

ICM342 – Work Placement Report

i) A presentation/overview of the organisation, its principal activities and the role/activities of the department I was part of.

ELABORO SRLS is a professional accounting company specializing in accounting services and customer consulting for any type of Italian business but focusing on small- and medium-size enterprises operating in the countryside between the provinces of Venice and Treviso, and in the Venice main-land city of Mestre. The company's comprehensive services range from initial stages like VAT registration to invoice registration, the management of financial statements, tax returns, and strategic decision-making. The company includes both internal and external personnel, including chartered accountants and labour consultants, the team operates from multiple offices in Scorzè, Martellago, and Mestre.

ii) Sector analysis and competitive position of the employer.

ELABORO SRLS operates in the accounting services sector, and its focus is primarily on small and medium-sized enterprises (SMEs). The company offers a comprehensive range of services, from assisting in the establishment of new businesses to maintaining accurate accounting records and preparing annual tax returns. This sector is characterized by a multitude of similar firms providing similar services to businesses of varying sizes. The competition in this sector can be quite strong, as many studios offer similar services to a similar client base. However, from what I have been able to see as an insider during these weeks, ELABORO stands out due to its dedication to customer assistance and its commitment to helping clients make informed business decisions. This customer-centric approach gives the company a competitive edge in a crowded market. Moreover, the company's success is further enhanced by its strategic approach of operating multiple offices to serve different types of clients. For instance, the office in Scorzè, where I completed my internship, serves industrial and services businesses operating in the countryside between the province of Venice and Treviso. Conversely, the office in Mestre serves a diverse range of companies in that area, showing the company's ability to adapt its services to various client needs. Quoting my supervisor on the reasons they chose to operate multiple offices: 'Entrepreneurs from the city would never come to the countryside to handle their business, you need to serve them in their home'.

iii) Analysis of employers' growth prospects, as well as challenges and threats facing the employer.

ELABORO SRLS has successfully carved a niche for itself in the accounting services sector, particularly within the small and medium-sized business segment in the countryside between the provinces of Venice and Treviso, and in the Venice main-land city of Mestre. Its ability to serve diverse client needs through strategically located offices has enabled the company to maintain its market share. However, the prospects for significant growth may be limited due to the intense competition in the sector. The presence of numerous firms offering similar services makes expanding the client base and the market share a challenging task, but ELABORO with its aim of providing tailored services to small and medium-sized businesses, based on their geographical locations, has been able to effectively defend itself from the competition by increasing trust and loyalty among clients. Yet, challenges remain, including staying updated with evolving tax laws in the intricately complex realm of Italian bureaucracy. Overall, the studio continues to maintain a strong competitive position within its target market, and it must navigate challenges and capitalize on opportunities to ensure stable growth in the future.

iv) Discussion of the carbon footprint and sustainability of the employer's operations.

The company's core operations do not heavily impact the environment per se, but we can identify two areas of improvement where the company could operate to decrease the CO2 impact of its activities, and they regard the commute by car of its employees and its customers.

Regarding the first area, which is the commute of its employees, the company could incentivize them to either use public transportation or organize car sharing among them. This could surely be a feasible option for the office in Mestre, but it could be a problem in the country-side offices of Scorzè and Martellago, being these small cities not as well capillary serviced by public transportation. A solution for these two offices could therefore be to promote remote work options.

Another area of improvement regards the commute of the clients. Many of them directly visit the office to drop off relevant documents or to discuss important topics with the senior accountant. This could be resolved by increasing the digitalization of the activities of the studio. Many visits in fact turn out to be not necessary and could be substituted by a simple email or by an online meeting. Also, enhancing digital platforms for document sharing and communication can reduce paper consumption.

v) A critical, reflective, self-evaluation of my role and tasks, and ways in which they contributed to the goals of the organisation.

My six-week internship at ELABORO SRLS provided me with a unique opportunity to gain practical experience in the field of accounting services and customer assistance. During this period, I was introduced to various aspects of the company's operations, and I contributed to the organization's goals in different ways, such as helping my colleagues by meticulously carrying out the tasks I was assigned, ensuring efficiency and accuracy in the data entry, which is crucial for maintaining the trust of clients and regulatory compliance. However, my tasks during this period of financial statements and tax returns were finalized in maintaining the company's workflow during this busy period and were therefore limited. In my opinion, pursuing an internship in this sector during a different time of the year or for a more extended period of time would be more insightful and could have led me to a better overall understanding of the profession.

