

## TRAINING COURSE OUTLINE – Local Enterprise Office Wicklow

<b>Course Title:</b>	Bookkeeping for Small Businesses
<b>Course Duration:</b>	Two full days, 9.30am – 5.00pm
<b>Dates:</b>	Tuesday 15 <sup>th</sup> & 22 <sup>nd</sup> November 2016 (full days)
<b>Venue:</b>	Parkview Hotel, Newtownmountkennedy
<b>Cost:</b>	€100
<b>Trainer 's Name:</b>	Emma Mc Kernan
<b>Training Company:</b>	Mc Kernan and Co.
<b>Qualifications and Background of <i>delivering</i> Trainer:</b>	<p>Emma Mc Kernan is member of Chartered Accountants Ireland, and Accounting Technicians Ireland. She worked, and trained, in a medium size firm for 5 years, where she became proficient in general bookkeeping, accounts preparation, tax matters, and Audit.</p> <p>After which she obtained a position with KPMG, before founding McKernan &amp; Co.</p> <p>The base principal of both Accounting Technicians Ireland, and Chartered Accountants Ireland, is to offer professional, quality advice to the public.</p>
<b>Course Objectives &amp; Outline Syllabus:</b>	<p><b>Course Objectives:</b></p> <p>The objective of this course is to equip start-up businesses and SMEs with the tools and knowledge to maintain and understand their books and records. To be aware of their obligations under the Consolidated Tax Acts, and be comfortable in dealing with their advisors.</p> <p><b>Course Outline:</b></p> <ul style="list-style-type: none"> <li>• The need for proper books of account, and their relationship to the year-end accounts.</li> <li>• The obligation to maintain proper books and records for Revenue.</li> <li>• Debtors and Creditors.</li> <li>• Bank rec, and the importance of maintaining clear bank records.</li> <li>• Income and expenses.</li> <li>• Assets and Liabilities.</li> <li>• The format of accounts, and how to read their content.</li> <li>• Brief explanation of double entry.</li> <li>• The importance of cash flow, and the format of a cash flow statement.</li> </ul>

	<ul style="list-style-type: none"> <li>• Computerised accounting packages, and designing a bespoke system.</li> </ul> <p>ROS- how to register for ROS.:</p> <ul style="list-style-type: none"> <li>• How to use ROS, and its functions.</li> <li>• How to find your information on ROS.</li> <li>• Your tax agent, and ROS.</li> </ul> <ul style="list-style-type: none"> <li>• Obligation of a Tax Agent, and compiling information for your income tax return.</li> <li>• Other issues/ items as requested by the group.</li> </ul>
<p><b>Training Methodology:</b></p>	<p>This is a hands-on course, with hand-outs and examples to involve the group. The printed material will be supplemented by a power point presentation, and examples. Students will be encouraged to participate through questions, and discussions where possible.</p> <p>The attendees will be encouraged to apply the material to their own experiences, and the trainer will be on-hand to deal with any queries.</p>
<p><b>How to Book:</b></p>	<p><b>Book and pay online at:</b> <a href="http://www.localenterprise.ie/wicklow">www.localenterprise.ie/wicklow</a></p> <p>Direct link to this course: <a href="http://www.localenterprise.ie/Wicklow/Training-Events/Online-Bookings/">www.localenterprise.ie/Wicklow/Training-Events/Online-Bookings/</a></p> <p><i>If you wish to pay by cash/cheque please call Tamara on 0404 30800</i></p>