



CBCS

Cashflow, Financial Management and Audit

www.cbcservices.org

**FRANCHISEE SUPPORT AND TRAINING
AREAS COVERED**

1	Sales Invoicing	Franchisor specific
2	Credit Control	including letter templates
3	Purchase Order Processing and control	
4	Purchase invoice processing and payment	
5	Cashflow and working capital management	
6	Bank Reconciliation	
7	The Principles of double-entry bookkeeping	
8	Nominal Ledger	
9	P&L a/c	
10	Balance Sheet	
11	Payroll processing	
12	PAYE/NIC	including HMRC deadlines
13	Payroll year end	
14	P11D'S	
15	VAT	including HMRC deadlines
16	Annual a/c's Filing Requirements	including online processing
17	Annual Returns	
18	Corporation Tax	including HMRC deadlines
19	Forecasting and Budgeting	
20	Funding - Overdrafts	
21	Funding - Loans	
22	Funding - Factoring/ Invoice Discounting	
23	Audit and Compliance	Franchisor specific
24	Accurate and Timely record keeping	
25	Monthly Management Accounts	
26	Accounting Software	
27	Manual Accounting	