

Course Title	Examining Accounts	Duration	Two days	Investigation/ Benefits
Outcomes	By the end of this training, your delegate will: <ul style="list-style-type: none"> ✓ know who must keep accounts and in what format ✓ be able to reconcile income and expenses against accounts ✓ identify potential errors in accounts ✓ be able to extract earnings / wages from accounts 			
Prerequisites	None			
<i>NB : You will be required to complete some pre-course work prior to attending this event.</i>				
Session	Aim	Content		
Introduction	To explain the aims of the course and understand particular objectives of individuals	<ul style="list-style-type: none"> ◆ Introductions ◆ Understand the objectives and the process of the course ◆ Agree what outcomes are required 		
Account Keeping	To know who must keep accounts and in what format	<ul style="list-style-type: none"> ◆ Records to examine ◆ Types of accounts ◆ Self employed accounts 		
Reconciling Income and Expenses	To know how income and expenses are reconciled against accounts	<ul style="list-style-type: none"> ◆ The invoice ◆ Receipts ◆ Bank accounts ◆ Sales ledgers ◆ V.A.T. payments 		
Errors and Dodges	To know how to identify potential errors in accounts	<ul style="list-style-type: none"> ◆ Netting off ◆ Paying cash ◆ Disappearing stock ◆ Petrol thirsty vehicles ◆ Credit card receipts 		
Extracting Wages	To understand how wages and earnings are taken from records	<ul style="list-style-type: none"> ◆ Figures to use ◆ Allowable expenses ◆ Assessing income ◆ Grants and loans ◆ Wages forms ◆ Self employment 		
Book this course now :				
Cost	Price Code E			
To book this event	ITS Training (UK) Ltd, 21/22 Oliver House, 23 Hall St, Chelmsford, Essex. CM2 0HG Tel: 08454 300 262 e-mail: bookings@its-training-uk.com			