

**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:**

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