

Learning Objectives

- Gain an understanding of the basic Financial Statements and their uses
- Understand how accounting systems tie to the production of useful financial statements
- Prepare a Personal Financial Statement and current Business Balance Sheet
- Begin using Financial Statement Analysis (ratios) to analyze Balance Sheet information
- Examine the book-keeping and record-keeping activities of your business and who controls them
- Determine other operations controls required in your business and who is responsible for them

Financial Overview: Books, Records and Controls Session Six

Date: _____

Due: _____

Class Opener

Instructor Topics

1. Overview of Financial Statements
2. The Balance Sheet
Your Personal Financial Statement
Your Business Balance Sheet
3. Tools for Analyzing Financial Statements
4. The Importance of a Good Accounting System
5. Controls—Accounting, Record-Keeping and Operations

Guest Speaker

Break

- Refreshments
- Networking Activity

Work Hour

Assignment for Session Seven:

WORKBOOK	Read and Complete WORKSHEETS in Workbook Session 6
WRITE	Using the Writing Your Plan page at the end of Workbook Session 6 as your guide, write Section IV.—Part B. Operating Controls , and Section VI.—Part D. Personal Financial Statement of your NxLevel® Business Plan
TEXT	Read Part VIII: Managing Your Money (Chapter 36—Budgeting)