INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF GREECE (SOEL)

PROFESSIONAL EXAMINATIONS REGULATION

OCTOBER 2023

INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF GREECE (SOEL)

PROFESSIONAL EXAMINATIONS

REGULATION

The present Regulation comprises:

I. The course and exams syllabus provided by the 8th Directive of the EU Council (2014/56/EE) and the provisions of Article 9 of Law 4449/2017 thereto.

II. The instructions for conducting the professional examinations, for obtaining the license to practice the auditing profession, as well as for the acquisition of the Postgraduate Professional Education and Training title of the Institute of Certified Public Accountants of Greece (SOEL).

TABLE OF CONTENTS

I. Course & Exam Syllabus

1st ACADEMIC YEAR

(a1) General Accounting Principles and Accounting Standards

1. General Accounting

1.1 Basic Accounting Definitions

1.2 Accounting for property changes

1.3 Accounting books and records - Definition, significance, legislation in force (L.4308/2014).

1.4 Accounting systems

1.5 Accounting analysis of fixed assets

1.6 Accounting analysis of inventories

1.7 - 1.8 Accounting analysis of receivables, securities, cash &cash equivalents and accruals

1.9 Accounting analysis of liabilities

1.10 Accounting analysis of transactions in foreign currency

1.11 Accounting analysis of income statement accounts

Accounting year-end tasks

1.12 Financial statements of entities

2. Basic principles of International Financial Reporting Standards (IFRS)

Note : *For those of the above mentioned topics (general or/and specific) that are dealt with by the Greek Accounting Standards, the syllabus material is limited to that described in the provisions of L. 4308/2014.*

3. Organizational structure, corporate authority, organization and management of entities and organizations

3.1 Forms of companies and organizations, accounting recording of their activity

3.2 Differentiation of economic units

3.3 Economic units and environment

3.4 Organizational structure of economic units and authority

3.5 Items of programmed operations of entities and organizations

3.6 Interested parties in the operations of entities and organizations

4. Corporate social responsibility, social balance sheet

4.1 Corporate social responsibility

4.2 Social balance sheet, social product and its distribution

4.3 Code of ethics and ethical behavior of entities and organizations

4.4 Deception, unethical behavior and due prevention

(a2) Greek Accounting Standards

1. **Legislative establishment of Greek Accounting Standards (GAS) (L. 4308, Government Gazette A'251/24.11.2017)**
   - Definition and significance of accounting standardization
   - Illustrations of financial statements (Articles 2 and 16 of L.4308/2014)
   - Basic principles for the preparation of financial statements (Article 17 of L.4308/2014)
   - General bookkeeping principles (Appendix C of L.4308/2014).
2. **Rules of initial recognition, subsequent cost, measurement and derecognition of assets:**
   - Article 18. Tangible and intangible fixed assets
   - Article 19. Financial assets
   - Article 20. Measurement of inventory and services
   - Article 21. Advances of costs and other non-financial assets
   - Article 22. Liabilities, provisions
   - Article 23. Government grants, deferred taxes
   - Article 24. Fair value, investment property
   - Article 25. Income statement items
   - Article 26. Equity items
   - Article 27. Foreign currency transactions
   - Article 28. Changes in accounting policies, accounting for changes in estimates and reflecting corrections of prior period errors and Article 37, First-time adoption
   - Article 29. Appendix (Notes) on financial statements.

(b1) Auditing and auditor’s professional skills

Introduction to Auditing

Definition and content of Auditing

Importance of auditing

Types of audit

Legal background of audit

Objective of audit of financial statements

Usefulness of audit

Auditor’s qualifications, obligations and responsibilities

Auditor's professional abilities and skills

Obligations and Responsibilities of a Certified Public Accountant

Standards thereto, regarding professional abilities, obligations and responsibilities of CPAs

Audit work

SOEL standards on auditing

Audit engagement

Knowledge of the audited entity

Internal control

Definition (concept) of internal control

Basic objectives of internal control

Basic principles of internal control

Internal control system

Effectiveness assessment of the internal control system

Audit planning

Audit methods

Audit programme

Audit of transaction documentation

Audit of balance documentation

Final audit

Audit report

Structure of the audit report

Auditor's opinion - types thereto

Date of audit report

Audit report users

Audit Evidence – Working Papers

Accounting records

Computations

Correspondence of the audited entity

Ratios and analytical review

Physical evidence

Documents communicated to the auditor

Information from interviews and observations

Suitability of audit evidence

Adequacy of audit evidence

Methods of obtaining audit evidence

Working papers - Audit File

Audit sampling in checking transactions and account balances

Introduction – General Reference

Means of selecting items to check

Sample selection with statistical sampling

Sample selection with non-statistical sampling

Sampling and non-sampling risk

Sample size of substantive procedures

Monetary unit sampling

Evaluation of identified audit sampling misstatements

Evaluation of targeted sampling results

Variables' Sampling (mean method)

Sales account cycle (Sales-Receivables-Revenues / Receipts)

Sales

Audit of sales receivables documentation

Receivables

Audit of receivables documentation

Audit of revenues / receipts documentation

Purchases account cycle (Purchases-Payables-Payments)

Purchases

Liabilities

Audit of liabilities documentation

Audit of purchases documentation

Wages and salaries – Third parties' fees

Employees' salaries

Audit of staff remuneration documentation

Third parties' fees accounts

Audit of Third Party Fees documentation

Cash and cash equivalents – Securities – Inventory

Cash accounts

Audit of cash and cash equivalents documentation

Securities accounts

Audit of securities documentation

Inventory accounts

Objectives of audit on inventory

Audit of inventory documentation procedures

Assets

Tangible assets

Objectives – Audit documentation procedures

Intangible assets

Objectives – Audit documentation procedures

Liabilities - Capital & Reserves Accounts

Public liability accounts

Audit of public liability documentation

Loan liability accounts

Audit of loan liability documentation

Contingent liabilities accounts

Contingent liabilities documentation

Equity (Capital and Reserves) Accounts

Subsequent (post balance sheet) events

Specific audit issues

Cut-off and accruals concept

Misappropriations, due investigation and auditor's liability

Opening assignments - Opening balances

Analytical procedures

Going concern

Use of the work of another auditor

Use of the work of an expert

Investigation of pending litigations and claims

Management representations

Practical issues of auditing financial statement accounts

(b2) Risk Management and Internal audit

Internal Audit

Internal audit concept

Key objectives of internal audit system

Basic principles of internal audit

Internal controls system consideration

Evaluation of the effectiveness of the internal control system

Operation of Internal Audit

Responsibilities - Internal auditor's obligations

Coso Internal Audit Framework

Sampling to test the Internal Control System (ICS)

Overview

Means of selecting items to test

Sample size for testing the internal control system procedures

Sampling and non-sampling risk

Sample selection

Sample selection by statistical sampling

Sample selection by monetary unit method

Sample selection by non-statistical sampling

Types of sampling risk in the testing of the ICS

Application of statistical sampling in the testing of the ICS

Application of non-statistical sampling in the testing of the ICS

Sales Accounts Cycle

Sales

Objectives of internal audit of sales

Procedures of internal audit of sales

Evaluation of the effectiveness of internal audit of sales

Receivables

Objectives of internal audit of receivables

Procedures of internal audit of receivables

Evaluation of the effectiveness of the internal audit of receivables

Receipts

Objectives of internal audit of receipts

Procedures of internal audit of receipts

Evaluation of the effectiveness of the internal audit of receipts

Purchases Accounts Cycle

Purchases

Objectives of internal audit of purchases

Procedures of internal audit of purchases

Evaluation of the effectiveness of internal audit of purchases

Liabilities

Objectives of internal audit of liabilities

Procedures of internal audit of liabilities

Evaluation of the effectiveness of the of internal audit of liabilities

Payments

Objectives of internal audit of payments

Procedures of internal audit of payments

Evaluation of the effectiveness of the Procedures of internal audit of payments

Wages and salaries – Third parties' fees

Internal audit

Evaluating the effectiveness of internal audit

Cash and cash equivalents – Securities – Inventory

Cash Accounts

Securities Accounts

Inventory Accounts

Fixed Assets

Tangible assets

Objectives - Internal audit procedures

Intangible assets

Objectives - Internal audit procedures

Liability and Equity Accounts

Public Liability Accounts

Debt Liability Accounts

Contingent Liability Accounts

Audit risk

Concept of audit risk

Corporate governance

Introductory topics

Corporate Governance in the USA

Corporate Governance in the United Kingdom

Corporate Governance in the European Union (Excluding the United Kingdom)

