

BASIC BOOKKEEPING

This workshop is designed to provide an overview of record keeping responsibilities and provides practical exercises in the tasks required to manage a business through manual record keeping.



It is very important for any small business owner to know how to keep sound financial records but more importantly understand how to use those financial reports to make informed decisions.

By attending this workshop you will develop:

- an understanding of financial control
- importance of cash flow
- practical exercises demonstrating how to treat petty cash, cash payments, cash receipts, daily bank balances and bank reconciliations.

Date: Date to be determined

Venue: Illawarra ITeC, Cnr Fox and Miller Streets, Coniston

Cost: \$55.00 Book today on 4223 3100 to secure your spot!

EFTPOS and Direct Debit Facilities available, payment must be made at time of booking



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ADVISORY SERVICES PROGRAMME

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