



### **Introduction**

Designed for anyone running a business or responsible for managing budgets, who has no formal financial training or does not fully understand financial statements such as a balance sheet or profit and loss account. The aim is to help leaders better understand financial information and thereby make more informed decisions.

### **What is covered?**

A typical day-long session would deal with the two main financial statements mentioned above and cover the following key areas.

An overview of financial terms,  
The difference between fixed costs/overheads and variable costs/direct costs, the importance of cashflow and maintaining up to date financial records especially the cashbook and an aged debtor's report.

Understanding the financial equation - Assets, Liabilities and Capital  
Ensuring that you leave with a understanding of the key drivers of profitability and the relationship between the differing statements.

What are balance sheets and profit and loss accounts and how do they differ from a cash book?

What are the key differences between capital and revenue expenditure?

Working capital

Depreciation, what it is and how to calculate it.

Advantages and disadvantages of the main trading structures in the UK

Financing the business in both the short and long term

### **Material and workbooks**

The course is interactive and contains practical exercises and case studies, delegates will receive copies of all slides and the workbook. A full agenda will be sent to delegates 72 hours before the date of the seminar.

### **Pricing**

Individual prices for this in-depth and complex course are £125 including all materials and support, further discounts can be arranged for block bookings at a single venue.

### **Booking**

For details of dates for individual bookings or availability and costings for group bookings.

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