









# BOOK KEEPING ESSENTIALS



## Accredited module of the Certificate III in Business – Maintain Financial Records BSBFIA301A

This unit covers the maintenance of financial records for a business. The course includes:

-  Accounting process and the classified balance sheet.
-  Recording business transactions, including revenue and expenses. The profit and loss statement.
-  The double entry system of the general ledger.
-  The general ledger and the trial balance.
-  The Journals - cash receipts and cash payments.
-  The journals - Sales and Purchases.
-  Subsidiary ledgers and debtors and creditors reconciliation.
-  Cash Control - Petty cash, bank reconciliation and cash flow monitoring.

**Starting:** Wednesday, 22nd April 2009

**Time:** 12:30pm – 3:30pm for 11 sessions

**Venue:** Merrilands Community Centre  
Cnr Asquith & Sturdee Streets in Reservoir

**Cost:** \$77 full price / \$55 concession

**To enrol please come to our office at  
Merrilands Community Centre  
Cnr. Asquith & Sturdee Sts, Reservoir**

**For more information contact PRACE on 9462 6077**