Corporate Governance in Greece

Critical research regarding the functioning of the Audit Committee

Proposals for improving the organizational structure and operational efficiency of the Audit Committee

Exercises-applications of risk management and internal audit

(C1) Taxation I - Tax Accounting Systems and Documentation

TAX RECORDS AND DOCUMENTS (L.4308 / 2014 Articles 1-15)

CHAPTER 1 SCOPE OF APPLICATION AND CLASSES OF ENTITIES BASED ON SIZE

Scope. Identification of Entities

Specification of Entity Size. Size criteria

CHAPTER 2 ACCOUNTING RECORDS

Accounting system and basic accounting records. Characteristics of the accounting system

Other accounting records. Records held beyond those referred in the previous paragraph

Ensuring the reliability of the accounting system

Time to update accounting records

Preservation of accounting records

CHAPTER 3 SALES RECEIPTS

Sale invoice

Invoice content

Simplified invoice and summary invoice

Time of invoice issuance

Documents issued for retail sale of goods or services

Time of retail documents issuance

Electronic invoice

Authenticity of the invoice

CHAPTER 6 APPENDIX (NOTES) AND EXEMPTIONS

Simplifications and exemptions

CHAPTER 8 FIRST-TIME ADOPTION AND TRANSITIONAL PROVISIONS

Article 30 Simplifications and exemptions. Any of the issues of this article are interpreted in POL Circular 1003 / 31.12.2014

Article 39 Arrangements for other matters

ISSUES SETTLED BY DECISIONS:

Categories of entities exempted from the use of electronic tax mechanisms (POL Circular 1002 / 31.12.2014)

Exemption from the obligation of farmers to keep books and records and other cases (POL Circular 1007 / 09-1-2015)

Exemption of certain categories of entities from keeping inventory records and carrying out physical inventory (POL Circular 1019 / 16-01-2015)

Interconnection of FIM with AADE (A. 1171/3-8-2021)

Withdrawal of EAFDSSS-Obligation to use FIMAS in restaurants (A. 1073/2023)

Simplifications, exemptions and special arrangements, in cases of transactions of certain entities, regarding the record (book) keeping.

TAX RECORDS AND DOCUMENTS (L.4308 / 2014 Annex A' Definitions)

Definitions used in the previous chapters

SUBMISSION – TRANSFER OF DATA

Sending (Submitting) data to the AADE digital platform (*My Data*)

Simple reference to the general – administrative part of A. 1138/2020 (articles 1,2,3 and 4§4-7 definitions, scope of application, data transmitted, methods of transmission)

BREACHES & DATA INFRINGEMENTS - FINES. As per the Code of Tax Transactions - Law 4987/2022.

Accounting Records Retention Time

Procedural Violations

Penalties for violations of accounting records

Violations – penalties for Tax Electronic Mechanisms

Fines for non-issue or inaccurate issue of information (for transactions not subject to VAT and transactions that are subject to VAT)

Suspension of operation of facilities

Penalty procedure

Special Administrative Procedure – Single appeal

Tax evasion crimes - use of false, fictitious, falsified tax data (concepts - violations, non-imposition of fines, criminal penalties).

(c2) Taxation I - Value Added Tax

Law: VAT Code

Ratified by Article 1 of Law 2859/2000

(Government Gazette 248 / A / 7.11.2000)

Value Added Tax Code (VAT Code)

The following chapters are included:

1. Scope (Articles 1-4)
2. Taxable Transactions (Articles 5-12a)
3. Place of taxation of taxable transactions (Articles 13-15)
4. Establishment of tax liability (Articles 16-18)
5. Taxable Value and calculation of tax (Articles 19-21)
6. Tax Exemptions (Articles 22-29)
7. Tax Deduction – Tax Refund (Articles 30-33)
8. Persons liable for payment of VAT and their obligations (Articles 34-38)
9. Exercises

<u>(d1) Civil and Commercial law</u>

<u>Civil Law</u>

General Principles

- Rules of law in general
- Natural Persons
- Legal Persons (entities)
- Lawful right, abusive exercise
- Legal Acts
- Waivers and deadlines
- Representation and power of attorney
- Consent and approval
- Deadlines
- Prescription and term of extinction

Law of Obligations

- Obligation to render a performance in general
- Inability to render a performance and debtor's default
- Creditor's default
- Contractual obligations in general
- Principles relating to bilateral contracts
- Contractual rescission
- Engagement and penalty clause
- Contracts for the benefit of third parties and contracts burdening third parties
- Assignment of claims
- Donation
- Sale and Exchange
- Lease
- Contract of services
- Contract of work
- Brokerage
- Mandate
- Partnership
- Loan

- Loan for use
- Contract of Deposit
- Guarantee
- Order to pay or deliver
- Unjust / unlawful enrichment
- General terms of transactions (Article 2 of Law 2251/1994)
- Professional liability
- The law of tort

Property Law

- Things and the rights thereon
- Possession
- Ownership and its attributes
- Acquisition of ownership
- Protection of ownership
- Real Servitudes
- Personal Servitudes
- Transcriptions
- Pledge
- Mortgage

Commercial Law

General Commercial Law/Industrial Property/Competition

- Merchant and commercial capacity
- Commercial activities
- Definition of commercial enterprise – Clientele – Good will
- Legal nature of commercial enterprise
- Organization of commercial enterprise
- Protection of commercial enterprise
- Trade name – Distinctive title
- Trademark
- Patents and inventions
- Unfair competition (L.146/1914)
- Free and unfettered competition

Securities Law

A concise introduction to securities law

- Definition and origins of the bill of exchange
- Issuance and type of the bill of exchange
- Legal nature of the typical elements of the bill of exchange
- The optional content of the bill of exchange
- Non permitted content of the bill of exchange
- Acceptance – Guarantee – Transfer of the bill of exchange
- Maturity and payment of the bill of exchange

- Content of the promissory note
- Which provisions apply to the promissory note
- Obligations of the issuer of the promissory note
- Concise description of the function of the promissory note
- Which are the main differences from the bill of exchange

- Content of the check
- The elements of issuance and the function of the check
- Transfer of the check
- Guarantee
- Presentation and payment
- The two-line check (crossed) check

(d2) Social Security & Employment Law

I. Employment legislation

1. Employment agreement (employment agreement of definite and indefinite duration, freelance agreement, project agreement, apprenticeship agreement, availability for providing employment services, part time employment).
2. Employees' remuneration (salary and categories thereof, regular remuneration)
3. Working hours and remuneration for provision of employment services during agreed or contractual working hours or during hours exceeding the working hours established by law.
    - Legal, personal and contractual working hours (daily and weekly) and issues related to employees' working hours.
    - Night work and compensation thereof.
    - Work during Sunday- obligatory and optional holidays and compensation thereof.
    - Work on the 6^{th} working day (Saturday) in the 5-day working system and corresponding remuneration thereof.
    - Definition and compensation of additional work and overwork (during day, night, Sunday and public holidays).
    - Definition and compensation of legal and exceptional/illegal overtime occupation (during day, night, Sunday, public holidays).
    - Work systems.
4. Christmas and Easter Holiday Bonuses
    - Eligible persons, method of determination of the wages, remunerations that are taken into account, date of payment and possible limitations/restrictions
5. Annual Holiday (leave)
    - Conditions and time of granting, number of vacation days, partial provision thereof.
    - Vacation remuneration, consequences arising from the failure to provide annual leave.
    - Annual leave and termination of the employment relationship (termination, voluntary resignation, retirement and exit).
    - Vacation days that can be set off and compensation thereof.
    - Days and remuneration of vacation bonus.
6. Absence of the employee from work

- Unjustified absence or absence due to a serious cause (sickness, military service, earthquake etc) and remuneration as well as consequences on the employment relationship.
- Sickness (sickness days to which the employee is entitled, days that are set off against the annual vacation, days of short sickness) and number of paid sickness leave (in full or half) per year.

7. Compensation for provision of services outside the employer's registered address
    - Eligible persons, determination of annual compensation, income tax and social security withholdings.
8. Termination of Employment Relationship
    - Dismissal of personnel (employees and workers)
    - Determination of salary or wages for the calculation of the severance payment
    - Termination of employment agreement (of definite or indefinite duration).
    - Termination of employment agreement on prior notice.
    - Calculation of severance payment.
    - Severance payment (in one lump sum or in installments) and calculation of the applicable income tax in case of payment in one lump sum or in installments and time of attribution.
    - Employees' previous term of service, limitation of the severance payment, dismissal before the completion of two months and voluntary resignation.
    - Compensation payable to the personnel (employee or worker) due to retirement or following the completion of fifteen years of service with the same employer.

