



THE PRACTICAL GUIDE TO BASIC ACCOUNTING

Endorsed by: BRUNEI DARUSSALAM INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

Aims

To develop a knowledge and understanding of the operations and maintenance of accounting systems and procedures at the level of transaction recording

Who should attend

- ❖ Accounts Assistant
- ❖ Semi-senior accounts clerk
- ❖ Senior Secretary / Administrator with basic accounting knowledge

A 3-DAYS WORKSHOP OUTLINE

Day 1

- ❖ Introduction of Accounting & Book Keeping
- ❖ Type of Business Organizations
- ❖ Users of Accounting Information
- ❖ Business Transaction & Documentations
- ❖ Assets, Liabilities, Capital & Drawings
- ❖ Sales, Purchases, Revenue, Expenses
- ❖ Type of Discounts
- ❖ Distinguish between Capital and revenue expenditure

Day 2

- ❖ Double Entry Bookkeeping
- ❖ Recording Business Transactions
 - Different types of Journals
 - Different types of ledgers
 - Cash book and Petty Cash book
 - Trial Balance
 - Statement of Comprehensive Income (Income Statement)
 - Statement of Financial Position (Balance Sheet)

Day 3

- ❖ Bank Reconciliation Statements
- ❖ Control Accounts
- ❖ Assignments

**Student &
Unemployed
40% Discount**

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Registration Form Tel: 2233945 Fax: 2454946 Email: zida_bicpa-ftms@brunet.bn

Name: _____

Name: _____

Name of Person-In -Charge _____

Co. Name: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Date:

11, 12 & 13 January 2011

21, 22 & 23 March 2011

05, 06 & 07 April 2011

25, 26 & 27 April 2011

13, 14 & 15 June 2011

05, 06 & 07 July 2011

04, 05 & 06 October 2011

05, 26 & 27 December 2011