



NatWest Business Handbook: Book-keeping Accounts (Paperback)

By Geoffrey Whitehead

Pearson Education Limited, United Kingdom, 1998. Paperback. Condition: New. 4th edition. Language: N/A. Brand New Book ***** Print on Demand *****.Accounting doesn't have to be a major worry for the entrepreneur. This NatWest Business Handbook has been designed to demonstrate that accounting is not as impenetrable as it may seem. Paying someone else to fathom it out is not the only solution: this practical, easy-to-use guide shows you how to become your own book-keeping expert. Based on his experiences in over 40 years of lecturing and consultancy work, Geoffrey Whitehead provides you with all the information you need, including: a list of all the simple systems of book-keeping and all the common software solutions to the small business problem how to choose and set up the accounting system that is right for your company how to find the funds to start up or expand your own business guidance on routine records, accounting to the Trial Balance, VAT, bank reconciliations, self-assessment, taxation, and much more. By analysing different systems and incorporating case study examples, you will gain a clear understanding of all the areas covered. Checklists at the end of each chapter allow you to evaluate your own situation in the...



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