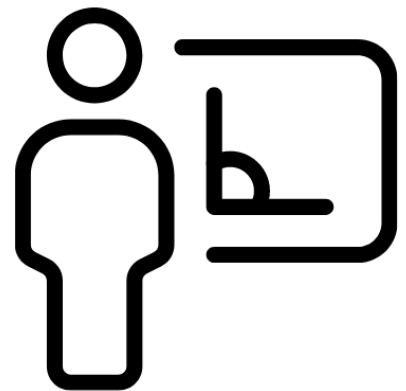


Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



You don't have to be great to start, but you have to start to be great.

Zig Ziglar

Sample Module: Understanding Bookkeeping



Behind every well-run business is a foundation of organized financial data, made possible by the critical practice of bookkeeping. Bookkeeping is the process of systematically recording and organizing a business's financial transactions, forming the backbone of effective financial management. While it shares similarities with accounting, bookkeeping focuses on maintaining precise and detailed records, laying the groundwork for informed financial decision-making. The bookkeeper plays an integral role in this process, ensuring that all transactions are accurately documented and organized to reflect the business's

financial activities. These carefully maintained records serve as the basis for financial statements, such as balance sheets and income statements, which provide a clear picture of a company's financial health and performance over time.



Defining Bookkeeping

Bookkeeping is the process of recording, organizing, and maintaining the financial transactions made within a business. On a regular basis, this involves the tracking of assets, liabilities, income, as well as expenses, to ensure accurate financial records. Typically, bookkeeping requires tracking transactions using journals or digital accounting software and organizing them into various categories. Once organized, the business can then monitor their financial health and generate reports. Effective bookkeeping ensures compliance with legal requirements and provides valuable insights for decision-making, helping businesses manage cash flow, plan budgets, and identify opportunities for growth.

Professional bookkeeping can be traced back to ancient civilizations like Egypt and Mesopotamia, where clay tablets were used to record trade and agricultural transactions. As civilizations developed, the need to track economic activity grew, and bookkeeping systems evolved. Given its long history of thousands of years, bookkeeping's continuous presence highlights just how beneficial it is for businesses.

Some of the many benefits of bookkeeping include:

- The reduction of financial errors: Minimized risk of mistakes
- Better budgeting and planning: Realistic budgets and plans for future growth
- The compliance of legal requirements: Regulatory and reporting obligations are met
- An improvement of cash flow management: The tracking of receivables and payables to avoid cash flow issues
- The preparation of audits: Completed and organized records for internal and external audits

Estimated Time	7 minutes
Topic Objective	To define bookkeeping and address the many benefits of bookkeeping within a business.
Topic Summary	Bookkeeping is the process of recording, organizing, and maintaining the financial transactions made within a business.
Materials Required	Flipchart/board, markers
Planning Checklist	None
Recommended Activity	Have participants brainstorm words that come to mind when they hear the word 'Bookkeeping'. Write these responses on the flipchart/board.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	How has bookkeeping changed over time?

Bookkeeping vs. Accounting



Bookkeeping and accounting share many similarities as foundational components of financial management, both involving the organization and systematic recording of financial transactions. Bookkeeping primarily focuses on the day-to-day task of maintaining accurate records, such as tracking receipts, payments, invoices, and payroll. Accounting builds upon this foundation by interpreting, analyzing, and summarizing the financial data collected through bookkeeping to generate meaningful insights, such as

assessing financial health and advising on strategic decisions. While bookkeeping lays the groundwork with detailed transaction records, accounting transforms this data into actionable information for decision-making and compliance.

Common tasks included in bookkeeping:

- Managing ledgers
- Recording transactions
- Issuing invoices
- Reconciling bank accounts
- Tracking payments
- Processing payroll

Common tasks included in accounting:

- Analyzing financial data
- Budgeting and forecasting
- Auditing
- Advising on financial decisions
- Cost management

Estimated Time	15 minutes
Topic Objective	To differentiate between bookkeeping and accounting.
Topic Summary	Bookkeeping primarily focuses on the day-to-day task of maintaining accurate records, such as tracking receipts, payments, invoices, and payroll. Accounting builds upon this foundation by interpreting, analyzing, and summarizing the financial data collected through bookkeeping.
Materials Required	Worksheet 1: The Financial Duo
Planning Checklist	Provide enough worksheet printouts for all participants.
Recommended Activity	Have participants complete Worksheet 1: The Financial Duo. Discuss worksheet responses.

Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What is bookkeeping? What is accounting?

Key Bookkeeping Terms



For anyone managing or overseeing financial records, understanding basic bookkeeping terminology is essential. A strong understanding of these concepts provides the foundation for informed decision-making and accurate data entry.

The following are some key bookkeeping terms:

- **Assets:** The resources that are owned by a business that have value, such as equipment, cash or inventory.
- **Liability:** The financial debts or obligations owed by a business, such as accounts payable or loans.
- **Equity:** The owner's residual interest in the business after liabilities are deducted from assets.
- **Expenses:** The costs incurred in the process of earning revenue, such as services provided or sales.
- **Revenue:** The income earned from business operations, such as sales or services provided.
- **Debits and Credits:** Accounting entries that increase or decrease accounts based on their type.
- **Accounting Period:** A specific time frame, such as a month, quarter, or year, during which financial transactions are recorded and reported.
- **Income Statement:** A financial report that summarizes a business's revenues, expenses, and profits or losses over a specific accounting period.

Estimated Time	15 minutes
Topic Objective	To explore important bookkeeping terms.

Topic Summary	For anyone managing or overseeing financial records, understanding basic bookkeeping terminology is essential. A strong understanding of these concepts provides the foundation for informed decision-making and accurate data entry.
Materials Required	Flipchart/board, markers, clock/stop watch
Planning Checklist	None
Recommended Activity	Divide participants into two teams for a game of Bookkeeping Pictionary. Participants will then choose a common bookkeeping terms (equity, revenue, invoice), and draw it on the board while their team guesses. Set the timer for 60 seconds. Take turns with each team.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What is an income statement? What is liability?

The Role of a Bookkeeper



Bookkeepers serve as the foundation of any business's financial integrity and accountability. Simply put, a bookkeeper is a financial professional that helps to maintain the financial health of a business. They are responsible for recording and maintaining a company's day-to-day transactions, such as payments, receipts, and sales. By keeping accurate records, the bookkeeper is able to provide organized foundational data that is needed for financial statements and tax-filing. Additionally, compliance to legal and regulatory requirements is

ensured. With the help of a bookkeeper, an organization will not only stay organized, but they will have strong support in long-term success through informed financial planning and accountability.

A bookkeeper requires many valuable skills to help maintain the financial health of a business, including:

- Attention to detail
- Time management
- Analytical skills
- Spreadsheet proficiency

- Communication skills
- Proficiency in accounting software

Estimated Time	7 minutes
Topic Objective	To define the role of the bookkeeping and address valuable skills for this role.
Topic Summary	Bookkeepers serve as the foundation of any business's financial integrity and accountability.
Materials Required	None
Planning Checklist	None
Recommended Activity	Have participants discuss the question "How does the bookkeeper's role change in a small business compared to a large corporation?"
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What are some valuable skills for a bookkeeper?

Overview of Financial Statements



Serving as the cornerstone of financial reporting, financial statements are a set of documents that provide a comprehensive view of an organization's financial health and overall performance. These statements may cover the financial condition over a particular accounting period (such as a month, quarter, or year), and include the income statement, balance sheet, and cash flow statement, each serving a distinct purpose. Financial statements are crucial tools for stakeholders, including investors, creditors, and management, to analyze financial trends, assess risks, and identify opportunities.

Estimated Time	15 minutes
Topic Objective	To explore financial statements and their purpose.

Topic Summary	Serving as the cornerstone of financial reporting, financial statements are a set of documents that provide a comprehensive view of an organization's financial health and overall performance.
Materials Required	Worksheet 2: Financial Statements
Planning Checklist	Provide enough worksheet printouts for all participants.
Recommended Activity	Have participants complete Worksheet 2: Financial Statements. Discuss worksheet responses.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What is a financial statement?

