko

2023

Registration number 39/FBU

**PROGRAM OF
THE ANALYTICAL PRACTICE**

for the specialty:

1-25 01 04 Finance and credit

specialization:

1-25 01 04 05 – Finance and credit in the agro-industrial complex

2023

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(protocol № 10 dated 31.05.2023);

APPROVED AND RECOMMENDED FOR APPROVAL:

The Department of finance and analysis in AIC of the educational establishment «Grodno State Agrarian University»
(protocol № 10 dated 27.06.2023).

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EXPLANATORY NOTE

An important part of the training of specialists in higher educational institutions in the specialty 1-25 01 04 "Finance and credit" specialization 1-25 01 04 05 "Finance and credit in the agro-industrial complex" is analytical (production) practice for students.

The purpose of analytical practice is to consolidate students in production conditions not only theoretical knowledge and skills, but also analytical skills acquired during training, the development of practical experience of independent work on the analysis of the company's activities in order to determine ways to improve it.

Tasks of analytical practice:

- consolidation of theoretical knowledge and acquisition of practical skills in the specialty "Finance and credit";
- familiarity with the basics of future professional activity, with general principles and legal foundations;
- familiarization with the organization of the activities of a commercial bank;
- familiarization with the basics of the relationship of an insurance company with policyholders, insurance and reinsurance organizations, insurance supervision, tax inspection, statistical agencies, etc.;
- acquisition of practical skills in the implementation of certain insurance operations, accounting operations, statistical accounting and economic analysis;
- familiarization with the work on the preparation and execution of the budget, the preparation and execution of estimates of budget organizations;
- ensuring the organization of financial control at all stages of budget planning and execution;
- familiarization with the calculation of the tax base and taxes based on the current tax legislation, assessment of the tax burden of business entities, as well as tax risks of participants in tax relations;
- conducting an economic and financial analysis of an agricultural enterprise (association, firm and other formation);
- analytical work with primary, statistical and reporting data of economic entities to acquire practical skills in processing economic information, writing a report on practice and their use in the educational process.

Students undertake analytical practice in accounting, financial or planning department, in structural divisions of the enterprise, as well as in bank branches, insurance companies, inspections of the Ministry of Taxes and Duties of the Republic of Belarus or budget organizations.

The program of analytical practice for 3rd year students of the Faculty of Accounting specialization 1-25 01 04 05 - "Finance and credit in the agro-industrial complex" is designed for four weeks of study time, including:

- two weeks in the establishment of a commercial bank, insurance company, budget organization or inspection of the Ministry of Taxes and Duties of the Republic of Belarus in order to get acquainted with the specifics of their work;

- two weeks in the organization of the AIC (association, firm and other formation) in order to study its relationship with banks and links of the financial system in the field of taxation, and also familiarization with the methods of organization and the content of financial work in certain areas of financial activity of the organization.

The specific dates for the start and end of the practice are established by the order of the rector of the university. Analytical practice should be completed by students after the 3rd year.

The organization of the practice is entrusted to the Dean's office of the Faculty of Accounting and the Department of finance and analysis in the AIC. General and scientific and methodological guidance of analytical practice is carried out by teachers of the Department of finance and analysis in the AIC.

The duties of the head of the practice from the department include:

- participation in all organizational activities before the departure of students for practice (information on the order of practice, issuance of necessary documentation);

- advising students on the collection and processing of practical material for the report and individual assignment;

- monitoring the progress of the practice and informing the department on this issue;

- checking the practice report, writing a review of the student's work, participating in the defense of the report;

- based on the results of the defense of practice reports, making proposals to the Dean's office and the Department of finance and analysis in the AIC to improve the content and organization of analytical practice.

The student performs all the work provided by the program independently under the guidance of the head of the practice from the enterprise, organizations, bank institutions. The duties of the latter also include:

- ensuring the conditions of normal work of students;

- organization of consultations on individual sections of the program;

- writing a brief review and characteristics about the work of each student.

In the process of analytical practice, it is necessary to ensure the development of all types of work on specific sites. When enrolling in a full-time position, the intern should familiarize himself with the work in other areas in accordance with the practice program.

During the entire period of analytical practice, the student keeps a diary in the prescribed form, in which he reflects the work done during the day. Entries in the diary should be specific, indicating the operations performed, types of work. After the end of the practice, the diary must be certified by the heads of the practice from the organization and the bank. In the diary, notes are made about the days of the beginning of the practice and its end. The sequence and duration of the passage of individual sections of analytical practice is established on the spot, taking into account the working conditions of the organization, enterprise, bank and is drawn up by a calendar and technological plan.

The trainee student is obliged to:

- attend a place of practice at a set time;
- study and comply with the current rules of internal regulations, labor protection, safety, access control, other regulatory legal acts that determine the procedure for the activities of employees of the organization and practice;
- show creative initiative, responsibility, high culture of behavior;
- respect the confidentiality of the use of information;
- fully and on time to perform the tasks provided for by the practice program and the instructions of the head of the practice;
- be responsible for the safety of documents, office equipment, other tangible property and equipment used during practice;
- prepare a report on the practice in a timely manner, in which to highlight the issues provided for by the program of practice.

The student's fulfillment of certain questions of the practice program is confirmed by the relevant materials that are attached to the written report on the practice. The absence of an intern student in practice is considered absenteeism. If absenteeism for a disrespectful reason makes up more than 30% of the working time, then the student's practice is not counted.

Students who have not completed the practice, have not completed the practice program, have received negative feedback or have received an unsatisfactory assessment based on its results, repeat the practice during the vacation period.

Before leaving for practice, students receive instruction on the procedure for practice, at the Department of finance and analysis in the AIC - consultations on approved topics of term papers, scientific research and the necessary methodological materials, an explanation from the heads of the practice on the procedure for collecting data to perform these works.