Weeks 1 and 2: Building the foundation.

During the first two weeks of my internship, my main responsibilities revolved around learning the basics of the accounting software by validating lists of customers and suppliers and entering accounting entries. Learning in depth how to use the accounting software would require a long period of training, therefore my focus has been learning how to do specific tasks and procedures and practising to complete those accurately and efficiently in terms of time. Although these tasks seemed routine, they provided me with essential foundational knowledge about accounting processes.

Week 3: Broadening my scope.

In the third week, I expanded my responsibilities to include budgetary adjustments, calculations of amortization and depreciation allowances, and had the opportunity to attend a client meeting. This marked a significant transition from basic data entry tasks to more complex accounting processes and client interaction. Again, the use of the accounting software has been limited to the specific tasks I was assigned to, but it has been insightful using it to work on new topics. Attending the client meeting was a significant educational opportunity for me to witness first-hand how financial information is communicated and discussed with clients.

Weeks 4, 5 and 6: Specialized tasks

During these weeks, I delved into specialized tasks related to tax credits and lease agreements. This period offered insights into the complexities of the Italian tax system and the importance of

compliance in various financial documents. In the fifth week I also assisted my colleagues in preparing the financial statements explanatory note. This task required collaboration and attention to detail, and it was a great skill-enhancing opportunity.

In conclusion, my internship experience at ELABORO SRLS was a valuable learning experience in terms of gaining exposure to various aspects of accounting and gaining soft skills useful in a professional environment. I believe that the timing and duration of the internship had both advantages and limitations. Working during the financial statement preparation season provided a unique insight into the intensity and importance of this period for chartered accountants, providing a real-world and hands-on learning experience. However, it also limited the range of tasks I could undertake and therefore reducing the exposure to other aspects. A more extended internship or one at a different time of the year might have allowed for a more comprehensive understanding of the profession. Nonetheless, I am grateful for the knowledge and skills I gained during this internship, and I believe it has been a crucial step in my future career.

vi) An overview of the challenges I faced and how I resolved them.

During my six-week internship at ELABORO, I encountered several challenges that tested my adaptability and problem-solving skills. The very first challenge I faced was related to the independence which I was required to carry out my tasks with. Of course, I was instructed on the procedures I had to follow to carry out a task, and my colleagues were always available to help if needed, nevertheless when dealing with a new job there can be many issues that arise, and I didn't want to disturb my colleagues too much by constantly asking questions. I, therefore, tried to proceed by doing independent research every time I was stuck with a problem, trying to resolve it by myself, asking for help only when necessary.

For instance, processing electronic invoicing is a very efficient procedure, but requires precision and careful cross-referencing. As I entered sales and purchase invoices in the software, I encountered instances where data didn't match, raising questions about accuracy and potential errors. To resolve issues like this, I had to adopt a systematic approach and meticulously cross-check every piece of data. Other relevant challenges were encountered when I was dealing with tax credits and registration of lease contracts, given the evolving nature of regulations and the intricacies of Italian bureaucracy. Here I double-check with my colleagues very often to ensure I was not missing anything relevant. I would conclude by saying that each challenge I faced during my internship served as an opportunity for growth and learning, enhancing my problem-solving skills and my attention to detail.

vii) A critical overview of the employability skills I developed as part of the placement and tasks I was assigned to.

This six-week internship has been an immersive learning experience that helped me develop a diverse array of employability skills. The tasks I undertook, which ranged from entering financial data to verifying tax credits and assisting in drafting the explanatory note to financial statements, have been crucial in developing not only my technical competencies but also my soft skills, positioning me as a more well-rounded and adaptable professional. Following is a list of the employability skills I feel I most enhanced during my internship.

1. **Professionalism:** The first improvement regards how to behave in the office environment. That was something new to me since I had no previous relevant work experience. During the weeks I have learned how to interact with my supervisor, colleagues and clients in a professional and clear manner, how to respect their schedules and their busyness. Attending client meetings also helped cultivate

professionalism by observing my colleagues' conduct during the interactions with clients. Additionally, being part of a team taught me about collaboration, mutual respect, and the importance of contributing positively to the workplace culture.

