

What is SCORE?

SCORE is the Service Corps of Retired Executives, a nonprofit association, sponsored by the U.S. Small Business Administration. SCORE provides counseling services to start up businesses and works with any business through the challenges that they face in today's market place. SCORE's services are always confidential and free.

Workshop & Seminar Instructors

All Pottstown SCORE courses are taught by experienced members of SCORE and outside practitioners recognized as experts in their specific fields. You will learn practical, real-life information on how to start and operate a small business.

Instructor

Scott Rakowski, CPA —Rakowski and Company,
Pottstown, PA

SCORE

Sponsored by U.S. Small Business Administration

Pottstown SCORE Chapter 594

**Serving, Montgomery, Chester,
and Berks Counties**

New York Plaza
244 High St., Suite 102
Pottstown PA 19464
(610) 327-2673

www.pottstownscorescore.org

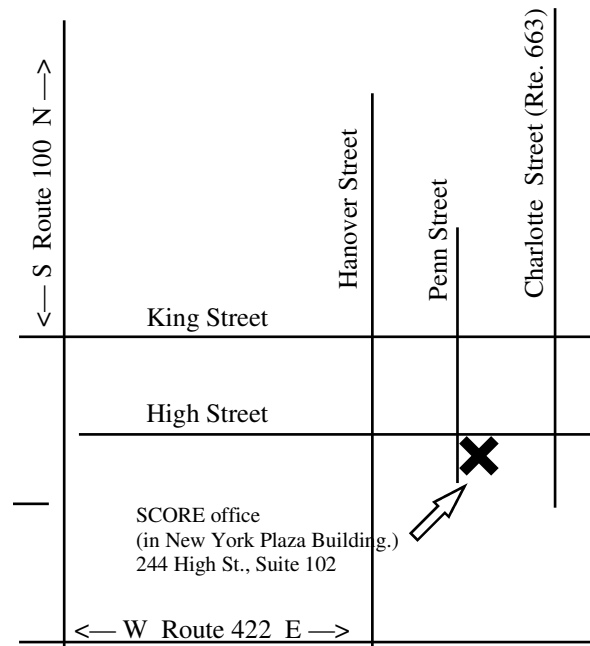
Fax (610) 327-0150

Email: info@pottstownscorescore.org

Directions

To the Pottstown SCORE Office:

- Exit Route 422 at Route 100 North and proceed to the first traffic light at the intersection of King Street (Route 663).
- Turn right onto King Street and proceed to the intersection with Hanover Street.
- Turn right onto Hanover and proceed one block to High Street.
- Turn left onto High Street and proceed to Penn Street, the first traffic light. The New York Plaza Building is on the right at the traffic light.
- Turn right into the Penn Street alley. Parking is in the rear of the New York Plaza Building. Use the first floor entrance from the parking lot.



Pottstown

SCORE

Small Business
Workshop

Bookkeeping Basics for A Small Business

Print your name(s) here:

Course(s) and Date(s):

Bookkeeping Basics for a Small Business

Your Home Telephone Number:

Your Business Telephone Number:

Your Complete Mailing Address:

Amount of Fee Enclosed:

E-mail address:

Send separate check or money order for each person payable to SCORE. Mail this form and payment to: SCORE, 244 High Street, Suite 401, Pottstown, PA 19464. Fees are not refundable. Form should be mailed at least one week prior to the course date to ensure space.

Please NOTE on your calendar the DATE, TIME and PLACE.
Detach here and mail with your checks.

Bookkeeping Basics for A Small Business

Entrepreneurs, business owners and anyone who needs to understand the concepts and applications of business transactions will find this seminar important and informative.

The information provided in this workshop will enable the attendees to handle day to day business transactions in a logical and concise manner. They will also be able to present an accurate reflection of business operations.

Topics:

- The importance of keeping good records
- Financial Reports: Balance Sheet, Income Statement, Statement of Cash Flows and Trial Balance
- Accounting Equation
- Journals and Adjustments
- Ledgers
- Accounting for specific transactions
- Preparing Financial Reports
- Worksheets and Software Applications

Workshop Date

Monday, June 7
Registration

7:00 -9:30 PM
6:45 PM

Workshop Fee

Each course costs \$25. There is 50% off the course fee for each additional person . All fees are non-refundable.

Make checks payable to Pottstown SCORE and mail to:

SCORE Chapter 594
244 High Street, Suite 102
Pottstown, PA 19464.

This workshop is conducted at the Pottstown SCORE Office, in the New York Plaza Building, 244 High Street, Suite 102, Pottstown, PA 19464.

Visit our website to learn of other workshops for the small business person offered by Pottstown SCORE.