



# Northeastern California Small Business Development Center (SBDC) at Butte College



## Business Management Trainings

Northeastern California SBDC at Butte College offers in-depth business trainings and one-on-one business consulting in all areas of business management including bookkeeping, retail management & tax planning. Our workshops are designed to help business owners manage their cash flow better, understand best accounting & tax practices, manage inventory and implement better business management practices.

### **Basic QuickBooks For Profit and Cash Flow Management**

**Date:** Wednesday, February 8, 2012  
**Time:** 9:00am - 1:00pm  
**Cost:** \$50 per person prepaid, \$60 at the door  
**Location:** Paradise

This interactive workshop teaches the basics of QuickBooks bookkeeping applications. Includes setting up the company; creating & using bank, cash & credit card accounts; reviewing profit & loss transactions; reconciling; Accounts Receivable - creating invoices & bills, receiving payments & making deposits; Accounts Payable - paying bills, partial payments & credits; memorized transactions; payroll capabilities overview; running financial reports and using your financial information to manage your business. Includes manual.

### **Retail Management Series for Existing Businesses**

**Dates:** Thursdays, February 2, 9, 16 & 23, 2012  
**Time:** 7:30am - 9:30am  
**Cost:** \$50 per person prepaid, \$60 at the door  
**Location:** Chico

Effective retail store management is crucial for ensuring ongoing profit and the sustainability of your retail business. ***This workshop's focus is retail management only!*** It's a 4-week retail management series structured to teach you how to: Read & understand your financials; Increase profitability using inventory control methods; Measure success; Understand warning signs using common ratios; Evaluate your business against other retail businesses; Differentiate your business from the competition; Budget for success; and How to effectively use credit in your retail business.

### **QuickBooks Beyond Basics and Advanced Features**

**Date:** Wednesday, February 22, 2012  
**Time:** 9:00am - 12:00pm  
**Cost:** \$50 per person prepaid, \$60 at the door  
**Location:** Oroville

This workshop focus is advanced QuickBooks functions. You will learn how to work with Portable Company and Accountant's Copy files; record Adjusting Journal Entries; use the Working Trial Balance; leverage Client Data Review tools; troubleshoot beginning balances; create custom management reports; use Intuit Statement Writer to create GAAP - compliant financial statements; & use Fixed Asset Tracker & Manager to depreciate assets. Includes manual.

### **Understanding Your Business Taxes**

**Date:** Thursday, March 15, 2012  
**Time:** 9:00am - 12:00pm  
**Cost:** \$40 per person prepaid, \$50 at the door  
**Location:** Chico

Tax planning can save you and your business time and money. Learn the tax aspects of operating a business; filing requirements; estimating taxes for auto, home office, travel and entertainment expenses; depreciation; record keeping systems; and overall tax planning strategies and best tax practice methods for your business. Includes manual.

For additional information, please call, or log on:  
**(530) 895-9017 ■ [www.bcsbdc.org](http://www.bcsbdc.org) ■ [www.buttecollegesbdc.com](http://www.buttecollegesbdc.com)**

**Register Today!** Please make check payable to Northeastern California SBDC at Butte College. Please mail or drop off registration form (one per person) with payment to: Northeastern California SBDC at Butte College, 19 Williamsburg Lane, Chico, CA 95926.

- February 8 - Basic QuickBooks (\$50)
- February 22 - QuickBooks Advanced (\$50)
- February 2, 9, 16 & 23 - Retail Management (\$50)
- March 15 - Understanding Business Taxes (\$40)

Name \_\_\_\_\_ Business Name \_\_\_\_\_

Phone \_\_\_\_\_ Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_



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