Content
All sessions will be highly practical and will include short lectures on each area, reinforced by case study and tutorial work.

The following areas will be covered:

• basic concepts
• recording financial information
• accounting for fixed assets
• accounting for stock (inventories)
• accruals and prepayments
• accounting for VAT
• accounting for stock
• provisions including bad debts
• wages and salaries
• loans and hire purchase
• control accounts
• the cash book and bank reconciliations
• the trial balance

Course Fee
The fee for the course is £521 (exclusive of VAT), which includes all course documentation, an examination on the final day and feedback on the participants’ performance. Please do not send payment with this form.

Enrolment
Please return completed enrolment form by 26th July 2019 to educationsupport@icas.com

Please enrol ___ student(s) for the book-keeping course in __________________ on the week commencing 19/08/19

Please complete the form in BLOCK

CAPITALS Name(s) of Student(s)*

Name (for correspondence)

Email address

Training Organisation Address

Telephone Number

*Please use a separate sheet if necessary.