



(Business owner is explaining to a friend why he can't come out tonight. He is surrounded by a sea of paper.)

No I can't. I've got three months books to write up so I can get the VAT return off.

(Oh dear.)

Record-keeping for the Small Business

The starting point for the financial control of any business is that records of all transactions are properly kept. Book-keeping is a core business skill, and, even if someone else does it for you, we still need to understand and value the process. In this course we introduce basic record-keeping skills and link them to other areas such as accounting for VAT, running a business bank account and simple control routines.

Course Objectives.

Through discussion and 'hands-on' activities we will:

- Understand the options available for business record-keeping
- Work through the basic book-keeping requirements for a small business
- Learn the monthly routines that put you in control
- Know how the record-keeping process can lead to good credit control and better financial control

Course Content.

During the day we look at:

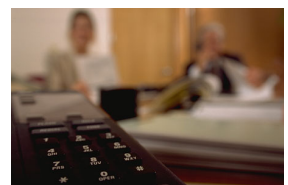
- Why good book-keeping is vital
- Legal requirements for small businesses
- How to record transactions in the Analysed Cash Book
- The Sales Day Book, the Purchase Day Book and Petty Cash
- Dealing with VAT
- Bank reconciliation—an important monthly task

Who should attend?

If you want to know the starting point for good record-keeping, this is the course for you. Those new to business and with little or no formal training in book-keeping will particularly benefit.

Duration: One day.

This course also links with 'Financial Control made Easy' and 'Getting your Money!'.



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