

Community Economic Development Fund Small Business Training Institute

Are you looking for skills that will help you grow your small business?

Attend a CEDF workshop that will provide you with information you need, in basic terms, and in a comfortable setting with a group of small business owners just like you.

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

Understanding Business Finances to Maximize Your Profit

Learn how to keep the necessary records for your small business and how to set up functional record keeping systems. This workshop will include a discussion on understanding financial statements, making income projections, and different accounting methods that work best for your business. (3-session class)

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| Fall 2009 | September 14, 16, 21 |
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Classes are held, 6:30 – 9:00 PM

Cost: \$20 current CEDF clients ♦ \$35 all other CT small business owners

Tax Related Issues for the Successful Small Business

Every business owner needs to know the tax issues that are associated with owning a small business in Connecticut. Learn about the different kinds of taxes affecting your business and about your filing responsibilities and deadlines. Do You have questions about payroll tax, sales tax, and personal property tax? Our instructors are certified CPAs that will help you understand your reporting and compliance responsibilities. (2-session class)

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| Fall 2009 | October 19, 21 |
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Classes are held, 6:30 – 9:00 PM

Cost: \$15 current CEDF clients ♦ \$25 all other CT small business owners

*Connecticut International Baccalaureate Academy
857 Forbes Street, East Hartford
Instructor: Rick Merrick, CPA*

CEDF workshops available at other locations throughout the state including Stamford, Milford, Meriden, Danbury and Norwich. Call CEDF for further information or visit our website: www.cedf.com to register online or for complete listing of scheduled workshops.

Seating is limited to twenty attendees. Early registration is required!

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

Training workshops sponsored by CEDF in cooperation with Community Accounting Aid & Services, Webster Bank and Citizens Bank.

I am registering for the following workshop in East Hartford: Business Finances (fall 2009) Tax Related Issues (fall 2009)

Payment enclosed \$ _____ (or register and pay online at www.cedf.com)

Name _____ Business Name _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

Email _____ # Years in Business _____

Please check one: current CEDF Client other CT small business affiliated with partner organization

Signature _____ Date _____

Please return this registration form with payment to: **CEDF, 965 East Main Street, Meriden, CT 06450** For more information call (203) 235-2333