



Book-Keeping & Accounting for the Small Business: How to Keep the Books and Maintain Financial Control Over Your Business (8th Revised edition)

By Peter Taylor

Little, Brown Book Group. Paperback. Book Condition: new. BRAND NEW, Book-Keeping & Accounting for the Small Business: How to Keep the Books and Maintain Financial Control Over Your Business (8th Revised edition), Peter Taylor, Accounts are just as important as any other aspect of a business, and can be crucial to its prosperity and even survival. If you're 'doing the books' you will be at the very heart of the business, with your hands firmly on the controls. You will be involved in the management of its assets and liabilities, its expenses and its profit margins. The more control you have over these, and the records and figurework on which they are based, the better you will be able to control your business. This thoroughly accessible book is suitable for sole traders, partnerships and limited companies, and includes: - Choosing and using computerised bookkeeping software - VAT and taxation - Double entry book-keeping - Paying the wages - Preparing your annual accounts - The basics of keeping business records - Accounting for loans, hire purchase and leasing This book has been thoroughly revised and updated for its eighth edition. Contents: 1. Why you need proper business records; 2. Getting started;...



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Reviews

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-- **Joshua Gerhold PhD**

A very awesome book with perfect and lucid reasons. It really is basic but shocks within the 50 percent of the book. Its been designed in an exceptionally easy way and is particularly merely right after i finished reading this ebook where in fact changed me, change the way i think.

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