



FINANCIAL INFORMATION ON PUBLIC COMPANIES

- Public companies (or publicly traded companies) are companies that have issued stock that may be purchased on the open market.
- Links to online business resources can be found on the Library's home page: <http://www.unf.edu/library>. Click on Databases, then Business. If you are a remote user, you will need to Log in from Off Campus with your Library card number before accessing the databases.
- All call numbers refer to the Reference Collection, 2nd floor.

DIRECTORIES

Publicly traded companies are required to file reports to their stockholders and to the Securities and Exchange Commission (SEC). To determine if a company is publicly held, see the following directories. Note that financial information for a subsidiary or division of a public company will be found in the reports produced by the parent company.

America's Corporate Families (Ref Desk)	HG4057.A147
Business & Company Resource Center	Online
Corporation Records in Standard & Poor's Net Advantage	Online
D&B Directory of Service Companies (Ref Desk)	HD9981.3.D8
Hoover's Company Capsules and Profiles	Online
Million Dollar Directory (Ref Desk)	HC102.D8
ReferenceUSA	Online
Standard & Poor's Register of Corporations, Directors, & Executives	HG4057.A4
Also Online in Standard & Poor's Net Advantage	Online
Ward's Business Directory of U.S. Private & Public Companies	HG4057.A58
Also in Business & Company Resource Center	Online

TRACKING CHANGES IN STATUS

Changes in the status of companies take place daily. Private companies go public, companies are bought or merged with other companies, and names change. Periodicals, especially trade publications and services that offer daily or weekly reports of corporate happenings, are useful for locating bits of financial information and determining a company's current status.

ABI/Inform Complete	Online
Business and Company Resource Center	Online
Business & Industry	Online
Business Dateline	Online
Business NewsBank	Online
CCH Business and Finance	Online
Corporation Records in Standard and Poor's Net Advantage	Online
General BusinessFile ASAP	Online
Lexis-Nexis Academic/Business	Online
Mergent Corporate News Reports	HG4961 .M47
Mergent Online	Online
Standard & Poor's Net Advantage	Online
TableBase	Online
Wall Street Journal	Online
Also in print in the Periodicals Collection, 3 rd floor	
Wilson Business Full Text	Online

DISCLOSURE STATEMENTS

Annual Reports and 10-Ks

The U.S. Securities and Exchange Commission requires that publicly traded companies file the following reports.

- **Annual Report** to Stockholders – usually a glossy brochure containing graphics and narrative as well as financial statements. Many companies publish their annual reports on their Web site.
- **Proxy Statement** to Stockholders – notice sent to stockholders to announce the company's annual meeting.
- **10-K** filed with the SEC – lengthy financial report with descriptions of the business, lists of subsidiaries, services and products, properties, foreign operations, and legal proceedings.

Company Web Pages

Many public companies maintain a Web page that may include annual reports. You can locate a home page using an Internet search engine or try locating a company's URL by using the company name followed by .com; e.g., <http://www.microsoft.com>. Many directories now list Internet addresses.

EDGAR

The SEC's database, EDGAR (Electronic Data Gathering Analysis and Retrieval) contains the text of reports that public companies are required to file electronically and other reports that companies file voluntarily. The text of the annual report is not required but may be included. <http://www.sec.gov/edgar.shtml>

The Library maintains a collection of annual reports and 10-K reports that date back to 1969 in a variety of formats.

1969 - 1974	Microfiche – alphabetical order in black cabinets in Microfilm Collection on the 3 rd floor.
1975 - 1977	Paper – alphabetical order in back row of Reference Collection
1978 - 1998	Microfiche - locate by using the SEC File Guide in the Microformat room on the 3 rd floor.
1998 - present	Paper - alphabetical order in back row of Reference Collection only for companies that are not available online.
1993-present	LexisNexis Academic/Business/SEC Filings & Reports Online

SUMMARIES OF DISCLOSURE STATEMENTS

LexisNexis Academic/Business/Company Financial Reports	Online
Mergent Online	Online
Mergent Manuals	
Mergent (formerly Moody's Investor's Service) provides profiles of companies from information taken from annual reports, 10-Ks and other disclosure documents. The following Manuals are shelved in the Reference Collection.	
Bank & Finance Manual	HG4961.M65
Industrial Manual	HG4961.M67
Mergent Complete Corporate Index	HG4961.M6
International Manual	HG4009.M66
Municipal and Government Manual	HG4931.M58
OTC Industrial Manual	HG4961.M7237
Public Utility & Transportation Manual	HG4961.M72453
Standard & Poor's Corporation Records in Net Advantage	Online

INVESTMENT COMPANY REPORTS

Business & Company Resource Center	Online
Investext Plus	Online
LexisNexis Academic/Business/Company Financial Reports	Online
Standard & Poor's Net Advantage	Online
Value Line Investment Survey	Online
Print and microfiche:	HG4501 .V26
Expanded Edition (September 1998- Current)	
Part 1 (Summary and Index)	Current at Ref Desk
Part 2 (Selections & Opinions)	Current in Reference Collection
Part 3 (Ratings and Reports)	Current in Permanent Reserve at Circulation Desk

FINANCIAL RATIOS

Use the *Standard Industrial Classification Manual* to find the SIC number for an industry.

Standard Industrial Classification Manual – Ref Coll and Ref Desk HF1042 .S73 1987

Online: <http://www.osha.gov/pls/imis/sicsearch.html>

As the SIC codes are replaced by the codes from the North American Industry Classification System (NAICS), refer to conversion tables at: <http://www.census.gov/epcd/www/naics.html>

The following three major sources for **financial ratios for an industry** are arranged by SIC Code.

Almanac of Business and Industrial Financial Ratios 1977 - current Reference Collection	HF5681.R25 T68
Annual Statement Studies 1974 - 1989 Reference Collection (Robert Morris Assoc.) 1974 - current Permanent Reserve	HF5681 .B2 R6 HF5681 .B2 R6
Industry Norms & Key Business Ratios (Dun & Bradstreet) 1983 - current Permanent Reserve	HD2771 .D865

Use the following sources for key **financial ratios for companies**.

Investext Plus	Online
Mergent Industry Review Current at Ref Desk	HG4961.M69
Mergent Online	Online

INDUSTRY REPORTS

ABI/Inform Complete	Online
Business & Company Resource Center	Online
Business and Industry	Online
Handbook of North American Industry	HF1746 .H36
Investext Plus	Online
LexisNexis Academic/Business	Online
Mergent Industry Review Current at Ref Desk	HG4961.M69
Standard & Poor's Industry Surveys	Online
Back issues in Reference Collection 1972-present	HG4501.S7
TableBase	Online
U.S. Industry & Trade Outlook	HC101 .U543

INTERNATIONAL COMPANIES

Hoover's Handbook of World Business	HG4009 .H66 1998
Hoover's Company Capsules and Profiles	Online
Japan Company Handbook	HC461.J35
Mergent International Manual	HG4009 .M66
Mergent Online – International Company Data	Online
Principal International Businesses	HG54 .U5 .P74
World Business Directory	HG54 .U5 .W667