

Managing the Money
Session 13
Date: _____
Assignment Due: _____

Class Opener

Session 12 Homework and Worksheet Review

Instructor Topics and Worksheet Time

1. Preparing for Success
2. Accounting

Break



Guest Speaker

Instructor Topics and Worksheet Time—continued

3. Accounting Systems
4. Business Ownership and Tax Forms
5. Getting Professional Help



Assignment for Session 14:

WORKSHEETS Read and complete Session 13 worksheets.

WRITE First, complete all of the Session 13 worksheets. Then, using the *Writing Your Business Plan* page at the end of the Session 13 worksheets, write **Section IV. Business Organization, Part C. Managing Books and Records**. Follow the instructions on the *Writing Your Business Plan* page. **Note that you are completing a section of the business plan that you worked on in earlier sessions.**

TEXT Read all of the material in **Session 14: Financial Tips and Tools**.