Practical Illustration



Brianna was a bookkeeper at a small, family-owned bakery. Known for her diligent record-keeping, she tracked every sale of cupcakes and every expense for flour and sugar. However, when the bakery's profits started dipping despite steady sales, the owners turned to Brianna for answers. She realized the problem was not just in tracking transactions, but in understanding the bigger picture through financial statements. Brianna struggled initially—while she was adept at maintaining the general ledger, preparing detailed financial reports like income statements and balance sheets was outside her routine responsibilities. However, she was determined, and decided to enroll in an evening bookkeeping workshop to deepen her knowledge on the subject.

With new skills, Brianna analyzed the bakery's financial statements and uncovered the issue: rising ingredient costs had quietly eaten into the profits. She presented her findings to the owners, who were both relieved and impressed. With her advice, they adjusted pricing and sought cost-efficient suppliers, setting the bakery back on the path to profitability. Brianna's efforts underscored the vital role of a bookkeeper—not just recording transactions but interpreting them to support informed decision-making. The experience solidified her belief that bookkeeping was the foundation of financial health for any business, and she was proud to be a cornerstone of the bakery's success.

Module Two: Review Questions

1) What is the definition of bookkeeping?

- a) The practice of investing company funds in the stock market
- b) A method of evaluating a company's profitability
- c) The process of recording and maintaining the financial transactions for a business
- d) A system for managing employee schedules

Bookkeeping is the process of recording, organizing, and maintaining the financial transactions made within a business.

2) How far back can the origins of bookkeeping be traced?

- a) Ancient civilizations like Mesopotamia
- b) The Industrial Revolution
- c) The Middle Ages
- d) The Roman Empire

Professional bookkeeping can be traced back to ancient civilizations like Egypt and Mesopotamia, where clay tablets were used to record trade and agricultural transactions.

3) Bookkeeping and Accounting can be used interchangeably.

- a) True
- b) False

False- Bookkeeping and accounting share many similarities as foundational components of financial management, both involving the organization and systematic recording of financial transactions.

4) What is the primary difference between bookkeeping and accounting?

- a) Bookkeeping only tracks expenses, while accounting only tracks revenue
- b) Bookkeeping is optional for businesses, while accounting is mandatory
- c) Bookkeeping is mandatory for businesses, while accounting is optional
- d) Bookkeeping focuses on financial transactions, while accounting involves analyzing and interpreting financial data

While bookkeeping lays the groundwork with detailed transaction records, accounting transforms this data into actionable information for decision-making and compliance.

5) What is the definition of an asset?

- a) The resources that are owned by a business that have value, such as equipment, cash or inventory
- b) The financial debts or obligations owed by a business, such as accounts payable or loans
- c) The income earned from business operations, such as sales or services provided
- d) A specific time frame, such as a month, quarter, or year, during which financial transactions are recorded and reported

Assets: The resources that are owned by a business that have value, such as equipment, cash or inventory.

6) What is an income statement?

- a) The income earned from business operations, such as sales or services provided
- b) The owner's residual interest in the business after liabilities are deducted from assets
- c) The financial debts or obligations owed by a business, such as accounts payable or loans
- d) A financial report that summarizes a business's revenues, expenses, and profits or losses over a specific accounting period

Income Statement: A financial report that summarizes a business's revenues, expenses, and profits or losses over a specific accounting period.

7) What is the primary role of a bookkeeper?

- a) To develop long-term financial strategies for a business
- b) To record, organize, and manage a business's financial transactions
- c) To analyze financial statements for trends and provide insights
- d) To file tax returns for individuals and businesses

Simply put, a bookkeeper is a financial professional that helps to maintain the financial health of a business.

8) Which of the following is *not* a necessary skill for a bookkeeper?

- a) Time management
- b) Attention to detail
- c) Advanced marketing strategies
- d) Communication skills

A bookkeeper requires many valuable skills to help maintain the financial health of a business, including: attention to detail, time management, analytical skills, spreadsheet proficiency, proficiency in accounting software, communication skills.

9) What is a financial statement?

- a) A formal report that summarizes a company's financial activities and position
- b) A detailed record of all employee performance evaluations
- c) A legal document used to file a company's tax returns
- d) A document issued only when a company is applying for a loan

Serving as the cornerstone of financial reporting, financial statements are a set of documents that provide a comprehensive view of an organization's financial health and overall performance.

10) What is *not* typically included in a financial statement?