2. Attention to Detail: Another important skill I improved during my time at the studio was attention to detail. This is thanks to the very nature of the tasks I was required to do such as verifying customer and supplier lists, registering invoices and verifying prerequisites for tax credits, which demanded great precision. As a result, I learned to meticulously scrutinize data and double-check every entry.

3. Time Management: The internship took place during a period of intense activity because the financial statement preparation season requires everybody to keep pace with tight deadlines. I quickly recognized the importance of effective time management and I learned how to prioritize specific tasks.

4. Adaptability: The fact that I occupied myself with new topics almost each week, made me change my paradigms and quickly adapt to new situations. This experience taught me to embrace change and cultivate a proactive approach to learning, enabling me to navigate unfamiliar situations with confidence.

5. Communication: Effective communication was essential in collaborating with colleagues to seek guidance and clarification. I learned to formulate questions effectively and actively engage with team members, enhancing my communication skills and contributing to a smoother workflow.

6. Problem-Solving: As I encountered challenges in reconciling data discrepancies and learning different tax regulations, I developed problem-solving skills. These experiences required critical thinking and analytical approaches to identify any eventual problem and find potential solutions. This skill set is helpful for ensuring my independence in the work place even when facing with complex problems.

In conclusion, my time at ELABORO significantly enriched my employability skill set. The tasks I undertook were diverse and demanding, and contributed to my growth as a professional. The technical expertise I gained was complemented by the development of essential soft skills such as the ones cited above. These skills position me as a more competent and adaptable professional.

viii) An overview of any academic skills I acquired during my degree that were particularly relevant for my placement and how the placement helped me build/enhance these skills further.

In my academic background, both during my bachelor's and my master's, I acquired skills that turned out to be relevant in pursuing my internship and allowed me to make the most out of it. As I was dealing with the various tasks I was assigned during the placement, I witnessed how these academic skills were relevant and also enhanced by the practical experience.

1. Financial analysis / Regulatory knowledge: The core of my academic curriculum especially during my master's degree revolved around financial analysis, enabling me to easily interpret financial statements. Accounting represents the foundation of finance, and sometimes working in very specific accounting procedures may feel restrictive, especially in the beginning, thus a finance background gave me the tool to picture the broader perspective of the organizational goals.

During my bachelor's, I also had the opportunity to attend some regulation modules. These helped me get the foundations of Italian business law and tax law, which turned out very useful in navigating regulations during my internship. Even though in the tasks I carried out I was not required to know any

specific piece of legislation, my background allowed me to quickly grasp the essential elements of any new regulation I encountered when necessary.

2. Time management: Throughout my academic career, I have often found myself dealing with exams and projects with a massive workload and tight deadlines. I slowly but constantly improve my efficiency in managing time by prioritizing tasks and quickly adapting to schedule changes. This skill has been essential during my internship also given the particularly busy period of the year it has been held. During this 6-week I further enhanced my time management skills.

3. Analytical and critical thinking: My academic studies encouraged critical thinking and analytical reasoning, which were important when encountering challenges on the job, especially when dealing with complex problems that require to be broken down into easier tasks. The placement further enhanced this skill by exposing me to real-world scenarios, where the application of critical thinking was indispensable.

4. Independent research skills: In my academic pursuits, I developed strong research skills, which were crucial in the workplace when I was facing tax regulations and new accounting procedures. My ability to carry out independent research really helped when I found myself diving into legal sources, official guidelines, and different accounting standards and allowed me to quickly grasp these topics. The internship has been an excellent place to put these research skills into practice, enhancing my efficiency and adaptability in staying up-to-date with a dynamic environment.

In summary, both my bachelor's degree and my Master's in Finance provided a strong academic foundation that for sure aligned with the requirements of my internship at ELABORO SRLS. The skills I acquired were not only relevant but also significantly enhanced by the practical experiences during the placement. Witnessing the direct application of my academic skills in a professional setting proved the value of my education and allowed me to bridge the gap between theoretical concepts and their real-world applications, and I look forward to put again my skills into practice in my future career.

ix) Reflection on my career opportunities in the firm/sector.

My six-week internship at ELABORO has been an invaluable experience that has provided me with a profound insight into the field of accounting services in the context of Italian small and medium enterprises. As from September, I will start a new job position as an Auditor in Luxembourg, and I can confidently say that this internship has been instrumental in shaping my understanding of what is required from me in a professional environment. Throughout the internship, in fact, I was exposed to a wide range of activities, each of which contributed to my skill development and overall understanding of the accounting sector. These experiences have undoubtedly equipped me with a strong foundation of accounting knowledge as well as soft skills that will be very useful in my audit career.

