



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: Wednesday 16th March to Wednesday 13th April (5 weeks) **Time:** 10am to 1pm

Course 2:

Date: Wednesday 18th May to Wednesday 15th June (5 weeks) **Time:** 10am to 1pm

Course 3:

Date: Tuesday 13th September to Tuesday 11th October (5 weeks) **Time:** 10am to 1pm

Course 4:

Date: Tuesday 8th November to Tuesday 6th December (5weeks) **Time:** 10am to 1pm

Venue: TO BE CONFIRMED

Cost: FREE OF CHARGE -

Trainer: VARIED*

Bookings: Jane O’Mahony on 061-419388 or email jomahony@paulpartnership.ie

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



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