



European Union
European
Social Fund



Lancaster &
Morecambe
College

FREE

Bookkeeping Courses

**Fully
funded
courses by**

LEADING LANCASHIRE
LEADERSHIP AND
MANAGEMENT DEVELOPMENT

Lancaster & Morecambe College is delighted to announce it is working in conjunction with Lancaster City Council to offer FREE bookkeeping courses to SMEs and self-employed workers across Lancashire, funded by the Leading Lancashire project.

The European Social Fund has provided Leading Lancashire with some of the funding, to help develop effective behaviours in Accounting & Bookkeeping. Participants must enrol onto all 3 courses to be eligible for the funding. These courses are offered over 3 consecutive Friday mornings throughout the year, and are delivered in the Employer Hub, **please refer to our website for dates and times.**

Upon completion, Lancaster City Council will contribute up to £300 towards a maximum one-year subscription to a recognised accounting software package - for example Quickbooks or Xero - for micro businesses, social enterprises and charities based in the Lancaster District.

For full details visit lancaster.gov.uk/business/business-support/finance-and-funding

Introduction to Bookkeeping Part 1

The course consists of the following units:

- The accounting process and flow of information from book of prime entry like sales day book/purchase day book/cash book, to ledgers, to financial statements (profit & loss and balance sheet)
- Why we need these financial statements - classification of elements: assets, liabilities, income, expense, capital – double effect
- Essential accounting documents - invoices/purchase orders/credit notes/remittance advice/statement of accounts

Introduction to Bookkeeping Part 2

The course consists of the following unit:

- The "secret" behind debits and credits - manually recording key basic transaction in the general ledger

Introduction to Xero

The course consists of the following units:

- How to ACCURATELY enter all transactions in an accounting software
- How to carry out some basic accounting reconciliation (bank reconciliation)

Interested?

For more information, advice and guidance please contact us



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