During one of the last days the senior accountant, knowing I would be moving to Luxembourg in September, let me know that the door of the accounting studio would be open for me in case I were to come back to Italy in the future. I acknowledge that I could have a satisfying career in this sector in Italy by undertaking the relevant professional certification and possibly opening my own office. However, during my studies, I developed a more profound passion for the buy-side of the financial profession. In fact, I accepted the auditor role in Luxembourg because I will be allocated to the investment funds auditing office, where I can build solid expertise in this field and maybe find a job in a private equity fund in the future. Nevertheless, I am grateful for the opportunity ELABORO offered me, and I am sure the time I have spent here will be of great value for my future career, because I have built a solid foundation in accounting and enhanced both my technical and soft skills.

Student ID (SPR code):30844676.....

Student Name:Riccardo Francescato.....

Organisation:ELABORO SRLS.....

WEEK: 1

Dates: 05 – 09 June

Summary of work undertaken and events attended during week:

On the first day, I have been welcomed by my colleagues and introduced around the office. The atmosphere is professional yet friendly, with everybody willing to lend a helping hand. Late in the morning, I had a brief meeting with my supervisor, where I have been taught about the specific activities of the studio during this particular period of time. In fact, in the period around June and July, Italian companies must submit their financial statements, and it is a quite busy and critical period for chartered accountants as they are in the midst of the financial statement preparation season. In this meeting, we also discussed my role and responsibilities during the internship, which is to assist my colleagues, with a certain degree of independence, to compile and review different kinds of legal fulfilments necessary to prepare the financial statements of various client companies, ensuring compliance with all regulatory requirements.

Starting from Monday afternoon and for the rest of the week, I spent my time in the office compiling and revising financial statement obligations, most notably I worked on verifying lists of customers and suppliers, this entailed scrutinizing each entry of the registry to ensure its existence and consistency. Another task was entering the accounting first entry (rough draft). Through accounting management software, I entered the accounting entries for outgoing invoices, incoming invoices, sales, and general ledger transactions, which included all the inflow and outflow bank transactions in customers' bank accounts.

Il primo giorno sono stato accolto dai miei colleghi e presentato in ufficio. L'atmosfera è professionale ma amichevole, con tutti disposti ad aiutare. A metà mattina ho avuto una breve riunione con il mio supervisore, in cui mi è stata spiegata l'attività specifica dello studio in questo particolare periodo. Infatti, intorno a giugno e luglio, le aziende italiane devono presentare i loro bilanci, ed è un periodo molto impegnativo e critico per i commercialisti in quanto si trovano in piena stagione di preparazione dei bilanci. In questa riunione abbiamo anche discusso del mio ruolo e delle mie responsabilità durante lo stage, che consiste nell'assistere i miei colleghi, con un certo grado di indipendenza, nella compilazione e revisione di vari tipi di adempimenti legali necessari per preparare i bilanci di diverse aziende clienti, garantendo il rispetto di tutti i requisiti normativi.

A partire dal pomeriggio di lunedì e per il resto della settimana, ho trascorso il mio tempo in ufficio compilando e rivedendo gli obblighi relativi ai bilanci, in particolare ho lavorato sulla verifica delle liste di clienti e fornitori, che ha comportato un'analisi attenta di ogni voce del registro clienti/fornitori per garantirne l'esistenza e la coerenza. Un'altra attività è stata l'inserimento della prima nota contabile. Attraverso il software gestionale di contabilità, ho inserito le registrazioni contabili per le fatture attive, le fatture passive, le vendite e le transazioni del registro contabile generale, che includevano tutte le operazioni bancarie in entrata e in uscita nei conti bancari dei clienti.

Student comments on progress and issues arising:

This weekly diary will be held both in English and in Italian to assure clear comprehension of its topics for the employer.

During the first week, I quickly adapted to the professional environment of the office. I gained a comprehensive understanding of the ongoing financial statement preparation season and my role within it. Challenges emerged in terms of meticulous data scrutiny and they helped me to learn the importance of accuracy in financial documentation.

Questo diario settimanale sarà tenuto sia in Inglese che in Italiano per assicurare la chiara comprensione dei suoi contenuti al datore di lavoro.

