

Information Sheet

Tipperary South County Enterprise Board Ltd

Basic Book-keeping

Wednesday	10/02/2010	Bookkeeping 1 Basic Financial Statements An Introduction to VAT, PRSI, PAYE An Introduction to Bank Reconciliations
Wednesday	17/02/2010	Bookkeeping 2&3 Income and Expenditure Sheets Cash and Cheque Records Bank Accounts and Transactions
Wednesday	24/02/2010	Bookkeeping 4 Hurdle rates for VAT registration VAT - who, when, why and how Two thirds and Cocktail Rules
Wednesday	03/03/2010	Bookkeeping 5&6 Payroll Taxes - PAYE Exemptions, Credits and Allowances Compliance with the Revenue

Venue: National Training Institute, Western Rd, Clonmel

Time: 7.00 pm – 10.00 pm

Cost: €55

Trainer: Elaine Hyland, Portlaoise.