As a result of the analytical practice, the student should **know**:

- legislative and regulatory acts regulating the activities of commercial banks;
- the procedure for opening a settlement current account, currency account, loan accounts, special bank accounts;
- the procedure for performing active and passive operations of the bank, their content;
- the procedure for rendering other operations by the bank (deposit, factoring, etc.);
- the procedure for conducting economic and financial analysis of the organization, the standards established for assessing the solvency of the organization.

be able to:

- draw up documents for opening current (settlement) and other accounts, issuing cash and settlement checkbooks (separate settlement checks), for receiving cash from the bank's cash desk;
- to assess the creditworthiness and solvency of clients;
- apply sanctions for violations of cash and payment discipline by customers,
- organize the movement of settlement and payment documents;
- to organize short-term and long-term lending to customers;
- to analyze the availability of agro-industrial complex resources and the

effectiveness of their use;

- assess the stability of the financial condition of the agro-industrial complex organization, its solvency and business activity;
- formulate conclusions based on the results of the study.

Requirements for professional competencies of a specialist based on the results of analytical practice:

A specialist should be able to:

Design and analytical activities:

- to systematize statistical materials characterizing quantitative and qualitative indicators of the organization and its divisions; to study the results of the organization and its structural divisions and compare them with the indicators of other organizations; to identify on-farm reserves and develop measures for their use;
- to carry out an operational economic analysis of the implementation of planned tasks and measures for the use of reserves to increase the efficiency of production and economic activities; to develop proposals for making appropriate adjustments to the plans of the organization and individual units in the event of a change in the production and economic situation;
- to justify measures for the introduction of advanced management methods, methods and methods of work, to improve the organization and maintenance of workplaces, to create favorable working conditions.

Planning and economic activity:

- to carry out a comprehensive economic analysis of all types of activities of the organization and develop measures for the effective use of resources, production capacities in order to increase the efficiency of production and economic activities.

Financial and credit activities:

- analyze the effect of monetary policy instruments, the effectiveness of the organization of monetary turnover, the activities of credit and financial organizations, their indicators; organize work in the provision of banking and financial services in all market segments;
- to organize the work on the preparation and execution of the budget, the preparation and execution of estimates of budget organizations; to ensure the organization of financial control at all stages of planning and execution of the budget;
- develop a financial strategy of business entities of all types of ownership; make financial plans of business entities, calculate the amount of cash income and expenses of business entities and sources of their financing; use methods of financial analysis, planning and forecasting, financial control in the practice of managing the financial condition of the organization;
- calculate your own sources of financing for capital investments and justify the size of the resources involved; make a set of financial calculations for the business plan and justify its reality;
- organize work on the implementation of state control (supervision) and audit activities in the financial, fiscal, monetary and currency spheres;
- organize insurance work, assess the situation on the insurance market, develop and apply the rules of insurance activity and reinsurance systems;

- perform professional duties on calculating the tax base and taxes based on the current tax legislation and other regulatory legal acts on taxes and fees, analyze tax legislation, compare the provisions of individual norms, analyze and assess the tax burden of business entities, as well as tax risks of participants in tax relations, take measures to reduce them.

Organizational and managerial activities:

- work with legal literature and labor legislation.
- analyze and evaluate the data collected in the course of professional activity.
- to understand the essence and social significance of his future profession, the main problems of the disciplines that define a specific area of his activity, to see their relationship in a holistic system of knowledge.

SECTION I

CONTENT OF ANALYTICAL PRACTICE

1. CONTENT OF ANALYTICAL PRACTICE IN A COMMERCIAL BANK

With the permission of the head of the bank and the head of the analytical practice from the bank, the student must study the following questions.

1.1 General characteristics of the bank

The student should familiarize with the bank's Charter, its organizational structure, and the main areas of activity. In the text part of the report on this section, it is necessary to give a brief overview of information about the bank (the history of creation, the availability of licenses at the time of practice, the composition of the clientele served by the bank, the presence of a branch and representative network, the number of correspondent banks, and more).

In the appendices to this section, provide a diagram of the organizational structure of the bank, reflecting the subordination of departments and divisions of the bank, the bank's Charter, license to conduct banking activities, information materials about the bank's activities, etc.

1.2 Study of the bank resources and credit potential

According to this section, the student is recommended:

- analyze the composition and structure of the bank's resources (own, borrowed);
- get acquainted with the procedure for calculating the bank's own funds (capital) and the methodology for assessing its sufficiency;
- to study the procedure for opening settlement and current accounts to clients - legal entities;
- to get acquainted with the terms of the concluded bank account agreements, the rights and obligations of the parties;
- to get acquainted with the types of term deposit accounts used in the bank, their conditions;
- to study the practice of working with deposit and savings certificates;
- to study the practice of obtaining interbank loans (deposits).

A package of copies of documents (bank account agreement, bank deposit agreement, interbank loan agreement, etc.) is attached to this section.

1.3 Study of the work of various departments of the bank

Operations Department

The student needs to study and reflect in the report:

- the procedure for opening and maintaining customer accounts;
- organization of analytical and synthetic accounting;
- formation of the client's legal case;
- personal accounts of clients;
- accounting statement of account balances;

- working balance sheet, bank balance;
- financial statements of the bank;
- interbank settlements in rubles and in foreign currency.

Department of Deposit Operations

The student should study and reflect in the report

- the procedure for opening deposit accounts for legal entities and individuals;
- calculation of interest on accounts;
- formation of contracts;
- analysis of interest rates for deposit terms;
- the bank's financial statements.

Credit Operations Department

The student should study the practice of organization of the bank's credit relations with natural persons and corporate clients and reflect in the report:

- consumer lending programs offered by the bank, main types of loan products for private individuals, their characteristics and terms of granting;
- peculiarities of terms and conditions of mortgage loans;
- methods of promoting retail loan products in the banking market;
- the main stages in the processing and granting of loans (interview, examination of the questionnaire and other submitted documents, solvency analysis, decision-making, and execution of loan agreements);
- control over timely repayment of loans and payment of interest;
- the procedure for accepting a loan application, the set and contents of the documents to be submitted by the borrower to obtain a loan;
- methods applied to analyze the creditworthiness of a potential borrower-legal entity;
- the decision-making procedure for granting a loan (personal decisions, credit committee);
- determination of the terms and conditions of the loan agreement (amount, term, interest rate, form of collateral, etc.);
- peculiarities of granting certain types of loans (overdraft, opening of credit lines);
- current classification of loans by risk groups and procedure of forming loan loss provisions;
- monitoring of extended credits;
- work of the bank's specialists with problem loans.