- a) Income statement
- b) Balance sheet
- c) Employee performance reviews
- d) Cash flow statement

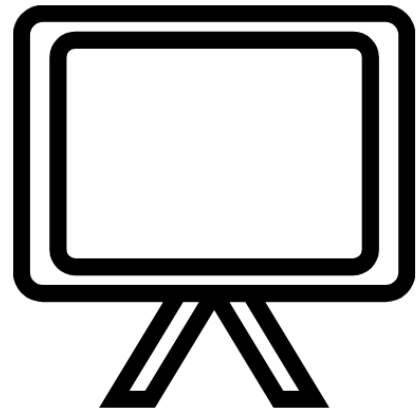
These statements may cover the financial condition over a particular accounting period (such as a month, quarter, or year), and include the income statement, balance sheet, and cash flow statement, each serving a distinct purpose.

PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.

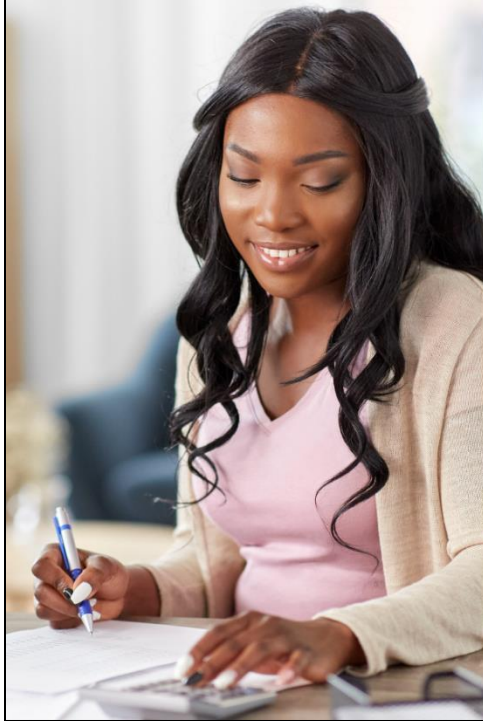




MODULE TWO

Understanding Bookkeeping

Behind every well-run business is a foundation of organized financial data, made possible by the critical practice of bookkeeping. Bookkeeping is the process of systematically recording and organizing a business's financial transactions, forming the backbone of effective financial management.



Defining Bookkeeping

The reduction
of financial
errors

Better
budgeting and
planning

The
preparation of
audits

Bookkeeping vs. Accounting

Bookkeeping and accounting share many similarities as foundational components of financial management, both involving the organization and systematic recording of financial transactions.



Key Bookkeeping Terms



Assets

Liability

Equity

Expenses

Accounting Period

The Role of a Bookkeeper

- Attention to detail
- Analytical skills
- Communication skills
- Proficiency in accounting software





Overview of Financial Statements

These statements may cover the financial condition over a particular accounting period (such as a month, quarter, or year), and include the income statement, balance sheet, and cash flow statement, each serving a distinct purpose.

Practical Illustration



- Defining Bookkeeping
- Bookkeeping vs. Accounting
- Key Bookkeeping Terms
- The Role of the Bookkeeper
- Overview of Financial Statements

Module Two: Review Questions

1. What is the definition of bookkeeping?

A. The practice of investing company funds in the stock market

B. A method of evaluating a company's profitability

C. The process of recording and maintaining the financial transactions for a business

D. A system for managing employee schedules

Module Two: Review Questions

2. How far back can the origins of bookkeeping be traced?

A. Ancient civilizations like Mesopotamia

B. The Industrial Revolution

C. The Middle Ages

D. The Roman Empire

Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



Practical Bookkeeping Quick Reference Sheet



Defining Bookkeeping

Bookkeeping is the process of recording, organizing, and maintaining the financial transactions made within a business. On a regular basis, this involves the tracking of assets, liabilities, income, as well as expenses, to ensure accurate financial records. Typically, bookkeeping requires tracking transactions using journals or digital accounting software and organizing them into various categories. Once organized, the business can then monitor their financial health and generate reports. Effective bookkeeping ensures compliance with legal requirements and provides valuable insights for decision-making, helping businesses manage cash flow, plan budgets, and identify opportunities for growth.



