

ONLINE TUTORIAL SERIES: AUGUST 2020

FUNDAMENTALS OF FINANCIAL ACCOUNTING AND CASH FLOW MANAGEMENT FOR SMES'

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TUTORIAL PLAN: STRUCTURE & TIMETABLE

OBJECTIVE:

Accounting is at the heart of every business; it creates a repository for everyday transactions and it can be used as a tool for making effective decisions. All business owners/entrepreneurs should be equipped with the knowledge of cash management.

This eight-week course is designed to tailor to the needs of your business plans, both short and medium term. It removes the technical jargon of accounting and provides you with the skills necessary to compete in an ever-changing environment.

By the end of the course you will be able to apply rudimentary accounting practices within your business. You will be able to develop and maintain an effective Petty Cash Management System, Cash Budget, Income Statement and Balance Sheet. This course will allow you to track and manage your money in real time.

STRUCTURE:

There will be a series of **eight, 3-hour** sessions as follows:

SESSION	SESSION TOPIC	DATE - 2020	TIME (TT TIME)
Session 1	Introduction to accounting concepts and principles.	August	5:30pm – 8:30pm
Session 2	Creation of a Petty Cash Management System. Developing a Cash budget – Cash in and Cash out.		

SESSION	SESSION TOPIC	DATE - 2020	TIME (TT TIME)
Session 3	Assessment of Variances arising from Cash Budget		
Session 4	Creating a Bank Reconciliation and monitoring bank charges		
Session 5	Assets versus Liabilities within a business.		
Session 6	Prepare a basic Income statement		
Session 7	Prepare a Balance Sheet		
Session 8	Course Recap		