Foreign Exchange Department

Trainees shall get acquainted with the banks licensed to carry out foreign exchange operations:

- the procedure of opening foreign currency accounts;
- operations of attraction and placement of foreign exchange funds;
- the main stages of the currency lending process;
- international settlements related to export and import of goods, the forms of these settlements used;
- the practice of establishing correspondent relationships with foreign banks and conversion operations;

- the mechanism of currency customs and bank control over export and import operations of the bank's clients.

1.4 Study of the availability and possibilities of other bank operations

The student gets acquainted with factoring agreements, with the procedure for conducting factoring operations, analyzes the advantages and disadvantages of this type of operations. If the bank carries out trust transactions, it is recommended to familiarize yourself with them. The intern studies other types of transactions carried out by the bank.

1.5 The bank operations with securities

The student is introduced to the different types of securities and the bank's operations with them. It is recommended to study:

- the composition and structure of the bank's securities portfolio, methods of securities management;
- the procedure and terms of issuing shares by the bank;
- the procedure and terms of issue of bonds by the bank;
- purchase and sale of government securities;
- off-balance sheet operations with securities.

1.6 Operations with plastic cards

The student should be familiarized with the types of plastic cards issued by the bank:

- the types of plastic cards issued by the bank, their characteristics and terms and conditions;
- the functions of the issuing bank;
- the practice of developing and implementing payroll projects and their efficiency criteria;
- development of the ATM network and organization of its servicing;
- the practice of concluding agreements with trade and service organizations on installation and use of terminals for non-cash plastic card payments.

2. CONTENT OF ANALYTICAL PRACTICE IN AN INSURANCE COMPANY

With the permission of the head of the insurance company and the head of the analytical practice, the student must study the following questions.

2.1 General characteristics of the insurance company

During the practice, the student should familiarize with the organizational and legal form of creating an insurance organization (closed or open joint stock company, unitary enterprise, subsidiary, limited liability company), the form of ownership with the clarification of the state's share in the authorized capital (the share of foreign investors in the authorized capital), specialization in insurance activities (life insurance, insurance other than life insurance). In addition, it is necessary to study the organizational structure of the central office (the name of services, departments, departments) and the entire organization. In the appendices to this section, it is necessary to present a diagram of the organizational structure of the insurance company, reflecting the subordination of departments and divisions, constituent documents, materials on the activities of the insurance company in the insurance market, etc.

2.2 Brief economic characteristics of the insurance company

In this section, it is necessary to study the main indicators of the financial and economic activity of an insurance organization (the number by structural units, forms, types and branches of insurance, the amount of insurance premiums received for the last calendar year by branches and types of insurance, the amount of insurance payments, the amount of insurance reserves and equity, the amount of profit, profitability by type of activity, the amount of payments to the budget and extra-budgetary funds). The place and role of an insurance organization in the insurance market of the state.

2.3 The composition of economic departments, their tasks and functions

To study the structure and features of the activities of accounting, planning and economic department, sales department, marketing department, loss settlement department, internal control department, etc. Regulations on departments and other economic services of an insurance organization, their tasks and functions. Instructions on the official duties of employees of departments.

3. CONTENT OF ANALYTICAL PRACTICE IN A BUDGET ORGANIZATION

With the permission of the head of the organization and the head of the analytical practice, the student must study the following questions.

3.1 Organization of the activities of a budget organization

This section of the practice program involves general familiarization of students with the legal foundations of the creation and content of the activities of a budget organization, the structure and functions of departments (services). To fulfill it, you should familiarize with the constituent documents of the organization, study its charter, determine its organizational and legal form and structure, the rights, duties and responsibilities of services and officials, the rights of managers and recipients of budget funds.

The report must be accompanied by the charter of the organization and the structure of the governing bodies.

3.2 Features of accounting and financial work in a budget organization

In this section, it is necessary to study the basic requirements for accounting in budget organizations, the tasks of accounting for the execution of cost estimates; the rights, duties and responsibilities of chief accountants of budget organizations and centralized accounting offices; accounting forms used in budget organizations and centralized accounting offices; forms of control existing at the enterprise, the internal control system.

In addition, the student should familiarize himself with the balance sheet of the budgetary organization and its structure; the budget estimate of the organization, the procedure for its compilation, approval and execution; the organization of extra-budgetary activities, the characteristics of works and services provided for a fee, their volume, with the mechanism for generating income from extra-budgetary activities, determining the cost of services; making estimates of income and expenses for extra-budgetary funds; forms of accounting and statistical reporting on the execution of budget organization estimates, with the procedure for their compilation, review and approval.

4. CONTENT OF ANALYTICAL PRACTICE IN TAX AUTHORITIES (INSPECTIONS OF THE MINISTRY OF TAXES AND DUTIES OF THE REPUBLIC OF BELARUS)

With the permission of the head of the tax authority and the head of the analytical practice, the student must study the following questions.

4.1 General information about the tax authority

In this section, the student should study the content of the activities of the inspection of the Ministry of Taxes and Duties familiarize with the legislation defining the competence of the inspection of the Ministry of Taxes and Duties and its officials, determine the place of inspection in the system of tax authorities of the Republic of Belarus. In addition, it is necessary to consider the interaction of the inspection of the Ministry of Taxes and Duties with higher-level organizations and other public authorities.