Durante la prima settimana, mi sono adattato rapidamente all'ambiente professionale dell'ufficio. Ho acquisito una comprensione approfondita della stagione di preparazione delle dichiarazioni finanziarie in corso e del mio ruolo all'interno di essa. Sono emerse sfide riguardanti la scrupolosa verifica dei dati che mi hanno aiutato a comprendere l'importanza dell'accuratezza nella documentazione finanziaria.

Student targets for next week:

Continuare la pratica nell'inserimento di dati contabili aumentando così pian piano l'affinità con il software gestionale.

Continuing the practice of entering accounting data, thereby gradually increasing familiarity with the management software.

Comments/evaluation from host employer:

Lo stagista dimostra impegno e voglia di imparare. Esegue i compiti a lui insegnati con un buon grado di autonomia, ricercando da solo dati, e informazioni sulle normative vigenti.

The intern shows commitment and a willingness to learn, performing the assigned tasks with a good level of autonomy, independently researching data and information on current regulations.



WEEK: 2

Dates: 12 – 16 June

Summary of work undertaken and events attended during week:

Throughout the second week, I continued my tasks involving entering the accounting first entry. Additionally, I worked on registering sales and purchase invoices. Similar to the accounting first entry, this involved recording of electronic invoices then takes place, through a collection portal where you input invoice data client by client, and you record the invoice as revenue or expense, whether it's an outgoing or incoming invoice, for VAT calculation purposes.

Durante la seconda settimana, ho continuato con l'inserimento della prima nota contabile. Inoltre, ho lavorato alla registrazione delle fatture di vendita e di acquisto. Similmente alla registrazione della prima nota contabile, questo ha comportato la registrazione delle fatture elettroniche tramite un portale di raccolta in cui inserisci i dati delle fatture cliente per cliente, e registri la fattura come ricavo o costo, che si tratti di una fattura attiva o passiva, ai fini del calcolo IVA.

Student comments on progress and issues arising:

In the second week, I maintained my focus on entering accounting entries and recording sales and purchase invoices. This repetition allowed me to get better and increase my efficiency.

Nella seconda settimana, ho tenuto la mia attenzione nell'inserimento delle registrazioni contabili e nella registrazione delle fatture di vendita e acquisto. Questa ripetizione mi ha permesso di migliorare e aumentare la mia efficienza.

Student targets for next week:

Aumentare il grado di complessità nell'utilizzo del gestionale e nelle procedure assegnate.

Increasing the level of complexity in using the accounting software and in the assigned procedures.

Comments/evaluation from host employer:

Anche durante la seconda settimana Riccardo ha dimostrato di saper portare avanti compiti in autonomia e con efficienza.

Also during the second week, Riccardo has demonstrated the ability to carry out tasks autonomously and efficiently.



Summary of work undertaken and events attended during week:

In the third week, I expanded my scope by working on the validation of budgetary adjustments and calculations of amortization and depreciation allowances. These are entries that have to be made before closing a financial statement, and the procedures are set up by imputing specific reasons and accounting entries in the accounting management software.

Additionally, this week I had the opportunity to attend a client meeting where explanations about financial statements were provided. The meeting took place in a professional setting, and I was able to observe how my colleagues interacted with the client. The primary objective of the meeting was to provide the client with a clear understanding of their financial statements, addressing any questions or concerns they might have had.

Nella terza settimana, ho ampliato il mio campo d'azione lavorando sulla verifica delle scritture di rettifica e sul calcolo delle quote di ammortamento e deprezzamento. Si tratta di registrazioni da effettuare prima della chiusura di un bilancio, e le procedure sono impostate inserendo causali e registrazioni contabili specifiche nel software gestionale di contabilità.

Inoltre, in questa settimana ho avuto l'opportunità di partecipare a un incontro con un cliente in cui sono state fornite spiegazioni sui bilanci. L'incontro si è svolto in un ambiente professionale, e ho potuto osservare come i miei colleghi interagivano con il cliente. L'obiettivo principale dell'incontro era fornire al cliente una chiara comprensione dei suoi bilanci, affrontando eventuali domande o preoccupazioni che avrebbe potuto avere.

Student comments on progress and issues arising:

In this third week I had a significant expansion of my responsibilities, as I dealt with budgetary adjustments, amortization, and depreciation calculations. I encountered challenges in understanding the way the accounting software worked, but close collaboration with my colleagues resolved any confusion. Attending the client meeting was a significant educational opportunity for me to witness first-hand how financial information is communicated and discussed with clients.

