



BOOK-KEEPING BASICS FOR SMALL BUSINESS START-UPS

Course Objective:

To provide participants with an understanding of basic accounting practices to be applied in their business start-up.

Number of Participants: 12-15

Course Duration: 5 weeks x 3 hours per week

Course Schedule: 4 courses to be delivered – March, May, September and November

Course Outline:

- ✓ Introduction and terminology of basic bookkeeping and primary books
- ✓ Business Structures (i.e. Sole Trader, Partnership etc.)
- ✓ Cheques Journals & Bank Reconciliations
- ✓ Taxation – Returns & Incentives, PAYE, PRSI
- ✓ C2 and relevant contracts



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