

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.

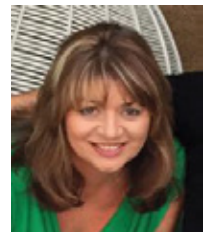
By attending this workshop you will develop:

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

Date: Tuesday 31st October 2017 from 9.30am to 12.30pm
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

About Virginia

Virginia has been employed as a Business Advisor / Business Development Manager with Illawarra ITeC since 2003 but feels that she has been working with small to medium sized businesses all her working life. Educated through UOW & TAFE, her management career has seen her work in the areas of Regional & Economic Development, Labour Market Analysis, Training & Recruitment and she has owned her own two businesses in the past. Her role at ITeC see her working daily one on one with clients helping them to start and grow their businesses. She does this through one-on-one mentoring and advise, running various innovative training, business education and networking events.



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Business

AUSTRALIAN SMALL BUSINESS
ADVISORY SERVICES PROGRAMME

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