

# Cash Accounting for the Small Rural Business

**Course length:** 7 hours\*

**Course Code:** 100558BT001

**This course shows you how to set up and use a basic financial recording system that meets the specific requirements of the small rural business.**

## Benefits for the Learner

If you are in the process of setting up a small, rural business or are already trading but leave your financial recording to an accountant or bookkeeper, this course will give you the skills you need to manage the financial recording for your enterprise in-house.

It looks at three typical rural businesses – a small farm, a family-run butcher's shop and a bed and breakfast business that offers outdoor pursuits – and explores the cash accounting systems that best suit their needs.

## Benefits for the Business

Rural businesses often need to manage cash and VAT in a different way to their urban counterparts. This course will help you to get to grips with both the principles and the practice of cash accounting.

It covers all the legal requirements of handling cash and is packed with practical advice to help you improve the financial control you exert over your business.

## What You Get From This Course

Having completed this course, you will be able to:

- Understand why keeping financial records is important
- Set up an efficient office and deal with financial documents
- Identify different business banking options
- Use a multi-column cashbook and carry out a bank reconciliation
- Complete a VAT return
- Assess cash flow and forecast budgets

## What Does the Course Cover?

- Why keep financial records?
- Setting up the office and handling the paperwork
- Banking
- Using a multi-column cashbook
- Bank and cash reconciliation
- The VAT return
- Cash flow and budgets

## How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 7 hours to complete.

\*Courses are accessible for six months from the date of purchase.