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Promoting City, Coast & Countryside



Lancaster &  
Morecambe  
College

# FREE

# Bookkeeping Courses

**Fully  
funded  
courses by**

LEADING LANCASHIRE  
LEADERSHIP AND  
MANAGEMENT DEVELOPMENT

Lancaster & Morecambe College are pleased to announce that they are working in conjunction with Lancaster City Council to offer FREE Bookkeeping courses to SMEs and the self-employed in Lancashire all funded by the Leading Lancashire project. This project is part funded by the European Social Fund to develop effective behaviours in Accounting and Bookkeeping, and participants must enrol onto all three courses to be eligible for the funding. These short courses are offered over three consecutive Friday mornings during April and May, and are due to be held in the LMC Business & Conference Centre.

## Essential Accounting Procedures 30/04/2021 • 9.30am-12pm

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 07/05/2021 • 9.30am-12pm

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 14/05/2021 • 9.30am-12pm

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



**LMCBusinessAdminTeam@lmc.ac.uk**

**[lmc.ac.uk/leadinglancashire](http://lmc.ac.uk/leadinglancashire)**