4.2 Study of the organizational and managerial structure of the tax authority

The student needs to study the organizational structure of the tax authority, the distribution of functional responsibilities between structural units, to analyze the role of units in the functioning of the inspection of the Ministry of Taxes and Duties. In addition, it is necessary to analyze the absolute and relative indicators of the dynamics and structure of employees working in the inspection of the Ministry of Taxes and Duties, develop a scheme reflecting the organization of the inspection management and make its analysis.

4.3 Study of the interaction of tax authorities and payers of taxes, fees (duties)

Within the framework of this section, an introduction is made to the procedure for setting up and removing organizations from tax accounting, with the operation of the electronic declaration system, with the procedure for making current tax payments (types of taxes, types of benefits, payment deadlines and reporting). In addition, it is necessary to familiarize with the organization of personal files of tax payers and analyze the composition of tax payers and the structure of taxes, fees (duties) in the district (city, region).

The tasks to be solved when studying the section also include: calculating the amount of taxes and filling out tax returns for the main types of taxes paid by agricultural organizations; assessing the level of tax burden of agro-industrial enterprises; familiarization with the procedure for paying fines, penalties, penalties for violation of tax legislation; consideration of the organization of inspections by tax authorities, familiarization with the results of the audit calculations of the company by the tax inspection.

5. CONTENT OF ANALYTICAL PRACTICE IN AN ORGANIZATION (ASSOCIATION, ETC.) OF THE AGRO-INDUSTRIAL COMPLEX

5.1 Economic analysis

Analysis of the availability, condition and efficiency of land, labor and fixed assets of an agricultural organization

The student performs:

- 1) Analysis of land use and agricultural land use, size and structure of cultivated areas of crops.
- 2) Analysis of the structure of fixed assets, availability, condition and efficiency of use of fixed production assets.
- 3) Analysis of the average number of employees, intensity and efficiency of use of labor resources.

Analysis of the main indicators of production and sale of agricultural organization products

The student does:

- 1) Analyse the structure of gross and marketable output and assess the level of specialisation.
- 2) Analyse the number of livestock, size and structure of the herd.
- 3) Crop yield analysis.
- 4) Analyze the main indicators of animal productivity.
- 5) Analysis of the cost of production by types.
- 6) Analysis of the cost structure of agricultural production.
- 7) Analysis of the profit from sales of agricultural products.
- 8) Evaluation of the total financial result.
- 9) Analysis of the profitability of agricultural products.
- 10) Analysis of the profitability of an agricultural enterprise.

For this section, it is necessary to fill in tables 1-12 (Appendix 1) and analyze the data of these tables. The tables should calculate the deviations of the indicators for the reporting year from the indicators of the base period in absolute and relative terms. Conclusions should be formulated after each table.

At the end of this section, it is necessary to summarize the conclusion about the economic condition of the agricultural organization on the basis of which the practice was completed. It is also necessary to define a system of organizational and economic measures, the development of which will increase the efficiency of the economic activity of the enterprise.

5.2 Financial analysis

The student is carried out:

1. Assessment of liquidity and solvency;
2. Assessment of financial stability;
3. Assessment of business activity.

Initial data for the analysis:

- the most liquid assets (A1) - cash at bank and on hand, short-term financial investments;
- quick-selling assets (A2) - short-term accounts receivable, deposits;
- slow-realizable assets (A3) - finished goods, unfinished production, raw materials and supplies;
- short-term (current) assets (TA) (A1+A2+A3);
- long-term assets (A4) - buildings, equipment, vehicles, land;
- assets (A1+A2+A3+A4);
- short-term liabilities, loans, borrowings (KO) - all types of liabilities repayable in less than 12 months;
- long-term liabilities (ДO) - all types of liabilities repayable in more than 12 months;
- equity (CK) - section 3 of the balance sheet, net of uncovered loss of previous years and excluding outstanding contributions of the participants to the share capital;
- net sales (ЧOП) - sales revenue less taxes paid out of the revenue;
- net cash flow (ЧДП) - the difference between the amounts of cash receipts and payments of the organization;
- average daily cash disbursements (CEB) - total cost of sales divided by the number of days in the period;
- net cash flow at the end (ПД);
- sum of payments for the period (СПП);
- number of days in the period (N);
- profit on sales (Пр);
- net profit (ЧП);
- sales revenue, excluding indirect taxes (Bp);
- cost of sales (C);
- average accounts receivable (ДЗ);
- average accounts payable (K3).

Based on these indicators, the student should perform a comprehensive assessment of the organization's solvency, financial stability and business activity over the last five years. Consequently, the report should contain three tables with the necessary indicators and a detailed analysis of the data contained in these tables.

Table 1 - Indicators of solvency (liquidity)

Indicators	Formula for calculation	Meaning
Current liquidity ratio	TA/KO	Indicates an organization's ability to repay short-term liabilities with current assets (the standard is 1.5)
Absolute liquidity ratio	A ₁ /KO	Characteristic of an organization's ability to meet its immediate obligations from its most liquid assets (recommendation is 0.25-0.5)
Interim (quick) liquidity ratio	(A ₁ +A ₂)/KO	Characterizes the organization's ability to settle short-term liabilities not only in cash but also in

Indicators	Formula for calculation	Meaning
		settlements, determines prospective solvency (recommendation >0.7)
Net cash flow reserve ratio	$\text{ЧДП}/(\text{КО}+\text{ДО})$	Indicates possible bankruptcy of the organization if the ratio is < 0.2 (recommendation 0.4)
Net working capital ratio	TA-KO	Indicates an excess of current assets over short-term liabilities and means that the company is not only able to repay them, but also has reserves to expand operations (recommendation > 0)
Average daily concealed financial loss ratio*	$(\text{ЧДП}-\text{СПП}/\text{N})/\text{ЧП}$	Reflects the entity's daily opportunity cost of not investing its free cash flows in short-term and long-term investments in a timely manner (recommendation $\rightarrow 0$)
Own working capital maneuverability ratio*	$\text{A1}/(\text{A1}+\text{A2}+\text{A3})-\text{КО}$	Indicates how much of the organization's own funds are in a mobile form that allows for relatively free maneuvering of these funds (recommendation $\rightarrow \infty$)

