

# BOOK101

## Bookkeeping Essentials



**A program that enhances knowledge in the fundamentals of accounting and bookkeeping.**

Understanding the fundamentals of bookkeeping is a key part of administering your business on a day-to-day basis and ensuring ongoing compliance. Correctly accounting for your income and expenses and maintaining your balance sheet accounts are the foundations of a robust financial reporting framework.

This program covers off a wide range of bookkeeping fundamentals including double entry accounting, cash and accrual accounting, depreciation, and best practice processes.

### Seminar Overview

- Key responsibilities of a Bookkeeper
- Overview of Accounting Standard
- Accounting in for-profit and not-for-profit organisations
- Identification and allocation of revenue, expenses, capital items and inventory
- Accounts Payable and Receivable Principles
- The accounting equation
- Financial Statements
- Overview of Double-Entry Accounting, Chart of Accounts (COA), Journal Entries, General Journals and Ledgers
- Balance day adjustments
- Amortisation vs. Depreciation
- Overview Key Business Ratios
- Reconciliation of bank and balance sheet accounts
- Month-end and year-end processes
- Best Practice Principles
- Financial management tasks
- Regulatory requirements
- Audit preparation and requirements

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### Suggested Participants

- Managers
- Board Members
- Bookkeepers
- Accountants
- Administration Staff

The content is suitable for leaders within:

- Aged Care
- Disability
- Child Care
- Community Services

### Cost

Webinar

**\$299** + GST each

Face-to-Face Inhouse Sessions available upon request

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