

**Course Title:** Bookkeeping for the small business

**Course Length:** Eight three hour sessions

**Available as:** Open Course / In Company

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**Course aim:**

To ensure that the new or small businessperson understands and can apply the basics of bookkeeping for a Sole Trader, Partnership or small Limited Company.

**Objectives:**

- Be able to establish the accounting records required to support the business and satisfy legal requirements. Computerised or Manual
- Be able to apply double entry bookkeeping
- Be able to include control and detailed records and reconcile balance at the end of the month/quarter
- Be able to choose accounting principles for valuing stock and recording depreciation
- To keep appropriate partnership, owner and director records
- Understand and be able to keep appropriate tax and vat records

**Designed for:**

New business owners and small businesses that want to understand and have more control over the accounting records in their business.

**Key points:**

- The final accounts overview.
- Double entry bookkeeping and records
- Control accounts and reconciliation
- Owners and partners records
- Income tax and corporation tax
- Assets, depreciation and capital allowances
- PAYE
- VAT
- Stock, valuation and record keeping
- Putting it all together for your business
- Manual or computerised
- Where to get more information