

COURSE OUTLINE

Bookkeeping

Who is it for?

- This workshop is for anyone wishing to understand the principles of bookkeeping, within a business and organisational context.

What is it about?

- The fundamentals of bookkeeping explained in a practical, jargon-free overview.

What will it cover?

- The dual effect – the balance sheet equation
- The balance sheet and profit loss account
- Profits and losses, assets and liabilities
- Double-entry bookkeeping – debits and credits
- The flow of information to trial balance to final accounts
- Books of prime entry
- Bank reconciliations
- Share capital and reserves
- Accruals and pre-payments
- Fixed assets and depreciation
- Bank and doubtful debts
- Suspense accounts
- Stock valuation
- Cash flow statements
- Control accounts

What will I learn?

- The basics of double-entry bookkeeping
- Skills to use bookkeeping for VAT
- Ability to read and understand basic financial statements
- Understanding of the implications of different organisational structures
- A complete understanding from trial balance to final accounts