

Business Accounting and Record Keeping Basics for Small Business

A new three-part workshop series designed for all of Connecticut's small businesses!

*** No need to have previous education or training in accounting or finance. ***

*These workshops will provide the information you need in basic terms, in a comfortable setting,
with a group of small business owners just like you!*

Topics Covered Include:

- ◆ *Keeping Essential Records for Small Business* ◆ *Setting Up Functional Record Keeping Systems*
- ◆ *Break-even Analysis* ◆ *Revenue and Expense Journals* ◆ *Cash-vs.-Accrual Accounting Methods*
- ◆ *Making Income Projections* ◆ *Understanding Financial Statements*
 - ◆ *Balance Sheets, Profit and Loss Statements, Pro Forma Cash Flow Statements*

Dates for Fall 2008:

Each workshop consists of a 3-session series of classes. Participants are expected to attend all three classes to receive full credit and a certificate of successful completion.

Meriden September 25, Oct. 2, 9

Thursdays 6:00 - 8:30 p.m.

CEDF Office – 965 East Main Street

Instructor: Rick Merrick, CPA

East Hartford September 23, 30, Oct. 7

Tuesdays 6:00 - 8:30 p.m.

Community Center – 50 Chapman Place, Room 104

Instructor: Rick Merrick, CPA

Norwich October 1, 8, 15

Wednesdays 6:00 - 8:30 p.m.

Marien & Company, LLC - 124 New London Tpk.

Instructor: Tom Marien, CPA

Bridgeport September 25, Oct. 2, 9

Thursdays 6:00 - 8:30 p.m.

Bridgeport City Hall Annex 999 Broad Street, Bridgeport

Instructor: Joseph Martorelli, CPA

Stamford October 7, 14, 21

Tuesdays 6:00 - 8:30 p.m.

Stamford Senior Center - 888 Washington Blvd, 2nd fl, Stamford

Instructor: Tom McGoldrick, CPA

Cost: \$30.00 current CEDF Clients ◆ \$50.00 all other CT Small Business Owners

Seating is limited to twenty attendees at each location. Early registration is a must!

Registration and payment must be received prior to the start of the first class session.

Training workshops sponsored by CEDF in cooperation with Community Accounting Aid & Services (CAAS), and Webster Bank

For further information call CEDF (888) 835-2333

I am registering for the following location: Meriden East Hartford Norwich Bridgeport Stamford

Name _____ Business Name _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

Email _____ # Years in Business _____

CEDF Client

other CT small business

Signature _____ Date _____

Please return this registration with payment to: ***CEDF, 965 East Main Street, Meriden, CT 06450***