II. Social Security legislation

1. Definition of remuneration, registration of employee and employer.

2. Detailed periodic social security contributions return.

3. Payment of social security contributions and surcharges in case of payment in delay.

4. Insurance contributions of employees and members of the Board of Directors of Societies Anonyme and Agricultural Cooperatives.

5. Persons who are compulsorily insured in the e-EFKA.

6. Calculation of insurance days in the e-EFKA of employees (full-time, part-time, multiple employment) and members of the Board of Directors of Societies Anonyme and contributions in favour thereof.

7. Sickness time insurance and calculation of e-EFKA insurance contributions.

8. Remuneration – benefits for which e-EFKA contributions are due.

9. Remuneration – benefits for which no e-EFKA contributions are due. Notification of voluntary resignation of an employee.

(e) Mathematics and Statistical Methods

1. Statistics

- The inductive nature of Statistics – statistical data (collection methods, measurement scales, data accuracy etc.)
- Fundamental ways of presenting statistical data (tables, charts)
- Classification and categorization of statistical data
- Fundamental parameters for measuring data trends (arithmetic mean, median, quartile)
- Parameters measuring the dispersion of data (variance, standard deviation, covariance, coefficient of variation)
- Asymmetry and curve parameters of distributions (Pearson and Bowley coefficients of asymmetry, curve coefficients)
- The normal distribution
- The concept of sampling and the advantages of sample selection
- Sampling methods (simple random sampling, forms of stratified sampling, systematic sampling, cluster sampling, quota sampling, multistage sampling)
- Advantages and disadvantages of various sampling methods
- Estimation of stratified population mean and variance
- Concepts of correlation and simple linear regression
- Numerical indices (ratios) (simple, numerical indices, weighted, change of base, linking of numerical indices, price indices, indices for measuring purchase value, deflation of nominal values, etc.).
- Inductive statistics (emphasis on confidence intervals)

2. Financial Mathematics

- Time value of money
- Interest rates (nominal, real)
- Compounded interest rate and future value.
- Discount rates and present value
- Company cash flows and their value
- Interest rate time structure
- Annuities and perpetual flows
- Loans

<u>(f1) Business Economics – Political Economy</u>

- Economic problems
- Objectives of the economic system
- Subject of business economics
- Basic concepts of economics in business
- Mechanisms for production and supply of products & services
- The failure of the market mechanism and the economic role of the state - failure of the political mechanism
- Independent regulatory authorities

BUSINESS ENVIRONMENT
- Internal business environment
- External business environment
- Evaluation of the business environment
- The PEST and SWOT ANALYSIS techniques

SUPLLY AND DEMAND OF PRODUCTS AND SERVICES
- Introduction
- The demand function
- Qualitative and quantitative approach to demand
- The concept of elasticity
- Demand function estimation – Demand forecasting

PRODUCTION AND COST
- Short Term & Long Term Period
- The Law of Diminishing Returns
- Long Term Period
- Scale Returns
- Economies of Spectrum (purpose)
- Added value
- Technical & Financial Efficiency
- Completion of a Business
- Productivity
- Cost
- The concept of profit

MARKET FORMS - COMPETITION
- Introduction
- Market forms
- The Structure - Behavior - Performance model
- Modern approaches
- Related market
- Related geographic market
- Competition

- Forms of business combinations for market control
- Macroeconomic consequences of lack of competition.
- Competition policy
- Business pursuits
- Microeconomic policy

MACROECONOMIC QUANTITIES
- Basic national accounting sizes
- Private consumption
- Private investment
- State expenses
- Exports-Imports
- National accounts
- Aggregate Demand - Aggregate Supply
- Circular Flow Model of National Income
- The concept of the multiplier

PRIVATE CONSUMPTION - PRIVATE INVESTMENTS
- Private Consumption
- Investments
- Introduction - Importance of investments
- Evaluation of investment plans

MACROECONOMIC POLICY
- Fiscal Policy
- The State Budget
- Public Expenditure
- Sources of Budget Revenue
- Monetary policy
- Reforms

INFLATION AND UNEMPLOYMENT
- Inflation - General level of prices
- Employment - Unemployment
- Unemployment - Inflation

THE INTERNATIONAL ENVIRONMENT
- International trade
- Absolute and comparative advantage
- What determines a country's comparative advantage?
- Foreign trade and protectionist policies
- International trade and economic unions
- The Greek experience
- Terms of trade
- Exchange Policy

- Evolution of the value of a currency
- Factors affecting the exchange rate
- Fixed and floating exchange rates
- Is an overvalued currency bad?
- Exchange rates and businesses
- Balance of external payments
- Balance of current accounts
- Consequences of the balance of current accounts deficit for an economy
- The balance of capital movements
- Ways to correct the external payments imbalance
- Twin deficits

ECONOMIC-BUSINESS CYCLES

- Introduction
- Phases of the Economic Cycle
- What Causes Economic-Business Cycles?
- Effects of economic cycles on business activity
- How sensitive is an economy to economic cycles over time?
- Economic - Business Indicators (Ratios)

BUSINESS ECONOMICS

- Introduction to Business Economics
- Financial Units - Businesses
- Business Coalitions
- Business Operations
- Business Efficiency
- Business Environment
- Business Strategy
- Quality Issues

(f2) International Economy

- Major concepts and theories of international economic relations.
- Absolute and comparative advantage. Heckscher-Ohlin model. Product life cycle. Theory of intra-industry trade
- The new characteristics of the international economy. Custom duties and non – duty measures. Free versus protected international trade.
- The international development gap. Emerging markets. Balance of payments.
- Multinational firms. Foreign direct investment. Economic unification of countries with emphasis placed on the European Union. Globalization.
- International Monetary Fund and World Bank. International payment systems.
- The position of Greece in the international economy.
- Foreign exchange markets and rates. Fundamental international equivalence relations. Foreign exchange prices forecast. Foreign exchange risks and international business transaction risks. Foreign exchange risks management methods. Advanced international investments evaluation.
- Public debt. Greek government loans.

(g1) Principles of Financial Management

1. General knowledge on the principles and methods of financial entities management and especially sectors of production, market distribution, personnel and data processing.

2. The environment and the function of financial management

3. The configuration of financial strategy

4. Analysis on the optimum company gearing (Breakeven point, Financial gearing, Indifference analysis)

5. Planning and budgets. Systems and types of budgets. Budgets with standard costs

6. Working capital management

7. Credit policy of a company

8. Inventory management

9. Mergers and acquisitions

10. Company restructuring and reorganization (Business failure provision, Financial restructuring, Business restructuring).

11. Cash and special risk management methods

12. The economic environment of multinational companies

13. Operational strategy and financial planning for multinational firms

14. Emerging markets issues – Financial engineering and emerging derivatives

15. Role and responsibility towards shareholders (shareholders' conflicting interests, the role and responsibility of financial management).

16. The effect of environmental issues on business objectives and governance

17. Ethical issues in financial management.

18. Human Recourses (Human Recourse management, leadership issues, performance management, reward management, work planning, personnel development).

19. Communication (communication systems and methods, fundamental principles of communication).

20. Strategic planning and control (preventive and suppressive control, control systems, Introduction to strategic management accounting, budget control alternative approaches evaluation, changes in business structure and management accounting, the effect of IT on modern management accounting).

21. Performance measurement systems and planning (management accounting and information systems, internal sources of management information, external sources of management information, recording and processing methods, management reports).

22. Strategy performance measurement (hierarchy performance, the purpose of strategy performance measurement in the private sector, strategic performance in relation to business restructuring, department performance and pricing issues (transfer pricing), the purpose of strategic performance management on non for profit organizations, behavioral issues of performance management).

23. Performance evaluation and business failure (alternative approaches on performance measurement, non-financial performance indices, forecasting and avoiding business failure).