In questa terza settimana ho avuto un significativo ampliamento delle mie responsabilità, in quanto mi sono occupato di aggiustamenti di bilancio e di calcoli di ammortamento e deprezzamento. Ho incontrato delle sfide nell'interpretare il funzionamento del software contabile, ma una stretta collaborazione con i miei colleghi ha risolto ogni confusione. L'incontro con il cliente è stata un'importante opportunità educativa per me, per vedere di persona come le informazioni finanziarie vengono comunicate e discusse con i clienti.

Student targets for next week:

Ampliare lo spettro delle procedure contabili assegnate da svolgere in autonomia.

Expanding the range of assigned accounting procedures to be carried out independently.

Comments/evaluation from host employer:

Durante questa settimana Riccardo ha affrontato procedure più complesse che richiedevano maggior assistenza e confronto con i colleghi più esperti. Ha dimostrato di saper gestire efficacemente sia il software gestionale usato sia il carico di lavoro non indifferente.

During this week, Riccardo tackled more complex procedures that required greater assistance and collaboration with senior colleagues. He demonstrated the ability to effectively manage both the utilized accounting software and a substantial workload.



WEEK: 4

Dates: 26 – 30 June

Summary of work undertaken and events attended during week:

During this week, my focus shifted to verifying tax credits, specifically the tax credit 4.0. This credit pertains to investments made in new tangible and intangible instrumental assets, with the goal of facilitating technological and digital transformation in Italy. Another aspect I worked on was managing the Revenue Agency portal for the energy efficiency tax credit. This incentive offers a 110% deduction for expenses related to energy efficiency measures and structural enhancements or seismic risk reduction in buildings. I also delved into analysing bonuses related to architectural barrier removal.

Durante questa settimana, il mio focus si è spostato sulla verifica dei crediti d'imposta, in particolare il credito d'imposta 4.0. Questo credito riguarda gli investimenti effettuati in nuovi beni strumentali tangibili e intangibili, con l'obiettivo di facilitare la trasformazione tecnologica e digitale in Italia. Un altro aspetto su cui ho lavorato è stato la gestione del portale dell'Agenzia delle Entrate per il credito d'imposta per l'efficienza energetica. Questo incentivo offre una detrazione del 110% per le spese legate a misure di efficienza energetica e miglioramenti strutturali o riduzione del rischio sismico negli edifici. Mi sono anche addentrato nell'analisi dei bonus legati alla rimozione delle barriere architettoniche.

Student comments on progress and issues arising:

During this week I encountered some challenges in understanding the multitude of eligibility criteria for various tax incentives. Learning to navigate the portal was also a task that required great attention to detail and it was not straightforward.

Durante questa settimana ho affrontato alcune sfide nell'interpretare la molteplicità dei criteri di idoneità per varie agevolazioni fiscali. Imparare a navigare nel portale è stata anche un'attività che richiedeva molta attenzione ai dettagli e non è stata immediata.

Student targets for next week:

Affiancamento a colleghi per stesura della nota integrativa.

Working alongside senior colleagues to draft the supplementary note.

Comments/evaluation from host employer:

Anche questa settimana Riccardo si è interfacciato con delle procedure complesse che hanno richiesto un sostanziale affiancamento ad un collega. Si è comunque cimentato con impegno e voglia di imparare in questi compiti.

Once again this week, Riccardo engaged with intricate procedures that necessitated substantial guidance from a colleague. Nonetheless, he tackled these tasks with dedication and a desire to learn.

**WEEK: 5****Dates: 03 – 07 July****Summary of work undertaken and events attended during week:**

In the fifth week, I was involved in assisting my colleagues in preparing the financial statements explanatory note. I worked closely with my colleagues to gather the necessary information and data to create comprehensive explanatory notes. This involved delving into various aspects of the financial statements, such as revenue recognition policies, accounting methods for different types of assets and liabilities, and explanations for any significant accounting entry.

Nella quinta settimana, ho collaborato nell'assistere i miei colleghi nella preparazione della nota integrativa dei bilanci. Ho lavorato a stretto contatto con i miei colleghi per raccogliere le informazioni e i dati necessari per creare note esplicative esaustive. Questo ha comportato un'analisi approfondita di vari aspetti dei bilanci, come le politiche di riconoscimento del ricavo, i metodi contabili per diversi tipi di attività e passività, e spiegazioni per eventuali registrazioni contabili significative.

