



**PROGRAMME TITLE:            **BOOKKEEPING BASICS FOR SMALL BUSINESS START-UPS****

**AIM:**    To provide participants with an understanding of basic accounting practices to be applied in their business.

**OBJECTIVES:** By the end of this programme, participants will:

- Know how to maintain “basic” books & records
- Understand accounting terminology
- Be able to prepare a bank reconciliation
- Understand VAT/PAYE & revenue compliance obligations

**COURSE CONTENT:**

- Day to day bookkeeping requirements
- Books of account to keep
- Business structures – relevant compliance for each
- Bank reconciliation
- VAT & PAYE & C2

**Course 1**

**Date:**            Tuesday 12<sup>th</sup> March to Tuesday 9<sup>th</sup> April (5 weeks)            **Time:** 10am to 1pm

**Course 2:**

**Date:**            Tuesday 14<sup>th</sup> May to Tuesday 11<sup>th</sup> June (5 weeks)            **Time:** 6pm to 9pm

**Course 3:**

**Date:**            Tuesday 17<sup>th</sup> September to Tuesday 15<sup>th</sup> October (5 weeks)            **Time:** 10am to 1pm

**Course 4:**

**Date:**            Tuesday 5<sup>th</sup> November to Tuesday 3<sup>rd</sup> December (5 weeks)            **Time:** 2pm to 5pm

**Venue:**            Maldron Hotel, Roxboro, Limerick

**Cost:**             **FREE OF CHARGE -**

**Trainer:**         **VARIED\***

**Bookings:**        Jane O’Mahony on 061-419388 or email [jomahony@paulpartnership.ie](mailto:jomahony@paulpartnership.ie)

***\*Course content may vary – please check website for further details***



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