(g2) Investments and new financial instruments

1. Basic concepts of financial – credit markets. Money and capital markets and the products they trade. The concepts of investment, return and risk. Management of personal property. The foreign exchange market.
2. Time value of money. Future and present value. Compounding and discounting. Annuities.
3. Investment appraisal. Investment appraisal criteria. Free cash flow. Management of capital payments, interest, depreciation, taxes, residual value, inflation, working capital. Discounted cash flow model.
4. Investment financing. Bank loans, bonds and shares. Characteristics of the above financing instruments and their pricing. Interest rate curve. The yield to maturity. Discounted dividend model. Corporate actions of shares and their price adjustments. Discounting future cash flows. PE and the relationship with DCF. Relative valuation. Other ways of financing investments. Leasing, factoring, forfaiting, franchising, venture capital. Methods of financing exports. Corporate restructuring.
5. Risk and return. Investment risks. Statistical measures of performance and risk. Risk aversion and risk premium. Risk-return relationship.
6. Capital asset pricing model. Efficient market hypothesis. Portfolio allocation and portfolio management. Statistical measures of portfolio return and risk. The diversification effect. The capital market line. The capital asset pricing model.
7. Capital structure and dividend policy. Tax shield and company value. Change in the value of the company and the required return of the shareholders from the introduction of debt. The theory of Modigliani – Miller. The weighted average cost of capital. Cost of financial distress and optimal capital structure. The dividend policy. The independence of the dividend policy by Modigliani – Miller.
8. Derivatives. Spot market and derivatives market. Hedging and speculation in derivatives markets. Forward contracts. Future contracts. Options. Swaps. The characteristics of the above products and their pricing. Variables that affect their pricing. Derivatives on the Athens Stock Exchange. Strategies with derivatives. Accounting treatment of derivatives. Hedging using derivatives. Hedging and speculative positions.
9. The Greek Capital Market. The Athens Stock Exchange and its markets. The Clearing House. The Capital Market Commission. Companies providing investment services. Investment Services Guarantee Fund. Hellenic Deposit and Investment Guarantee Fund. Mutual funds. Exchanged traded funds. Portfolio Investment Companies.

(h1) Corporate and Bankruptcy Law

(Law 4378/2020 "*Settlement of debts, provision of a second chance and other provisions*")

- I -

A.- COMMERCIAL COMPANY LAW

1. Legal Entities
2. General characteristics of commercial companies/types of companies

3. Consequences of acquiring legal personality.
4. Obligations and rights of partners

B.- GENERAL PARTNERSHIP
1. Formation
2. Internal relations. Outward relations in a general partnership
3. Exit of a partner. Dissolution of the company
4. Liquidation of the company. Limitation of claims

C.- LIMITED PARTNERSHIP
1. Brand (formation)
2. Management of corporate affairs. Legal position of the limited partner
3. Dissolution of the company

D.- LIMITED LIABILITY COMPANY (Ltd)
1. Definition
2. Assembly of partners. Responsibilities. Decision making
3. Management of the company. Responsibility of administrators
4. Dissolution of the company

E.- PRIVATE CAPITAL COMPANY (PCC)
1. Definition. Basic features
2. Management and representation of PCC
Management authority
Management responsibility
3. Assembly and decisions of PCC partners
Decision making-Majority
Defective decisions (voidable, invalid)
4. Corporate Shares and Partner Contributions. Types of contributions
   a) Capital contributions
   b) Extra capital contributions
   c) Guarantee contributions
5. Partner entry and exit
6. Dissolution and Liquidation of PCC

F.- SOCIETE ANONYME (SA)
1. Introduction - General Provisions - Relevant Laws
2. The establishment of SA. Public Audit
3. Main content of the Statute
4. Document Details
5. The share capital
   a) Coverage-payment
   b) Minimum capital
   c) Contribution in kind
   d) Subsequent acquisition of assets (Article 19, Law 4548/2018)

e) Payments (in cash, by offsetting)
f) Partial payment
g) Share Capital Payment Certificate
h) Increase of share capital
i) Preemptive Right
j) Reduction of share capital
k) Securities issued by the company (shares, bonds, shares acquisition securities, founding and other titles)
l) Types of shares

6. The Board of Directors (BoD)
    a) Place and time of convocation
    b) Responsibilities
    c) Decision making
    d) Liability of members of the Board of Directors.
7. Transactions with the company (articles 99-101 of Law 4548/2018)
8. Corporate action - Fees - Single Member Management
9. General Assembly (GA)
    a) Responsibilities
    b) Invitation-Convocation
    c) Method of decision making. Quorum-Majority
    d) Defective decisions of the General Assembly (invalid, voidable, non-existent).
10. Minority Rights
    a) Emergency control
    b) Financial Statements
    c) Distribution of profits - Minimum Dividend
11. Dissolution of S.A. – Clearance / Liquidation

-II-

Part A
Definition of Bankruptcy Law (Law 4378/2020)
1. Purpose of the new Bankruptcy Law
The structure by parts of the Bankruptcy Law

Part B
I. The essential conditions for the application of the rules of Law 4378/2020
1. The bankruptcy capacity (subjective condition)
    a) Natural Persons
    b) Legal Persons (Entities)
2. Inability to pay (objective condition)
    a) Regarding the existing situation of inability to pay, without the cessation of these
    b) Regarding the suspension of payments – Especially for the day of suspension of payments
    c) The threatened default
    d) The possibility of insolvency

3. The sufficiency of the property to cover its procedural costs
4. Other essential conditions

II. The procedural conditions for the application of the rules of Law 4378/2020
1. The application for declaration of bankruptcy
    a) submitted by the creditor
    b) submitted by the debtor
    c) submitted by the Prosecutor of First Instance

Part C
Preventive - pre-bankruptcy procedures
1. The early warning procedure
2. The procedure for out-of-court settlement of debts (articles 5-30 of Bankruptcy Law)
3. The consolidation process

Part D
The content of the bankruptcy decision – The consequences of bankruptcy for the bankrupt
1. The content of the bankruptcy decision
2. The consequences of declaring bankruptcy for the debtor
    a) Consequences of a personal nature
    b) Consequences of a property nature

Part E
Exemptions (articles 192-196 of Law 4738/2020)
1. General information
2. Automatic discharge
3. The discharge of the debtor
4. Conditions for exemption
5. The exemption of representatives of a legal entity

Part F
Bankruptcy Withdrawal – Suspicious Period
1. Suspicious Period
2. Acts of compulsory revocation (Article 117 of the Civil Code)

(h2) Special Provisions of Codified Law 4548/2018

KEY ARTICLES OF LAW 4548/2018 FORMING THE MAIN SUBJECT OF THE COURSE

SECTION TWO

ESTABLISHMENT OF A SOCIETE ANONYME (SA) – AMENDMENTS TO ITS STATUTES

Article 4 Method of establishment of the joint-stock company and amendment of its statutes

SECTION THREE

PUBLICITY

Article 12 Acts and data submitted to publicity at the General Commercial Register (G.E.MI.).

Article 13 Way of making the publicity

Article 14 Details of company documents

SECTION FOUR

SHARE CAPITAL

UNIT A'

COVERAGE AND PAYMENT OF THE CAPITAL

Article 15 Capital of the joint-stock company

Article 16 Coverage of the capital

Article 17 Contributions in kind and valuation of these contributions

Article 18 Possibility of non-valuation of corporate contributions

Article 19 Subsequent acquisition of assets

Article 20 Payment and certification of the capital payment

Article 21 Partial payment of the capital

Article 22 Prohibition of exemption from the obligation to pay or refund contributions

SECTION FIVE

SHARES AND OTHER SECURITIES ISSUED BY THE S.A.

UNIT A

THE ISSUED SECURITIES

Article 33 The securities issued

UNIT B

SHARES

Article 48 Equity / Own shares - original acquisition

Article 49 Equity / Own shares - derivative acquisition

Article 50 Treatment of equity / own shares

Article 51 Provision of credits, etc. for acquisition of equity / own shares

Article 52 Acquisitions of equity / own shares, etc. through third parties

SECTION SIX

BOARD OF DIRECTORS

UNIT A

APPOINTMENT, POWERS AND DECISIONS OF THE BOARD OF DIRECTORS

Article 77 General provisions for the board of directors

Article 90 Place of meeting of the board of directors

Article 91 Frequency of meetings and convening of the board of directors

Article 92 Decision-making by the board of directors

Article 93 Minutes of meetings and decisions of the board of directors

Article 94 Undersigning of minutes without a meeting

Article 95 Defective decisions of the board of directors

UNIT B

DUTIES OF THE BOARD OF DIRECTORS, CONFLICTS OF INTEREST AND LIABILITY

Article 96 Duties of the board of directors

Article 97 Duty of loyalty - Conflicts of interest

Article 98 Prohibition of competition

Article 99 Transparency and supervision of related party transactions (Article 9c of Directive 2007/36/EC, Directive 2017/828/EU)

Article 100 Granting of permission to enter into a transaction with a related party (Article 9c of Directive 2007/36/EC, Directive 2017/828/EU)

Article 101 Disclosure of related party transactions (Article 9c of Directive 2007/36/EC, Directive 2017/828/EU)

Article 102 Liability of members of the board of directors

Article 103 Exercise of the company's claims

Article 108 Approval of overall management

UNIT D

SINGLE-MEMBER ADMINISTRATIVE BODY

Article 115 Possibility of appointing a single-member administrative body (advisor-administrator)

SECTION SEVEN

GENERAL ASSEMBLY

UNIT A

POWERS OF THE GENERAL ASSEMBLY AND METHODS OF DECISION-MAKING

2^{nd} ACADEMIC YEAR

(i) Cost and Management Accounting

1. **Management Accounting**

   Concept, definition and objectives of management accounting. Accounting and management.

