

# BOOKKEEPING for SMALL BUSINESS

## 2 Day Course Outline

Session 1	Content	Session 2	Content
	<b>Concepts, Principles and Practices</b> <ul style="list-style-type: none"> <li>Accounting concepts and terms</li> <li>Accounting equation</li> <li>Principles of double-entry accounting</li> <li>Balances</li> </ul>		<b>Basic Record Keeping – Journals (General Journal)</b> <ul style="list-style-type: none"> <li>Opening entries</li> <li>Purchase and sale of assets on credit</li> <li>Bad debts</li> <li>Withdrawal of stock by the proprietor</li> <li>Correction of error</li> </ul>
	<b>Basic Record Keeping - Ledgers</b> <ul style="list-style-type: none"> <li>Importance and purpose of the ledger</li> <li>Knowledge of “T” form and three-column ledger accounts</li> </ul>		<b>Petty Cash</b> <ul style="list-style-type: none"> <li>Imprest system of Petty Cash</li> <li>Bank Reconciliation Statement</li> </ul>
	<b>Basic Record Keeping - Journals</b> <ul style="list-style-type: none"> <li>Cash receipts and cash payments journals</li> <li>Columnar cash journals</li> <li>Cash books</li> </ul>		<b>Subsidiary Records and Control Accounts</b> <ul style="list-style-type: none"> <li>Purpose of Control Accounts</li> <li>Control Account for debtors</li> <li>Control Account for creditors</li> <li>Control Account for fixed assets</li> </ul>
	<b>Basic Record Keeping – Journals</b> <ul style="list-style-type: none"> <li>Purchases and sales journals</li> <li>Returns and allowances journals</li> <li>Posting to the ledger</li> </ul>		<b>Overview of the Accounting Process</b> <ul style="list-style-type: none"> <li>Financial Reports</li> <li>Introduction to End of year adjustments including depreciation</li> </ul>

22 June 2010



Your Success is Our Priority

## Canning College

### Business

Marquis Street, Bentley 6102  
 Telephone: (08) 93515600  
[www.canningcollege.wa.edu.au](http://www.canningcollege.wa.edu.au)