

ACC 691 Module Four Short Paper Guidelines and Rubric

Overview: In this assignment, you will learn to search for and analyze the qualitative/nonfinancial data within a public company’s annual report. You will examine the footnotes as well as management discussions to identify elements that could suggest the possibility of fraud. It is important to know how to analyze qualitative/nonfinancial data, as indicators of fraud can be found within this data.

Prompt: Using the [SEC’s EDGAR database](#), search for a large public company and download the most recent Form 10-K. This form contains all the information that must be reported annually to the SEC. Within this form, ensure that it includes footnotes, the management discussion and analysis (MD&A) sections, review each of the previously listed sections, and discuss any off-balance sheet financing, management concerns, management’s expectations for the future, and anything interesting or out of the ordinary. Feel free to supplement your search with current articles that discuss your chosen company and the industry in which it operates.

Specifically the following **critical elements** must be addressed:

- I. **Company Selection:** Select and name the public company along with the fiscal year-end of the annual report that includes footnotes and the management discussion and analysis (MD&A) sections.
- II. **Footnotes:** Review the footnotes of the financial statements and describe off-balance sheet financing in general or with specific examples provided within the Form 10-K of the selected company (e.g., operating lease or through special purpose entities).
- III. **Management Discussion and Analysis (MD&A):** Review the MD&A of the annual report. Management often discusses issues of concern in this area of their report. They also include projected financial statements, which may suggest ideas about the firm’s potential for future earnings.
 - a. Describe any management concerns listed and/or explain anything you find interesting or out of the ordinary.
 - b. Describe any projections and/or future expectations of the management.

Guidelines for Submission: Your paper should be submitted as a 2- to 3-page Microsoft Word document with double spacing, 12-point Times New Roman font, one-inch margins, and at least two sources cited in APA format.

| Critical Elements | Exemplary (100%) | Proficient (90%) | Needs Improvement (70%) | Not Evident (0%) | Value |
|--------------------------|--|--|--|---|-------|
| Company Selection | Names company and the fiscal year-end of the annual report | | | Does not name company or fiscal year-end of the annual report | 15 |
| Footnotes | Describes off-balance sheet financing with clear examples and specific details | Describes off-balance sheet financing with general examples or ones provided from the selected Form 10-K | Describes off-balance sheet financing but description lacks detail | Does not describe off-balance sheet financing | 25 |

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| MD&A: Management Concerns | Describes management concerns and/or anything out of the ordinary found within the MD&A using clear examples and specific details | Describes management concerns and/or anything out of the ordinary found within the MD&A | Describes management concerns and/or anything out of the ordinary found within the MD&A but description lacks detail | Does not describe management concerns or anything out of the ordinary | 25 |
| MD&A: Projections | Describes projections and/or future expectations of the management found within the MD&A using clear examples and specific details | Describes projections and/or future expectations of the management found within the MD&A | Describes projections and/or future expectations of the management found within the MD&A but description lacks detail | Does not describe projections or future expectations | 25 |
| Articulation of Response | Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy-to-read format | Submission has no major errors related to citations, grammar, spelling, syntax, or organization | Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas | Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas | 10 |
| Total | | | | | 100% |