2. **Definition of cost and cost categories**

   Definition of the terms: cost, expense, charge, consumption. Basic cost categories such as historic, estimated, standard, replacement, deferential, marginal, reported, controllable, price/supply, direct – indirect, fixed, variable etc. Expenses control in general accounting.

3. **Details on costs**

   Raw materials, consumables, employees' costs and remunerations, depreciations, interest on foreign capital, other chargeable costs, computational costs, non-chargeable costs.

4. **Operational and cost structure of a company**

   Operations of: markets, production, administration, research & development, appropriation and finance. Operational development in cost positions.

5. **Cost accounting procedures**

   Concept, definition, and scope of cost accounting. Various costs in terms of their type and their appropriation (destination), parameters of cost allocation, operational cost assessment process, cost assessment according to responsibility and cost center. Rational cost allocation.

6. **Basic cost accounting systems**

   Cost accounting of customized and mass production. Cost accounting for co-productions, by-productions and by-products. Losses on process (manufacturing losses), i.e. damaged or defective products, remnants and wastage or shrinkage of production.

7. **Estimation of cost and its behavior**

   Behavior and cost function, cost estimation methods, high-low analysis method

8. **Direct or variable or marginal cost accounting**

   Nature and objectives of variable cost accounting, items of variable cost accounting.

9. **Cost accounting per operation**

   Concept, objectives and methods of cost accounting per operation, strengths and weaknesses of cost accounting per operation.

<u>Note</u>: *For those of the above mentioned topics that a reference is being made in the Greek General Accounting Plan, the studying material is limited to what is described by the Greek General Accounting Plan.*

<u>**(j1) Specific Issues on Public Sector Accounting and Auditing**</u>

Introduction to Sectoral Government Accounting Plans

- Accounting standardization in general
- Sectoral Accounting Plan of the Public Sector today
- Structure of State entities according to the European system of accounts

1. Special accounting issues of social security agencies

- Requirements - registers of employers and insured persons
- Successive insurance
- Sustainability of insurance organizations - actuarial studies
- Securities valuation reserves
- Grants
- Insurance benefits
- Exercises (successive insurance registrations, claims and income)

2. Special accounting issues of Local Government Organizations - Legal Entities under Public Law - Hospitals

- Immovable municipal-public property (registration, valuation)
- Concepts of acquisition value and ways of acquiring fixed assets
- Assets in progress (projects in progress based on financing or construction method)
- Receivables - guaranteed and re-guaranteed income
- Management and imprest accounts
- Exercises (grant registration, projects in progress, revenue settlement)

3. Accounting Plan of Central Administration (PD15/2011)

- Assets that have not been inventoried during the first implementation of the accounting plan
- Participations of the State in public institutions and organizations
- Procedures for recording and collecting State taxes
- Loan debt (issues of Greek government bonds - interest-bearing Greek treasury bills)
- Exercises (inventory registration, tax collection and issuing of securities)

4. Budget

- Principles of budgeting
- Budget coding
- Linking budget and general ledger accounts
- Stages of budget execution
- Commitment register
- Budget reform
- Report / Statement - Cash account
- Exercises (budget execution records, accounting and double entry system records)

5. Public accounting systems

- Cash basis accounting system
- Accrual accounting system

- Exercises (cash and accrual basis adjustment)

6. Special audit issues of Public Bodies

- Matters of control of budget preparation in the State bodies
- Audit matters in Social Security Agencies (pensions, medical care, insurance contributions)
- Audit matters in Municipalities (real estate, municipal fees)
- Audit issues in Public Law Legal Entities (especially audit issues based on the activity of each legal entity)
- Audit issues in Public Health Units (fixed, medical and health equipment, costing of services provided)
- Exercises (finding and correcting account errors on the financial statements)

(j2) Specific Issues on Bank Accounting and Auditing

1. General

1.1. Purpose of the bank

1.2. Requirements for establishing a bank

1.3. Social role of banks

1.4. Banks’ funds flow

1.5. Banking operations

1.6. Banks’ flow of income

2. Deposits

2.1. Deposit account categories

2.2. Key accounting issues on deposit accounts

2.3. Operation of deposit accounts

2.4. Deposit account valuation under IFRS

2.5. Disclosures on deposit accounts at the Notes to Financial Statements

3. Loans

3.1. Definition of term

3.2. Loan categories

3.3. Types of loan contracts

3.4. Loan security

3.5. Loan approval process

3.6. Key accounting issues on loans

3.7. Operation of loan accounts

3.8. Valuation of loans under IFRS

3.9. General principles and methodology for impairment of loans

3.10. Disclosures on loans at the Notes to Financial Statements

4. Key intermediate services

4.1. Letter of guarantee

4.2. Foreign operations (imports, exports, currency exchange)

4.3. Other key intermediate services

5. Banking Sector Chart of Accounts

5.1. Legal framework
5.2. Similarities and differences between the Banking Sector Chart of Accounts and the General Chart of Accounts (Law 4308/2014)

6. Banking Specific Issues

6.1. Transactions Accounts with the Central Bank
6.2. Incoming & outgoing clearing
6.3. Branch connection accounts (payment/receiving accounts)
6.4. Accounts in transit
6.5 Cheques and payment orders
6.6 Financial statement consolidation of bank branches located abroad

7. Foreign Exchange Banking

7.1. In general
7.2. Monitoring methods for foreign exchange transactions
7.3. Multi-currency system
7.4. Foreign exchange position
7.5. Foreign exchange position categories

8. Other Issues on Auditing of Banks

8.1. Contributions to deposit guarantee fund (TEK)
8.2. Contribution per L.128/1975 for exporting firms
8.3. Impairment of loans
8.4. Bank credit risk
8.5. Adequacy of internal control system

9. BASEL

9.1. In general
9.2. Regulatory framework
9.3. Capital adequacy – The BASEL approach
9.4. Liquidity
9.5. Remediation
9.6. Deposit guarantee

10. Auditing of Bank branches

10.1. In general
10.2. Purpose of bank branches auditing
10.3. Preliminary audit procedures
10.4. Auditing cash
10.5. Auditing loan accounts

10.6. Auditing deposit accounts
10.7. Auditing other accounts
10.8. Auditing intermediary services

11. Auditing of the financial bank branches

11.1. In general
11.2. Preliminary audit procedures
11.3. Accounts receivable / payable to financial institutions
11.4. Investments accounts
11.5. Non-current assets accounts
11.6. Other receivables - liabilities
11.7. Accruals and deferred income / Prepayments and accrued income
11.8. P&L accounts
11.9. Derivatives accounts

Annex:

1. Auditing issues of banks' financial statements
2. Exercises in banking matters
3. Special exercises in matters of accounting monitoring and valuation of loans in accordance with tax legislation and IFRSs
4. Topics of previous examination periods in Bank LS Accounts, Financial Instruments - Valuation under IFRSs, illustration of Banks' Financial Statements under IFRSs.

(j3) Specific Issues on Accounting and Auditing of Insurance Companies

BASIC-INTRODUCTORY CONCEPTS OF PRIVATE INSURANCE

Insurance - definition and concept

Insurance risk

Premium and reinsurance

Object of insurance and insurable interest

Insurance compensation and compensation beneficiary

Details of insurance contract

Distinction between Life and Non-Life insurance

Intermediaries in insurance

Basic operating principles of the insurance agency

Assignment of insurance risks – Reinsurance

Reinsurance contracts

Other insurance concepts

Legislation governing private insurance

DESIGN, CONTENT AND OPERATION OF ACCOUNTS

Accounting standardization/former Sectoral Accounting Plan

Structure of the chart of accounts of the Sector Chart of Accounts Codification and content of insurance sectors.