Table 2 - Indicators characterizing financial stability

Indicators	Formula for calculation	Meaning
Financial independence (autonomy) ratio	$\text{СК}/(\text{A1}+\text{A2}+\text{A3}+\text{A4})$	Reflects the organization's independence from debt sources (recommendation ≥ 0.5)
Financial tension (dependence) ratio	$(\text{ДО}+\text{КО})/(\text{A1}+\text{A2}+\text{A3}+\text{A4})$	Characterizes the share of debt in total equity. An increase in the value of this indicator indicates an increase in the dependence of the organization on the conditions imposed by creditors, and hence a decrease in financial stability (recommendation ≤ 0.5 , critical value >0.85)
Financial volatility ratio (financial risk, leverage)	$(\text{ДО}+\text{КО})/\text{СК}$	Indicates how much debt is borrowed per RUR 1 of own funds, the lower the value, the more stable the financial position (recommendation < 1)
Ratio of long-term liabilities to assets	$\text{ДО}/(\text{A1}+\text{A2}+\text{A3}+\text{A4})$	Indicates what share of the organization's assets is financed by long-term loans (recommendation ≤ 0.4)
Ratio of provision of long-term liabilities with non-current assets	$\text{ДО}/\text{A4}$	Indicates what proportion of the organization's assets is financed by long-term loans (recommendation ≥ 0.5)
Ratio of provision of non-current assets with equity capital	$\text{A4}/\text{СК}$	Indicates the extent to which the organization's non-current assets are financed by equity (guideline ≤ 1)
Ratio of own current assets	$(\text{СК}-\text{A4})/(\text{A1}+\text{A2}+\text{A3})$	Characterizes the availability of working capital to ensure financial sustainability (norm > 0.2)

Indicators	Formula for calculation	Meaning
Ratio of current and non-current assets	$(A1+A2+A3)/A4$	Characterizes the structure of the organization's assets broken down into two main groups (recommendation ≥ 0.6)
Level of net current assets	$(A1+A2+A3)-KO/(A1+A2+A3+A4)$	Characterizes the proportion of financial resources in assets that can be used in current economic activities and which cannot be withdrawn in the short term if creditor bills are incurred (recommendation ≥ 0.2)

Table 3 - Indicators characterizing business activity

Indicators	Formula for calculation	Meaning
Return on sales, %	$\Pi p/Bp*100\%$	Shows the share of profit on sales in the organization's sales
Return on equity, %	$\Psi\P/CK*100\%$	It allows you to determine the efficiency of use of invested capital, shows how much profit 1 ruble of equity has earned
Return on current assets*, %	$\Psi\P/(A1+A2+A3)*100\%$	Determines the efficiency of use of an organization's current assets
Return on assets, %	$\Psi\P/(A1+A2+A3+A4)*100\%$	Determines the efficiency of use of an organization's assets, showing how much profit 1 rouble of assets has earned
Return on non-current assets*, %	$\Psi\P/A4*100\%$	Determines the efficiency of use of an organization's non-current assets
Return on investment, %	$\Psi\P/(CK+\Delta O)*100\%$	Shows how much cash it took to earn one unit of profit. It is one of the most important indicators of competitiveness and investment attractiveness
Turnover ratio of current assets, times	$Bp/(A1+A2+A3)$	Characterizes the efficiency of use of investments in current assets
Fixed assets turnover ratio*, times	$Bp/A4$	Characterizes the efficiency of use of non-current assets available to the organization. A low level indicates insufficient sales and a high level of capital investment
Inventory turnover ratio, times	$C/A3$	Reflects the speed of realization of inventories. To calculate the coefficient in days you need to divide 365 days by its value
Assets turnover ratio*, times	$Bp/(A1+A2+A3+A4)$	Characterizes the efficiency of a company's use of all available resources, regardless of their sources, and shows how many times per year a complete production and circulation cycle is completed, producing an effect in the form of profit
Accounts receivable turnover ratio, days	$C/\Delta 3$	It shows average number of revolutions of accounts receivable which is a direct indicator of efficiency, i.e. increase of speed means growth of efficiency of accounts receivable

Indicators	Formula for calculation	Meaning
		management
Accounts payable turnover ratio	$K3 \cdot 365 / C$	Indicates the average number of days required to cover the debt
Share of accounts receivable in current assets	$\Delta 3 / (A1 + A2 + A3)$	Indicates the proportion of the organization's turnover that is held by other enterprises
Ratio of accounts receivable to accounts payable	$\Delta 3 / K3$	Indicates how many monetary units of accounts payable there are per monetary unit of accounts receivable (recommendation = 2)

Note: *these coefficients are additional, and the student independently decides on the necessity and possibility of their calculation and analysis

Based on the calculated indicators, it is necessary to determine the type of financial condition of the basic organization based on the recommended values (standards, norms):

Table 4 - Assessment of the financial condition of the organization

Financial condition	Group of indicators	Recommended value
Absolutely stable financial condition	1	$1,5 \leq K1 \leq 1,8$
		$K2 > 1$
		$0,4 \leq K3 \leq 0,5$
		K4- a positive value
		$K5 = 0,4$
		$K6 \rightarrow 0$
		$K7 \rightarrow \max$
	2	$K8 = 0,5$
		$0,4 \leq K9 \leq 1$
		$0,5 \leq K10 \leq 1$
		$0,2 \leq K11 \leq 0,4$
		$0,5 \leq K12 \text{ и } K13 \leq 1$
		$K14 > 0,1$
		$K15 > 0,6$
		$0,2 \leq K16 \leq 0,3$
	3	Profitability $\geq 30\%$, K 27 and K28- 2-5 days
Stable financial condition	1	$1,3 \leq K1 \leq 1,5$
		$0,7 \leq K2 \leq 1$
		$0,2 \leq K3 \leq 0,4$
		K4- a positive value
		$K5 = 0,3$
		$K6 \rightarrow 0$
		$K7 \rightarrow \max$
	2	$0,4 \leq K8 \leq 0,5$
		$0,4 \leq K9 \leq 1$
		$0,25 \leq K10 \leq 0,5$
		$0 \leq K11 \leq 0,2$

