

Keeping Records and Trading Accounts

Facilitators Guide

Aim: To help the participants have an understanding of effective record keeping and the value it can have in planning for further business growth.

Objectives : By the end of this session participants will have:-

- Undertaken a review of their current record-keeping
- Reviewed effective ways of financial planning and cash flow ideas.

Outline of Session

1. Introduction
2. Survey & Good practice on Income & Expenditure
3. Cash flow forecasting
4. *Conclusion*
5. *Questions & Feedback*

Suggested Timings:

(Total time for Session = 1.5 hours (90 mins))

Introduction - 5 mins

Quality Design - 30 mins

Cash Flow Forecasting - 30mins

Conclusion - 10 mins

Questions & Feedback - 10 mins

1. Introduction

- A) Welcome Everyone to the Group.
- b) Get people to introduce them selves.

Slide 1

C) For You To Say As Facilitator - Discuss: What are the experiences of the participants regarding THE IMPORTANCE OF RECORD KEEPING AND FINANCIAL PLANNING – Discuss: whether you think very small businesses should keep any records?

Slide 2 –

Outline the benefits of record keeping from the slide.

Slide 3 Encourage participants to complete and discuss an example of income and expenditure outlined on page 1 of the Workbook.

Discuss any findings or be ready to offer advice on what should be included in income and expenditure – Using the next slide (4)

Keeping Records Help With :

- Know how you are progressing
- Know how much money you have
- How much money you have for new stock and materials
- Adequate financial records will help with further growth or getting loans



Using the fulltable in Workbook page 1 – Outline an example of income and expenditure record keeping.

Date	Detail	Money in / income £	Money out / expenditure £	Analysis of expenditure		Business expenses £
				Equipment £	Cost of sales £	
2 May	Sewing machine		100	100		
2 May	Fabric		50		20	
3 May	Sale to xxx	15				
		Total A	Total B	Total C	Total D	Total E



Slide 4

Ask the participants to complete the survey on Workbook page 3. Discuss any findings coming out of the thoughts of participants about record keeping issues.

It might be useful to discuss what other paperwork might be required to keep a record of:
e.g business plan, any registration or licencing papers, rent agreements, or contracts with suppliers or customers, any specifications for materials or your products, brochures or leaflets about your products or services, membership details of any trade association or network

Using the fulltable in Workbook page 2 – Outline the steps you might take to develop financial record keeping

I CAN/CAN'T DO THIS	I Can Do This Very Well	I Can Do This	I Can Do This But Not Very Well	I Can't Do This
Make notes each day of sales and costs				
Keep written records in a book of sales and expenses				
Make a monthly summary of profit				



Slide 5

Remember, if you want to grow your business you must save enough money to buy more stock or materials to feed your business, or it will wither and fail.
If you have borrowed money you must plan for its repayment
Outline the slide and ensure participants have understood the principle of putting monies aside to buy new stock & materials