Content and operation of the accounts where insurance transactions are registered:

Securities and other financial assets

Receivables from primary insurance

Receivables from reinsurance

Insurance provisions/insurance reserves

Other liabilities from primary insurance

Reinsurance liabilities

Premiums and other income from primary insurance

Premiums and other income from reinsurance

Income from investments

Reinsurance premium

Insurance claims

Accounting entries of insurance transactions:

Entries of primary insurance

Reinsurance entries

Compensation entries

Entries of insurance provisions

Examples of insurance transaction entries

FINANCIAL STATEMENTS

Illustrations of financial statements

Statement of Financial Position (Balance Sheet)

Statement of Total Income (Income Statement)

Statement of Changes in Equity

Cash Flow Statement

SPECIAL ISSUES OF AUDIT OF INSURANCE COMPANIES

A. Audit Science and Practice

Concept, object and principles of Auditing

Distinction of audits

B. Audit of Insurance Companies

Necessity of the audit

Property inspection

Audit of financial investments

Audit of receivables

Audit of inventory

Audit of technical reserves (insurance provisions)

Audit of income from insurance premiums

Audit of reinsurance premiums

Audit of production supplies

Audit of insurance compensations

SPECIAL ISSUES OF SUPERVISION OF INSURANCE COMPANIES

Solvency II regulatory framework - Brief history

Basic structure of the supervisory framework - Three pillars

Pillar I - Quantitative measures - Valuation of assets and liabilities

Regulatory capital - Solvency Capital Requirement – SCR and MCR

Rules on technical forecasts

Pillar II - Corporate governance framework

Pillar III - Supervisory reporting and transparency

EXERCISES – QUESTIONS

Insurance transaction accounting exercises

Insurance business auditing questions

Insurance concept questions

(j4) Specific Issues on Accounting and Auditing of Shipping Companies

Fixed investments of shipping companies
- Ways of acquiring ownership on a ship
- Acquisition with construction: accounting representation of the construction contract.
- Acquisition by contract: accounting representation of the acquisition of ships by contract in life.
- Technological interventions on ships: accounting representation of retrofits.

Accounting of operating income
- Introduction to charters
- Ship charter
- Forms of charters
- Voyage charter contracts for carriage and transportation of goods.
- Special terms of voyage charter contract: concepts of laytime, demurrage, damages for detention and dispatch. Fare clearance and accounting representation.
- Time charter contracts.
- Special terms of time charter contracts: off-hire duration calculation, handling of bunkers, clearance and accounting representation.
- Passenger and maritime transport. Peculiarities of passenger shipping compared to commercial shipping.
- Other on-board business activities of the shipowner in passenger shipping.
- Audit procedures on operating income.

Accounting of operating expenses
- Crew fees and expenses: accounting representation of crew fees and expenses.
- Shipping expenses: accounting representation of shipping expenses.
- Maintenance - Repairs: accounting representation of maintenance and repair accounts.
- Supplies – Inventories: Accounting representation of consumption of supplies – inventories and their valuation.
- Ship insurance premiums: accounting representation of ship insurance premiums and insurance compensation.
- Capital expenditure: accounting for interest and finance costs.
- Depreciation: accounting of depreciation based on the mathematical formula of constant depreciation.
- Audit procedures on operating expenses.

Financing of shipping companies
- Loans and credits according to the applicable IFRSs: accounting representation of loans.

Special accounting issues
- General Average and sharing of loss: concept of general average and its accounting representation.
- Particular Average: concept of Particular Average (differentiating it from General Average)
- Collision of ships
- Salvage: concept of Salvage and its accounting representation.
- Accounting handling of claim and compensation of the above cases.

Financial management on merchant ships

- Master's general account. Mode of operation, accounting events concerning or affecting the master's account and accounting representation.
- Financial Services Department of passenger ships: accounting representation of transactions of the Financial Services Department of the ship.

Exchange differences: concept of exchange differences and their accounting record.

(k) International Accounting Standards and IFRSs

International Accounting Standards and International Financial Reporting Standards

- The financial statements in accordance with IAS / IFRS
- Accounting policies, changes in accounting estimates and errors
- Subsequent Events
- Interim financial reporting
- Property, plant, equipment
- Investment Property
- Leases (IFRS 16)
- Borrowing costs
- Intangible assets
- Goodwill (IFRS 3)
- Impairment of assets
- Non-current assets held for sale and discontinued operations
- Inventories
- Agriculture
- Financial instruments: Presentation (IAS 32)
- Financial Instruments: Recognition and Measurement (IFRS 9)
- Provisions, Contingent Liabilities and Contingent Assets
- Accounting for government grants
- Employee Benefits
- Share based payments
- Revenue (IFRS 15)
- The effects of exchange rates changes
- Income Taxes
- Earnings per share
- Disclosure of related parties
- Operating segments
- First time adoption of IFRSs

(I) Information Technology & IT Systems

MICROSOFT EXCEL

Writing types with absolute and relative cell references

Analysis and data management

- Import text files
- The *Text to Columns* command and its uses
- Calculate subtotals: import, remove subtotals
- Tasks with pivot tables: Generate a pivot table report, update data, compute statistics in a pivot table report, group categories, delete a pivot table report
- Consolidate
- Goal Seek

Functions

- Logic
- Mathematics and trigonometry
- Financial
- Statistical
- Search and reporting
- Date and time
- Text
- Information

IDEA Data Analysis Software

- Creating / Selecting a Project
- Importing data from a text file: Fixed-length files and delimited files
- View Numeric Statistics
- Summarization by data category
- Aging
- Stratification of data
- Create a Pivot Table
- Database Join
- Define filters with the use of *Display All Records Containing* option
- Add virtual (calculated) *Virtual Field*
- Sort
- Exporting entries: *Export* and *Direct* commands
- Exporting records with *Key Value Extraction*
- *Duplicate key* checks
- Delete database
- Reviewing the history
- Functions: Text, Date and Time, Logic of Mathematics and Trigonometry

(m) International Standards on Auditing

International Standards on Quality Control

International Standard on Quality Control (ISQC) 1, Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance and Related Services Engagements

Audits of Historical Financial Information

General principles and responsibilities

ISA 200, Overall Objectives of the Independent Auditor and the Conduct of an Audit in Accordance with International Standards on Auditing

ISA 210, Agreeing the Terms of Audit Engagements

ISA 220, Quality Control for an Audit of Financial Statements

ISA 230, Audit Documentation

ISA 240, The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements

ISA 250, Consideration of Laws and Regulations in an Audit of Financial Statements

ISA 260, Communication with Those Charged with Governance

ISA 265, Communicating Deficiencies in Internal Control to Those Charged with Governance and Management

Risk assessment and response to assessed risks

ISA 300, Planning an Audit of Financial Statements

ISA 315 (Revised 2019), Identifying and Assessing the Risks of Material Misstatement

ISA 320, Materiality in Planning and Performing an Audit

ISA 330, The Auditor’s Responses to Assessed Risks

ISA 402, Audit Considerations Relating to an Entity Using a Service Organization

ISA 450, Evaluation of Misstatements Identified during the Audit

Audit Evidence

ISA 500, Audit Evidence

ISA 501, Audit Evidence – Specific Considerations for Selected Items

ISA 505, External Confirmations

ISA 510, Initial Audit Engagements—Opening Balances

ISA 520, Analytical Procedures

ISA 530, Audit Sampling

ISA 540 (Revised), Auditing Accounting Estimates and Related Disclosures

ISA 550, Related Parties

ISA 560, Subsequent Events

ISA 570 (Revised), Going Concern

ISA 580, Written Representations

Using the work of others

ISA 600, Special Considerations—Audits of Group Financial Statements (Including the Work of Component Auditors)

ISA 610, Using the Work of Internal Auditors

ISA 620, Using the Work of an Auditor's Expert

Audit conclusions and reporting

ISA 700, Forming an Opinion and Reporting on Financial Statements

ISA 701, Communicating Key Audit Matters in the Independent Auditor's Report

ISA 705 (Revised), Modifications to the Opinion in the Independent Auditor's Report

ISA 706 (Revised), Emphasis of Matter Paragraphs and Other Matter Paragraphs in the Independent Auditor's Report

ISA 710, Comparative Information—Corresponding Figures and Comparative Financial Statements

ISA 720 (Revised), The Auditor's Responsibilities Relating to Other Information

Specialized Areas

ISA 800 (Revised), Special Considerations—Audits of Financial Statements Prepared in Accordance with Special Purpose Frameworks

ISA 805 (Revised), Special Considerations—Audits of Single Financial Statements and Specific Elements, Accounts or Items of a Financial Statement

ISA 810 (Revised), Engagements to Report on Summary Financial Statements

2000-2699 International standards on review engagements

2410 Review of Interim Financial Information by the Independent Auditor of the Entity

Assurance engagements other than audits or reviews of financial statements

3000-3699 International Standards on Assurance Engagements

3000-3399 Applicable to all assurance engagements

3000 Assurance work beyond audit or review of historical financial information

3400-3699 Audit on Special Issues

3400 The examination of prospective financial information (formerly 810)

Related services

4000-4699 International standards on related services

4400 Engagements to Perform Agreed-Upon Procedures Regarding Financial Information (formerly 920)

4410 Compilation Engagements (formerly 930)

IFAC Code of Ethics for Professional Accountants / Auditors

Practical issues of applied auditing of entities according to the IASs.