		$0,2 \leq K12 \text{ и } K13 \leq 0,5$
		$K14=0,1$
		$0 \leq K15 \leq 0,6$
		$K16 = 0,2$
	3	Profitability 10-30%, K 27 and K28- 6-20 days
Unstable financial condition	1	$0,8 \leq K1 \leq 1,3$
		$0,5 \leq K2 \leq 0,7$
		$0,1 \leq K3 \leq 0,2$
		$K4=0$
		$K5=0,2$
		K6 tends to increase
		$K7=0$
	2	$0,2 \leq K8 \leq 0,4$
		$0 \leq K9 \leq 0,2$
		$0 \leq K10 \leq 0,25$
		$K11= 0$
		$K12, K13, K14, K15=0$
		$0 \leq K16 \leq 0,2$
	3	Profitability $\geq 30\%$, K 27 and K28- 2-5 days
Crisis financial condition	1	$0 \leq K1 \leq 0,8$ or a negative value
		$0 \leq K2 \leq 0,5$ or a negative value
		$0 \leq K3 \leq 0,1$ or a negative value
		K4 - a negative value
		$0,5 \leq K5 \leq 0,2$
		K6 tends to increase
		$K7=0$
	2	$K8 < 0,5$
		$K9 < 0$
		$0 \leq K10 \leq 0,25$
		$K11 = 0$
		$K12, K13, K14, K15=0$
		$0 \leq K16 \leq 0,2$
	3	Profitability 1-5%, K 27 and K28>30 days

The proposed methodology is recommendatory, the student can use other methods of assessing the financial condition, which should be comprehensive and coordinated with the head of the practice from the university.

For this section, it is necessary to fill in tables 13-15 (Appendix 1) and analyze the data of these tables. The tables should calculate the deviations of the indicators for the reporting year from the indicators of the base period in absolute and relative terms. Conclusions should be formulated after each table.

At the end of this section, it is necessary to summarize the conclusion about the financial condition of the agricultural organization on the basis of which the practice was completed. It is also necessary to define a system of organizational and economic measures, the development of which will strengthen its financial

condition.

6. COLLECTING MATERIAL FOR A RESEARCH WORK AND A COURSE PAPER ON THE SPECIALTY

Before leaving for practice, a student should get advice from his supervisor at the department on collecting material for a research work and a course paper on the specialty. In accordance with the advice received from the supervisor, the student copies the forms of documents on the topic of research work, collects digital material for the analytical chapter of the course paper.

The individual task is issued in the form of a separate structural part of the analytical practice report. The quality of the individual task is taken into account when evaluating the results of the practice.

SECTION II. INFORMATION AND METHODOLOGICAL PART

1. PRACTICE REPORT AND ITS DEFENSE

Based on the results of the analytical practice, the student draws up a report, including a diary issued by the dean's office, duly executed, an explanatory note outlining the content of the practice, including the work done by the student in accordance with the task of the head of the analytical practice, as well as relevant appendices.

The diary on the passage of analytical practice must necessarily contain feedback from the heads of the practice from the bank and from the organization about the work, diligence and discipline of the student during the practice.

The report on the analytical practice should consist of the following sections:

I Introduction

In the introduction, it is necessary to show the importance of various types of financial work for business entities, to reflect the purpose of the practice, as well as the tasks that were solved to achieve it.

II The main part

In this section, it is necessary to consider the issues of organizing the activities of a commercial bank and conduct an economic and financial analysis of the enterprise under study in accordance with section II of the work program.

IV Individual part: collecting information on the topic of a research work and a course paper on the specialty

In this section, in accordance with the instructions of the supervisor, it is necessary to study specific issues according to the subject of the student's research work.

V Conclusion

In conclusion, the theoretical and practical conclusions reached by the student as a result of the research and his suggestions are consistently presented. They should be concise and clear, giving a complete picture of the content, significance, validity and effectiveness of the conducted research. They are written abstractly (point by point) and should reflect the main conclusions on all sections of the main part of the work.

VI APPENDIX

Additional material should be included in the appendices, which clutters up the text when it is concluded in the main part of the work. The auxiliary material includes voluminous statistical tables, instructions, methods, illustrations of an auxiliary nature, completed reporting forms and other documents.

The text part is signed by the student and certified by the signature of the head of the practice from the enterprise and the seal of the enterprise. Links to applications in the text part of the report are required.

All the above-mentioned materials are sewn together in a folder or intertwined. An example of the design of the title page is given in Appendix 2. The report in full is submitted to the Department of finance and analysis in the AIC, where it is registered and submitted for review to the head of the practice. The verified and

approved report is returned to the student to prepare for the oral defense of its contents. In case of negative feedback, the report is subject to revision in accordance with the written comments of the manager.

The dates and place of the report protection are set by the department. The defense is conducted before a special commission formed from among the teachers of the department. According to the results of the defense of the report, the student receives an assessment according to the relevant criteria.

2. EVALUATION CRITERIA (POINT SCALE)

10 (ten) points

- the student has fully completed the practice program;
- the student has a completed diary, which reflects the types of work performed by the student during all the days of analytical practice;
- there are no comments from the head of the analytical practice from the production;
- the student has prepared a complete individual report on independent work during the analytical practice;
- the student is able to demonstrate practical skills and work skills mastered by him in accordance with the program of analytical practice;
- the student is able to present key concepts about phenomena and processes observed during analytical practice;
- at the commission defense of the report on analytical practice, answers to questions on its content and the forecast of the development of the economic situation are given by the student correctly, reasonably;
- there are no errors or inaccuracies in the response.