Student comments on progress and issues arising:

Collaborating closely with my colleagues helped me gain skills in data gathering and to understand different accounting methodologies for different accounting entries. I feel my participation in these tasks has been active and it was a great learning opportunity.

La stretta collaborazione con i miei colleghi mi ha aiutato a sviluppare competenze nella raccolta dei dati e a comprendere diverse metodologie contabili per diverse registrazioni

contabili. Sento che la mia partecipazione in queste attività è stata attiva ed è stata un'ottima opportunità di apprendimento.

Student targets for next week:

Ampliare lo spettro delle procedure contabili assegnate da svolgere in autonomia con focus sui contratti di locazione.

Expanding the range of assigned accounting procedures to be carried out independently, with a focus on lease contracts.

Comments/evaluation from host employer:

In questa settimana Riccardo è stato affiancato a colleghi più esperti nella stesura della nota integrativa. Un'ottima opportunità di apprendimento.

In this week, Riccardo was paired with more experienced colleagues in drafting the supplementary note. An excellent learning opportunity.



WEEK: 6

Dates: 10 – 14 July

Summary of work undertaken and events attended during week:

Similarly, to previous weeks, I continued registering sales and purchase invoices and entering preliminary accounting data.

During this week I also took care of preparing lease agreements, including telematic registration with the Revenue Agency. Specifically, both lessor and lessee lease agreements need to be registered through the Revenue Agency's website. I managed all the necessary procedures that followed, such as registrations, payment of stamp duties and payment of registration taxes.

Analogamente alle settimane precedenti, ho continuato a registrare fatture di vendita e di acquisto e ad inserire dati contabili preliminari.

Durante questa settimana mi sono anche occupato della preparazione dei contratti di locazione, compresa la registrazione telematica presso l'Agenzia delle Entrate. In particolare, i contratti di locazione sia del locatore che del conduttore devono essere registrati tramite il sito dell'Agenzia

delle Entrate. Ho gestito tutte le procedure necessarie che sono seguite, come le registrazioni, il pagamento del bollo e il pagamento delle imposte di registrazione.

Student comments on progress and issues arising:

Managing lease agreements and ensuring proper registration further highlighted the significance of accuracy and precision in legal compliance for this kind of documentation. Required again great attention to details.

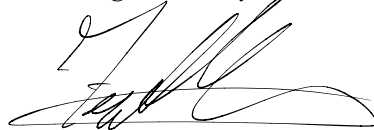
La gestione dei contratti di locazione e l'assicurazione di una registrazione corretta hanno ulteriormente evidenziato l'importanza dell'accuratezza e della precisione nel rispetto delle normative legali per questo tipo di documentazione. Anche in questo caso, è stata necessaria un'attenzione particolare ai dettagli.

Student targets for next week:

Comments/evaluation from host employer:

Parte di questa settimana è stata dedicata alla gestione dei contratti di locazione. Riccardo, dopo essere stato istruito sulle procedure, è riuscito a portare avanti i compiti in autonomia senza grossi problemi.

Part of this week was dedicated to lease contract management. After being instructed on the procedures, Riccardo managed to carry out the tasks independently without significant issues.



ANNEX B: Statement of Completion of Work Placement (to be completed by employer at end of placement)

Dear Employer

One of our students has been undertaking a placement with your organisation as part of their degree course. We would be grateful if you could confirm how this person has performed during their placement.

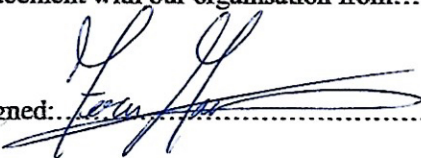
Name of organisation: ELABORO SRLS

Student ID : 30244676

Student Name: Riccardo Francesco

B.1. SATISFACTORY COMPLETION

This is to certify that the student, identified above, above has satisfactorily completed their work placement with our organisation from 5/6/2023 to 14/7/2023 (please add relevant dates).

Signed:  Date: 04/09/2023

Print name: FERNANDEZ MASSIMO

Position/Job Title: TITOLARE / OWNER

Comment (if appropriate):

Official Stamp or attached Business Card below:

ELABORO SRLS
Via Roma 148 - 30037 SORBE (VI)
PWA e.C.F. 04451900270