(n1) Financial Statements Analysis

- Definition and objectives of financial statement analysis
- Special Preliminary Analyses and Investigations
  - Analysis of the business sector and environmental threats
  - Analysis of the quality of profits and financial statements
  - Analysis of the value creation process for shareholders
- Comparative financial statements, financial statements of trend, common size financial statements and comments thereto.
- Ratios: definition, use and application, rules defining their calculation, standards of ratios comparison, weaknesses of ratios, ratios and Greek General Accounting Plan
- Turnover or Activity Ratios: inventory, receivables, short term liabilities, asset liquidation, owners' equity
- Liquidity Ratios
- Effectiveness, Economics, Productivity, Efficiency
- Profitability Ratios: enterprise, entrepreneur, share, financial leverage, gross profit, profit or loss from ordinary activities, earnings per share, dividend return , Residual Income (RI), Economic value added (EVA), Profit and equity multipliers
- Financial Structure Ratios: property consolidation, debt, financing of fixed assets, coverage of financial expenses and amortization
- Operating Expense Ratios
- Investment Ratios: self-finance, new investment coverage, share value
- Multi-criteria ratio schemes. Business viability measurement and probability of bankruptcy. Z-Score - FINEVA and FINCLAS systems. Numerical systems Du Pont, Pierre Lauzel. K. Mellerowicz System. W. Eickmeyer System.
- Current Break Even Point
- Levers (functional, financial and combined)
- Financial statement deflation – methods: general price level, current replacement cost
- Solvency ratios and bank liquidity statements, bank financial statement identification ratios
- Business evaluation as a going concern:
  - Examination and identification of the strengths and weaknesses of an entity
  - Adjustment of a business's financial statements so as to form the bases for entity evaluation
  - Generally accepted methods of entity evaluation

(n2) Cash Flow Statements

1. **Introduction**
    - Concept and significance of financial statements
    - Structure of financial statements (Annual Financial Statements and Consolidated Financial Statements)
    - Brief historical overview
    - International Accounting Standard 7
    - Importance of Cash Flow Statements
2. **Working capital**
    - Circulation of goods and funds within the Entity
    - Capital and cash flow (money)
    - Working capital
3. **Statement of changes of financial position based on Cash**
    - Working Capital and Cash
    - Effect of transactions on Working Capital and Cash
    - Sources and use of Cash
        - Usual (current) transactions of an entity
        - Other sources and use of cash
    - Methods of defining cash inflows and outflows from usual (current) transactions of an entity
        - Direct or straight method
        - Short method
    - Methods of preparation of statement of changes in financial position based on Cash
4. **Statement of Cash Flows under International Accounting Standard 7**
    - In general
        - Definition
        - Obligation for preparation of Statement of Cash Flows
        - Distinction between capital and cash flows
    - Objective, use and type of Statement of Cash Flows
        - Objective and aim of Statement of Cash Flows
        - Use of Statement of Cash Flows
        - Type of statements of Cash Flows

- Classification of cash flows
    - Cash and cash equivalent
        - Cash at hand
        - Cash equivalent
    - Gross and net cash flows
    - Categories of cash flows
        - Operating activities
        - Investing activities
        - Financing activities
    - Interest and dividends
    - Income tax
    - Participating interest in associates, related parties and joint ventures
    - Acquisitions and disposals of associates and other entities
    - Extraordinary, non-operating previous years items
- Special issues of Statement of Cash Flows
    - Non-cash transactions
    - Disclosure of the composition of cash and cash equivalents available and their correspondence to the balance sheet items
    - Other disclosures under IAS .
- Cash flows in foreign currency

5. Technique for preparation of Statement of Cash Flows – Examples

- Technique for the preparation of Cash Flow Statement
- Template of preparation of Cash Flow Statement for an entity (apart from Financial institution)

6. Examples of preparation of Cash Flow Statement

- Example of preparation of Cash Flow Statement for an entity (apart from Financial institution) under direct and indirect method

(o1) Taxation II - Taxation of Natural Persons

TAXATION OF INCOME OF NATURAL PERSONS BASED ON LAW 4172/2013 "INCOME TAX CODE"

A. GENERAL PROVISIONS

- Scope - Definitions - Taxable persons - Tax residence - Domestic income - Permanent establishment - Taxable income - Tax year - Foreign tax credit - Alternative taxation of the income of natural persons, of those entitled to income from pensions arising abroad, those who transfer their tax residence to Greece – Special way of taxation of income from salaried work and business activity arising in the country of residence, taxation of natural persons who transfer their tax residence to Greece – Permanent establishment – Taxable income – Tax year – Foreign tax credit

B. INCOME TAX OF NATURAL PERSONS (INDIVIDUALS)

- **GENERAL PROVISIONS** (Subject of Income Tax of Individuals - Dependent Members)
- **INCOME FROM PAID EMPLOYMENT AND PENSIONS** (Income from paid employment and pensions - In-kind benefits - Exemptions from paid employment and pensions - Tax rate - Reduction of income tax - Additional tax deductions - Tax deductions for medical expenses - Tax deductions for donations - Tax credit and arrangements for taxpayers who do not have their tax residence in Greece)
- **PROFITS FROM BUSINESS ACTIVITY** (Definitions of "business profits" and "business transactions" - deductible business expenses - scientific and technological research expenditure - granting of an additional deduction for specific expenses related to employees and environmental protection – additional deduction of advertising expenses in the tax years 2020 2021 2022 and 2023 – granting of an additional deduction for expenses related to green economy, energy and digitization - non-deductible business expenses - tax depreciation - valuation of inventories and semi-finished products - bad debts - Method of determining revenue - Tax rate)
- **ALTERNATIVE METHOD OF CALCULATING MINIMUM TAXATION** (Alternative method of calculating minimum tax - Objective costs and services - Costs of acquiring assets - Non-application of objective expenses and services - Difference of income and calculation of this tax)
- **INCOME FROM CAPITAL** (Capital Income - Dividends - Interests - Royalties - Real estate income - Tax rate for income from capital - Income from short-term rental of real estate in the context of the sharing economy - Tax deduction for expenses related to receiving services for energy, functional and aesthetic upgrading of buildings - Tax rate for income from capital)
- **INCOME FROM EXCESS VALUE OF CAPITAL TRANSFER** (Transfer of immovable property - Transfer of securities - Options - Free distribution of shares - Tax rate - Imposition of a special solidarity contribution on natural persons)
- **TAXATION AT SOURCE** (Taxation at source - Tax rate)

- **TAX DEDUCTION** (Obligation to tax withholding - Payments subject to withholding - Tax deduction factors)
- **SUBMISSION OF INCOME TAX STATEMENT (TAX RETURN) AND ADVANCE TAX PAYMENTS** (Submission of the personal income tax return - Submission of the return for the calculation of capital in excess value tax from the transfer of immovable property - Advance payment of tax on business activity acquired by natural persons - Reduction of advance tax on business activity acquired by natural persons - Deduction from the percentage taxable income on capital contributed by natural persons to registered enterprises of the *Greek National Startup Registry*).
- **TRANSITIONAL PROVISIONS**

(o2) Taxation II - Taxation of Legal Persons - Entities

TAXATION OF INCOME OF LEGAL PERSONS AND LEGAL ENTITIES AS PER L.4172 / 2013, L. 4174/2013 AND SUPLEMENTED WITH OTHER LAW PROVISIONS

A. GENERAL PROVISIONS

- Scope
- Definitions
- Taxable legal persons
- Tax residence
- Domestic income
- Permanent establishment
- Taxable income
- Tax year
- Foreign tax credit

B. PROVISIONS FOR BUSINESS ACTIVITY

- Profit from business activities
- Deductible business expenses
- Research and technological research expenditure
- Granting of an additional deduction for specific expenses related to employees and environmental protection
- Additional deduction of advertising expenses in the tax years 2020 2021 2022 and 2023
- Advertising Expenses
- Granting of an additional deduction for expenses related to green economy, energy and digitization
- Non-deductible business expenses
- Tax Depreciation
- Valuation of inventories and semi-finished products
- Bad receivables
- Loss carryover
- Method Identification of income
- Tax rate

