



Lancaster &  
Morecambe  
College

# FREE

## Bookkeeping Courses

We are pleased to announce that we have secured funding from the UK Shared Prosperity Fund (UKSPF) which is part of the new government Levelling Up Project. As a college we will be supporting local businesses, entrepreneurs, volunteers and our local community with training and development in line with the local skills demand. We will also be supporting businesses with decarbonation and promoting awareness of sustainable practices.

### 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 tax implications and filing obligations for the most common business structures and how to ensure your business is tax efficient
- Allowable and disallowable expenses
- How to use your bookkeeping records to make decisions about your business

### Accounting with Software

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)

**For further information please contact:**

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