



Cymorth Hyblyg i Fusnes
Cychwyn. Tyfu. Llwyddo.

Flexible Support for Business
Start. Grow. Prosper.

Training for business

Module 8 – Financial administration

A three hour seminar designed to take you through the key issues involved with book keeping; an essential tool for managing a business.

Aims of module 8

- highlight the importance of book keeping and provide guidance on how to set up a book keeping system
 - provide information on tax and outline your obligations to the Inland Revenue
 - provide key information on Self Assessment for tax such as important dates for tax returns and tax payments
 - provide information on National Insurance Contributions
 - provide information on VAT and outline your obligations to Customs and Excise if you need to register for VAT
 - highlight your obligations under the PAYE system if you are employing people
 - consider the reasons for using an accountant when setting up and running a business
-

Book keeping is one of the most important elements of running a business; therefore it is important to get it right.

To book onto any Business in Focus courses telephone the enquiry team on **03000 6 03000**.

This course is delivered by Business in Focus on behalf of the Welsh Assembly Government and is available to you entirely free of charge through Welsh Assembly Government funding.