The Accounting Equation

The accounting equation is a fundamental principle in accounting that serves as the foundation for the double-entry bookkeeping system. It states that **Assets = Liabilities + Equity**, highlighting the relationship between a company's resources (assets) and the claims on those resources by creditors (liabilities) and owners (equity). The accounting equation helps to ensure that every financial transaction within the company maintains a balance between its position components. The equation must always balance because every financial transaction affects two or more accounts in a way that keeps the equation in equilibrium.



Bookkeeping vs. Accounting

Bookkeeping and accounting share many similarities as foundational components of financial management, both involving the organization and systematic recording of financial transactions. Bookkeeping primarily focuses on the day-to-day task of maintaining accurate records, such as tracking receipts, payments, invoices, and payroll. Accounting builds upon this foundation by interpreting, analyzing, and summarizing the financial data collected through bookkeeping to generate meaningful insights, such as assessing financial health and advising on strategic decisions.

Common tasks included in bookkeeping:

- Managing ledgers
- Recording transactions
- Issuing invoices

Common tasks included in accounting:

- Analyzing financial data
- Budgeting and forecasting
- Auditing

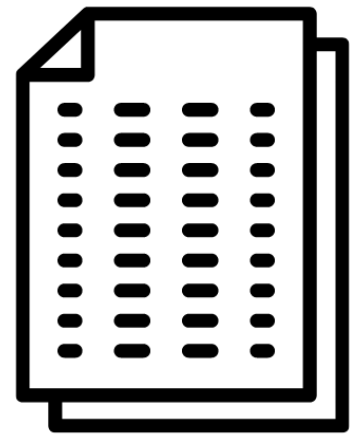
Handouts



Each course is provided with a wide range of worksheets.

Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.



Sample Handout Worksheet

Transactions Exploration

Review each transaction type below. For each transaction, provide an example and categorize it as either cash, credit, business, personal, or investment. Then, briefly explain how it impacts your financial situation.

1. Cash Transactions

Example: _____

Impact: _____

2. Credit Transactions

Example: _____

Impact: _____

3. Business Transactions

Example: _____

Impact: _____

4. Personal Transactions

Example: _____

Impact: _____

5. Investment Transactions

Example: _____

Impact: _____

Icebreaker: The Ledger of Life

PURPOSE

To help participants discover the basic principles of bookkeeping by likening it to maintaining a personal diary or ledger, making the concept more relatable and understandable.

MATERIALS REQUIRED

- Large sheets of paper or flipcharts
- Pens/pencils
- Stickers (two colors to represent credits and debits)
- Tape

PREPARATION

Prepare a large sheet of paper with a simple two-column ledger format for each participant or group. Label one column "Credits" and the other "Debits". Place markers and stickers within easy reach for all participants. Organize chairs and tables in a way that encourages group interaction.

ACTIVITY

Explain the metaphor: "Imagine your life as a book of accounts where you record all positive and negative events as credits and debits." Ask each participant to think about the past week and note down specific positive experiences (Credits) and challenges or negative experiences (Debits) on the stickers using short phrases or keywords. Place these stickers on the respective columns of their personal ledger sheet. In small groups, participants share their entries and discuss common themes or unusual contrasts. Encourage them to think about how balancing these events could relate to balancing books in a business context. Ask a few volunteers to present their ledgers to the whole group, explaining their credits and debits. Facilitate a brief discussion on how this metaphor can relate to tracking financial transactions in bookkeeping.

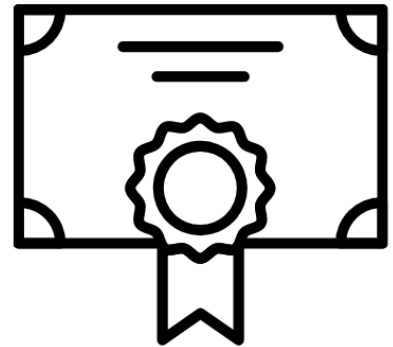
NOTE

To adapt this icebreaker for virtual training, use an online whiteboard tool where participants can use virtual stickers or text boxes to input their credits and debits. Breakout rooms can facilitate small group discussions, and screen sharing can be used for group presentations.

Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION

[Name]

*Has mastered the course
Practical Bookkeeping*

Awarded this _____ day of _____, 20____

Presenter Name and Title