9 (nine) points

- the student has fully completed the practice program;
- the student has a completed diary, which reflects the types of work performed by the student during all the days of analytical practice;
- there are no comments from the head of the analytical practice from the production;
- the student has prepared a complete individual report on independent work during the analytical practice;
- the student is able to demonstrate practical skills and work skills mastered by him in accordance with the program of analytical practice;
- at the commission defense of the report on analytical practice, answers to questions on its content and the forecast of the development of the economic situation are given by the student correctly, reasonably;
- errors are missing or insignificant.

8 (eight) points

- the student has fully completed the practice program;
- the student has a completed diary, which reflects the types of work performed

by the student during all the days of analytical practice;

- there are no comments from the head of the analytical practice from the production;
- the student is able to demonstrate practical skills and work skills mastered by him in accordance with the program of analytical practice;
- the student has prepared a complete individual report on independent work during the analytical practice;
- the student is able to present key concepts about phenomena and processes observed during analytical practice;
- at the commission defense of the report on analytical practice, answers to questions on its content and the forecast of the development of the economic situation are given by the student correctly, reasonably with some insignificant remarks.
- errors are absent or insignificant.

7 (seven) points

- the student completed the practice program;
- the student has a completed diary, which reflects the types of work performed by the student during all the days of analytical practice;
- there are no comments from the head of the analytical practice from the production;
- the student has prepared an individual report on independent work during the analytical practice;
- the student is able to demonstrate most of the practical skills and work skills he has mastered in accordance with the analytical practice program;
- the student is able to state with minor errors the key concepts about the phenomena and processes observed during the analytical practice;
- at the commission defense of the analytical practice report, the answers to the questions on its content are given by the student correctly, but not always reasonably;
- there are no gross errors and inaccuracies in the response.

6 (six) points

- the student completed the practice program;
- the student has a completed diary, which reflects the types of work performed by the student during all the days of analytical practice;
- there are comments from the head of the analytical practice from the production;
- the student has prepared an individual report on independent work during the analytical practice;
- the student is able to demonstrate most of the practical skills and work skills he has mastered in accordance with the analytical practice program;
- the student is able to state with minor errors the key concepts about the phenomena and processes observed during the analytical practice;
- at the commission defense of the analytical practice report, the answers to the

questions on its content are given by the student correctly, but not always reasonably;

- there are no significant errors in the response.

5 (five) points

- the student completed the practice program;
- the student has a completed diary, which reflects the types of work performed by the student during the analytical practice;
- there are comments from the head of the analytical practice from the production;
- the student has prepared an individual report on independent work during the analytical practice;
- the student is able to demonstrate with difficulties the practical skills and work skills he has mastered in accordance with the program of analytical practice;
- the student is able to present with noticeable errors the key concepts about the phenomena and processes observed during analytical practice;
- at the commission defense of the analytical practice report, the answers to the questions on its content are given by the student correctly, but are not justified;
- there are significant errors (no more than 2) and inaccuracies in the response.

4 (four) points

- the student completed the practice program;
- the student has a completed diary, which reflects the types of work performed by the student during the analytical practice;
- there are comments from the head of the analytical practice from the production;
- the student has prepared an individual report on independent work during the analytical practice;
- the student is able to demonstrate with difficulties the practical skills and work skills he has mastered in accordance with the program of analytical practice;
- the student is able to state with significant errors the key concepts about the phenomena and processes observed during the analytical practice;
- at the commission defense of the analytical practice report, answers to questions on its content are given by the student with significant errors.

1-3 points

- the student did not complete the practice program;
- the student has a diary filled with gross violations, which does not reflect all types of work performed by the student during the analytical practice, or does not have a completed diary;
- there are records of systematic gross violations of discipline in the workplace by the head of the analytical practice;
- the student is not able to demonstrate the practical skills and work skills he has mastered in accordance with the analytical practice program;
- the student is able to state with significant errors the key concepts about the

phenomena and processes observed during analytical practice;

- the student is not able to present the theoretical foundations and justify the choice of a specific method for conducting research;

- the student prepared an individual report on independent work during the analytical practice or did not prepare it;

- answers to questions on the content of analytical practice are given by the student incorrectly and not reasonably enough;

- there are significant errors in the response.

ECONOMIC AND FINANCIAL CHARACTERISTICS OF AN AGRICULTURAL ORGANIZATION

Table 1 – Dynamics of land use in the APC “_____” for the period _____

Type of land	Year					Structure in 20_ , %	
	20_	20_	20_	20_	20_	land use	agricultural land
Total fixed land, ha						100	x
including:							
- arable land							
- hayfields and pastures							
- perennial plantings							
Total agricultural land							100
Forest							x
Ponds and reservoirs							x
Other							x
Household plots							x

Table 2 - Dynamics of the size and structure of cultivated area of agricultural crops in the APC “_____” for the period _____

Культуры	20__		20__		20__		20__		20__	
	area, ha	structure, %	area, ha	structure, %	area, ha	structure, %	area, ha	structure, %	area, ha	structure, %
Grain crops										
Sugar beet										
Potato										
Fodder crops										
including										
-fodder root crops										
-silage crops										
-perennial herbs										
-annual herbs										
Total area		100		100		100		100		100

Table 3 - Structure of fixed assets in the APC “_____” for the period _____

Type of fixed assets	20__		20__		20__	
	thousand rubles	%	thousand rubles	%	thousand rubles	%
Buildings						
Transmission equipment						
Machinery and equipment						
Vehicles						
Tools, industrial and household implements						
Working cattle						

Type of fixed assets	20__		20__		20__	
	thousand rubles	%	thousand rubles	%	thousand rubles	%
Productive livestock						
Perennial plantations						
Other types of fixed assets						
Total		100		100		100

Table 4 - Indicators of the availability, condition and efficiency of fixed assets in the APC “_____” for the period _____

