



Business Recordkeeping

Free Seminar

Keeping records is crucial for the successful management of a business. A comprehensive recordkeeping system makes it possible for entrepreneurs to develop accurate and timely financial reports that show the progress and current condition of the business.

This seminar will cover:

- Keeping good records
- Recording income and sales
- Recording expenses and purchases
- How money flows through a business
- Payroll Journal
- Equity or Capital

Workshop time & date:

Date: August 6, 2011

Time: 9:00 am - 11:00 am

Location: Prairie View A&M University
Hobart Taylor, Sr. Bldg., Room 1C129

MUST PRE-REGISTER BY AUGUST 5, 2011

Call (936) 261-9242

www.pvamu.edu/sbdc



Prairie View A&M University SBDC is a center of the University of Houston SBDC Network. The UH SBDC Network serves 32 counties in Southeast Texas. SBDC programs are nondiscriminatory and available to individuals with disabilities. Prairie View A&M University is an EEO/AA institution. The PVAMU SBDC is funded in part through a cooperative agreement with the U.S. Small Business Development Administration and in part by Prairie View A&M University. Persons with disabilities should contact PVAMU at 936/261-3585 for accommodations.