C. SPECIAL PROVISIONS

- Objective of income tax of legal persons and legal entities
- Taxable persons
- Exempt legal persons
- Profit from business activity
- Exemption of intra-group dividends
- Conditional exemption of legal entities that are tax residents of Greece from the capital gains tax on the transfer of participation securities
- Interest limitation rule
- Transfer pricing (Intra-group transactions) (Documentation - Pre-approval of Intra-group Pricing Methodology - Transfer of Functions)

- Tax benefits (Asset-to-equity swaps - Title exchanges - Mergers and divisions - Transfer of registered office - Non-application of benefits)
- Clearing / liquidation
- Tax rate
- Taxation at source
- Obligation to tax withholding
- Payments subject to withholding
- Exemption for certain intra-group payments
- Tax Withholding Rates
- Tax evasion - tax avoidance (States not cooperating in the field of taxation and states with preferential tax status - Controlled foreign companies)
- Taxation on exit
- Inconsistencies in the treatment of hybrid media
- Submission of income tax return and tax payment (Submission of the income tax return of legal persons and legal entities - Advance payment of income tax for legal persons and legal entities - Tax clearance and payment)

D. TAX INCENTIVES

- Patent incentives
- Capitalization of tax-free reserves of listed companies - capitalization of tax-free reserves of non-listed companies and Ltds
- Incentives to boost employment
- Incentives to enhance the production of audiovisual works
- Incentives for the implementation of electronic invoicing
- Incentives for enterprises producing electric vehicles and goods or items related to electric vehicles in the *Region of Western Macedonia* and in the *Arcadia Regional Unit, Region of Peloponnese*
- Incentives for special purpose family property management companies

E. TRANSITIONAL PROVISIONS

F. TAX DESIGN

G. OTHER TAXATIONS

- Tax certificate
- Double taxation conventions
- Single Property Tax (Articles 1-13 of Law 4223)
- Special tax on immovable property (Articles 15-18 of Law 3091/2002)
- Fund raising tax (Articles 17-31 of Law 1676/1986)
- Stamp of loans and borrowed current bills of sale (Articles 13 § 1a, 15 § 1a, 5c)

(p) Consolidated Financial Statements

1 General

1.1 Introduction
1.2 Definition of group of companies
1.3 Types of groups of companies
1.4 Affiliated companies
1.5 Relation between parent company and subsidiary
1.6 Reverse acquisitions
1.7 Associated business

2 Obligation for – Exemption from preparing Consolidated Financial Statements

2.1 The need for consolidated financial statements
2.2 Entities subject to consolidation as per the Greek Accounting Plan (L. 4308/2014)
2.3 Entities subject to consolidation as per the IFRSs
2.4 Obligation for preparing Consolidated Financial Statements
2.5 Exemption of the parent company from preparing Consolidated Financial Statements
2.6 Companies exempted from consolidation

3 Principles and rules for consolidated financial statements presentation

3.1 Methods of consolidation
3.2 Basic consolidation principles
3.3 Principles and rules of valuation of items of consolidated entities
3.4 Principles of technical preparation of consolidated financial statements
3.5 Date of preparation of consolidated financial statements

4 Preparation procedures for consolidated financial statements

4.1 Preliminary phase
4.2 Identification of the Group's ownership percentage in the entities being consolidated
4.3 Preparation of consolidated financial statements before consolidation entries
4.4 Dealing with intra-group dividends
4.5 Elimination of intra-group receivables – payables
4.6 Elimination of intra-group revenues – expenses
4.7 Elimination of intra-group results (profits & losses)
4.8 Offsetting of "*Investments in affiliated companies*" account
4.8.1 Offsetting of "*Investments in affiliated companies*" account, according to the Greek Accounting Standards (L.4308/2014)
4.8.2 Offsetting of "*Investments in affiliated companies*" account, according to IFRSs
4.9 Consolidation method of associated businesses
4.10 Calculation of non-controlling interests as per the IFRSs
4.11 Preparation of consolidated financial statements after consolidation entries
4.12 Group of companies with direct and indirect control.
4.13 Consolidation of common control companies
4.14 Consolidation of a foreign subsidiary
4.15 Consolidation of a subsidiary in case of change (increase or decrease) in the Group's percentage ownership

4.16 Accounting treatment of a subsidiary's revenues - expenses in case it is acquired or sold during the accounting period
4.17 Preparation of consolidated financial statements by Venture Capital Companies
4.18 Consolidation of special purpose entities
4.19 Consolidation under common control schemes
4.19 Consolidation of joint ventures

5 Accounting treatment of changes (increase or decrease) in a subsidiary's equity accounts during consolidation.

5.1 Increase in the subsidiary's share capital
5.2 Capitalization of "*Difference from the issue of premium shares*" of a consolidated subsidiary
5.3 Distribution of the subsidiary's Reserves
5.4 Capitalization of the subsidiary's Reserves
5.5 Capitalization of the subsidiary's current year profits

6 Other key issues of consolidation

6.1 Preparation of Notes to the Consolidated Financial statements
6.2 Preparation of consolidated statement of changes in shareholders' equity
6.3 Preparation of Consolidated Cash Flow Statements
6.4 Preparation of Consolidated Management Report
6.5 Persons signing the consolidated financial statements
6.6 Publicity of consolidated financial statements
6.7 Audit of Consolidated Financial Statements

7 Preparation of Consolidated Financial Statements according to IFRSs

8 Audit plan of consolidated financial statements

9 Exercises on preparation of Consolidated Financial Statements in accordance with GASs and IFRSs.

Fields of knowledge and subjects
(as per article 9, Greek Law 4449/2017)

Curriculum Modules			**Subjects**	**Hours of Examination**
1.	(a)	General Accounting Principles and Accounting Standards	(1) General Accounting Principles and Accounting Standards Accounting Theory and Application Basic Accounting Principles of International Accounting Standards (2) Greek General Accounting Plan – Legal framework and standards on preparation of standalone financial statements	3 1,5
2.	(b)	Auditing	(1) Auditing and auditor's professional skills Legal framework and standards on auditing of standalone financial statements Principles and Methods of Auditing (2) Risk management and internal audit	3 1,5
3.	(c)	Taxation I (Greek)	(1) Tax Data and Accounting System (Law 4308/2014) (2) Value Added Tax (V.A.T.)	1,5 1,5
4.	(d)	Civil and Commercial Law – Employment Law (Greek)	(1) Principles and special issues of civil and commercial law (2) Principles and special issues of social security and employment law	1,5 1,5
5.	(e)	Mathematics and Statistics	Elements of Mathematics and Statistics	2
6.	(f)	Principles of Economy, Finance and Business Economics	(1) Business economics (2) International economy	1,5 1,5
7.	(g)	Principles of financial management	(1) Principles of financial management (2) Investments, new financial instruments	1,5 1,5
8.	(h)	Corporate & Bankruptcy Law (Greek)	(1) Principles and special issues of Corporate law and Bankruptcy law (2) Special Provisions of Law 4548/2018	1,5 1,5

9.	(i)	Cost and Management Accounting	Cost and Management Accounting (Accounting theory and application)	3
10.	(j)	Accounting and Auditing of Public Service Organizations and special business sectors	(1) Specific Issues on Accounting and Auditing of the Public sector (2) Specific Issues on Bank Accounting and Auditing	1,5 1,5
			(3) Specific Issues on Accounting and Auditing of Insurance companies (4) Specific Issues on Accounting and Auditing of Shipping companies	1,5 1,5
11.	(k)	International Accounting Standards and IFRSs	International Accounting Standards and IFRS	3
12.	(l)	Information Technology and IT Systems	Information Technology and IT Systems	3
13.	(m)	International Standards on Auditing (ISAs)	• International Standards on Auditing Auditing • Theory and application Independence and professional ethics	3
14.	(n)	Financial analysis	(1) Financial statements analysis (2) Cash Flow Statements	1,5 1,5
15.	(o)	Taxation II (Greek)	(1) Taxation of Natural Persons (Personal Taxation) (2) Taxation of Legal Persons (Entities)	1,5 1,5
16.	(p)	Consolidated Financial Statements	Consolidated Financial Statements • Legal framework and standards on preparation of Consolidated financial statements • Applied Accounting and Auditing of Consolidated financial statements	3