Indicators	20__	20__	20__	20__	20__
Fixed assets per employee, thousand rubles					
Fixed assets per 100 hectares of agricultural land, thousand rubles					
Fixed assets per 1 ruble of output, rubles					
Amount of output per 1 ruble of fixed assets, rubles					
Return on fixed assets, %					
Shelf life coefficient					
Renewal rate					
Growth rate					

Table 5 - Dynamics of the labor resources in the APC “_____” for the period _____

Categories of labor resources	20__	20__	20__	20__	20__	Structure of labor resources in 20__, %
Workers employed in agricultural production – total, people						
including:						
- permanent workers						
- employees						
Out of the total number of workers:						
- livestock breeders						
- tractor drivers						
- drivers						
- workers engaged in horse-manual work, in crop production						
- repair shop workers						
Employees of non-core activities - total, people						
TOTAL:						100,0

Table 6 - Dynamics of the intensity and efficiency of the use of labor resources in the APC “_____” for the period _____

Indicators	20__	20__	20__	20__	20__
The load of the cultivated area per 1 worker of crop production, ha					
The load of livestock animals per 1 livestock worker,					

Indicators	20__	20__	20__	20__	20__
conditional heads					
Average working time fund of 1 employee of the main production, person -hours					
Gross output in comparable prices per 1 person -hour, thousand rubles, total:					
including: crop industry					
livestock industry					
Gross output per average annual employee, thousand rubles					
Staff profitability, %					
Average salary of 1 employee, thousand rubles					

Table 7 - Dynamics of gross output, marketable output and marketability level in the APC “_____” for the period _____

Type of product	20__			20__			20__			On average over 3 years		
	gross output, t	marketable output, t	marketability level,%	gross output, t	marketable output, t	marketability level,%	gross output, t	marketable output, t	marketability level,%	gross output, t	marketable output, t	marketability level,%
Products of the crop industry:												
grain												
sugar beet												
potato												
rapeseed												
Products of the livestock industry:												
milk												
cattle for meat (live weight)												
pigs for meat (live weight)												

Table 8 - Dynamics of the number of livestock, size and structure of the herd in the APC “_____” for the period _____

Type of livestock	Livestock, heads					Structure of the herd 20__	
	20__	20__	20__	20__	20__	conditional heads	in %
Cattle on cultivation and fattening							
Cows							
Pigs							
Horses of all ages							
Total conditional heads	x	x	x	x	x		100

Table 9 - Dynamics of crop yield in the APC “_____” for the period _____, c/ha

Crops	20__	20__	20__	20__	20__	20__ to 20__, %
Grain crops						
Sugar beet						
Potato						
Rapeseed						
Perennial grasses for:						
- hay						
- seeds						
- green fodder						
Annual grasses for green fodder						
...						

Table 10 - Dynamics of the main indicators of animal productivity in the APC “_____” for the period _____

Indicators	20__	20__	20__	20__	20__	20__ to 20__, %
Output of calves per 100 cows, heads						
Average annual milk yield per cow, kg						
Fat content of milk, %						
Average daily increase in live weight of cattle, g						
Average daily increase in live weight of pig, g						

Table 11 - Analysis of product cost in the APC “_____” for the period _____

Type of product	Cost of 1 ton, rub					20__ to 20__, %
	20__	20__	20__	20__	20__	
Grain crops						
Rapeseed						
Sugar beet						
Corn for grain						
Potato						
Milk						
Meat of cattle						
Meat of pigs						

Table 12 - Analysis of profitability of agricultural products in the APC “_____” for the period _____, %

Type of product	20__	20__	20__	20__	20__	Deviation 20__ from 20__, +/-
Grain crops						
Rapeseed						

Type of product	20__	20__	20__	20__	20__	Deviation 20__ from 20__, +/-
Sugar beet						
Other products of crop industry						
Total for crop industry						
Milk						
Cattle for meat						
Pigs for meat						
Other products of livestock industry						
Total for livestock industry						
Other products						
Total for the enterprise						

Table 13 - Indicators of solvency (liquidity) of the APC “_____” for the period _____

Indicators	20__	20__	20__	20__	20__	Deviation 20__ from 20__, +/-
Current liquidity ratio						
Absolute liquidity ratio						
Interim (quick) liquidity ratio						
Net cash flow reserve ratio						
Net working capital ratio						
Average daily concealed financial loss ratio						
Own working capital maneuverability ratio						

Table 14 - Indicators of financial stability of the APC “_____” for the period _____

Indicators	20__	20__	20__	20__	20__	Deviation 20__ from 20__, +/-
Financial independence (autonomy) ratio						
Financial tension (dependence) ratio						
Financial volatility ratio (financial risk, leverage)						
Ratio of long-term liabilities to assets						
Ratio of provision of long-term liabilities with non-current assets						
Ratio of provision of non-current assets with equity capital						
Ratio of own current assets						
Ratio of current and non-current assets						
Level of net current assets						

Table 15 - Indicators of business activity of the APC “_____” for the period _____

Indicators	20__	20__	20__	20__	20__	Deviation 20__ from 20__, +/-
Return on sales, %						
Return on equity, %						
Return on current assets, %						
Return on assets, %						
Return on non-current assets, %						
Return on investment, %						
Turnover ratio of current assets, times						
Fixed assets turnover ratio, times						
Inventory turnover ratio, times						
Assets turnover ratio, times						
Accounts receivable turnover ratio, days						
Accounts payable turnover ratio						
Share of accounts receivable in current assets						
Ratio of accounts receivable to accounts payable						

MINISTRY OF AGRICULTURE AND FOOD OF THE REPUBLIC OF
BELARUS
EE «GRODNO STATE AGRARIAN UNIVERSITY»

Department of finance and analysis in AIC

**REPORT
on the analytical practice**

of a student __course __group specialty 1-25 01 04 “Finance and credit”

_____,
(full name of a student)

undertaking the practice at _____
(name and address of an enterprise)

from «__» _____20__ to «__» _____20__

Supervisors of the practice:

from the department _____
(academic degree, full name)

from the enterprise _____
(post, full name)

Grodno 20__