



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

Training for Business

Business start up courses

A free 3 hour informal business skills start up course which aims to provide you with key information about financial administration and your legal financial obligations.

Module 7 – How to stay in control of your business

Course content:

- Learn about book-keeping and how to set up book-keeping systems
- Gain information about tax and your obligations to HM Revenue and Customs
- Learn key information about self-assessment and dates for tax returns and tax payments
- Learn information about National Insurance Contributions
- Gain information about VAT and your obligations to HM Revenue and Customs if you are registering for VAT
- Understand the PAYE system
- Consider the reasons for using an accountant

0870 950 90 90

www.businessinfocus.co.uk