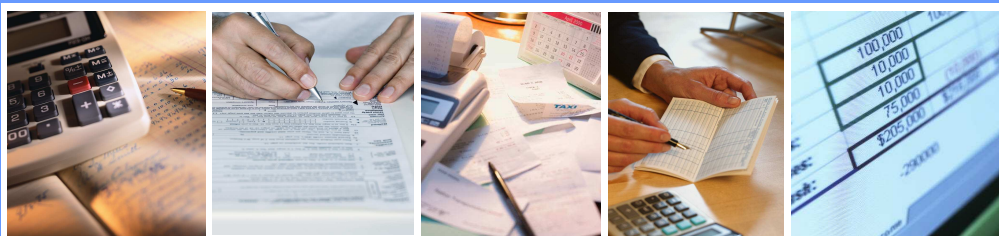


Setting Up Your Business Book Keeping



Practical Book Keeping Workshop

- Have you recently started your own business?
- Keen to set up your book keeping prior to starting a new business?
- Would you like to move away from a paper based book keeping system?
- Do you want to reduce your year-end Accountancy fees?

Welland Enterprise Agency offers a workshop which gives you practical help in setting up your own book keeping system.

Tel: 0845 050 1050
Email: biz@wellent.co.uk
www.wellent.co.uk

The workshop covers:



- An introduction to a PC based system
- Practical input of your own/sample invoices, bills and bank reconciliation
- Assessing Gross and Net profitability to help your tax planning and costings
- Brief summary on how to complete the Self Employment section of your Tax Return

At the end of the workshop you will have a book keeping system on disc to take away and use to give you better financial control of your business.

Workshop details:

- The workshop cost is £50.00 and lasts for approximately 3 hours.
- One to One sessions are also available at a cost of £100.00
- Places on these workshops are limited so book early to avoid disappointment.

Useful items to bring to the workshop:

- If you have already started your business, and have been trading for 2 months, you should bring along to the workshop all sales invoices, purchase invoices, bank statements, cheque book and paying-in book.
- If you have not yet started trading, you will be shown how to use the software and apply it to a fictitious company.

Workshop Dates

- **Wednesday 3rd February**
Stoke Rochford, Grantham

To check availability and reserve a place on the above workshop, please contact **Joanne Moscrop** on **0845 050 1050** or via email at biz@wellent.co.uk

Once you have reserved a place, please send a cheque for **£50.00** made payable to **Welland Enterprise Ltd**, to the address below.