Start Here... Start Now

PRAIRIE VIEW A&M UNIVERSITY
SMALL BUSINESS
DEVELOPMENT CENTER

Business Recordkeeping

Free seminar

Keeping good 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:

- **Recording income and sales**
- **Recording expenses and purchases**
- **How money flows through a business**
- **Chart of Accounts**

Workshop time & date:

Date:	July 23, 2011
Time:	10:00 am – 12:00 pm
Location:	Prairie View A&M University
	Hobart Taylor, Sr. Bldg., Room 1C129

MUST PRE-REGISTER BY JULY 20, 2011

Call (936) 261-9242

www.pvamu.edu/sbdc

U.S. Small Business Administration
SBA
Your Small Business Resource

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.