

Business Training for Advisors and Facilitators

Aimed at updating the business skills and knowledge of people advising small businesses, community groups and 'start-ups'

➤ Business Structures

This will provide an introduction to the main types of business structures, namely, limited companies, sole traders, partnerships and co-operatives. It will include a description of the following:

- ❑ The practical advantages and disadvantages of each business structure
- ❑ The main reasons why one structure is often chosen over another
- ❑ The reasons why community groups should establish companies limited by guarantee, while private companies should establish companies limited by shares
- ❑ How to appoint the secretary, members, shareholders and directors of a company
- ❑ The steps involved in establishing a business, including paperwork, cost & time
- ❑ The legal implications of running a business through each structure, e.g. liability of directors, audit, etc.

➤ Employers and employees rights and responsibilities

This will provide a practical introduction to the main rights and responsibilities arising from employing someone in a business or community group.

This will include the following:

- ❑ Employment contracts
- ❑ Maximum hours of work & minimum wage
- ❑ Holiday entitlements
- ❑ Sick leave, compassionate leave and force majeure leave
- ❑ Maternity and parental leave
- ❑ Equality at work
- ❑ Unfair dismissal and dismissal procedures



➤ [Bookkeeping and financial management](#)

This will provide an introduction to an effective bookkeeping and record keeping system in a business. It will include a description of the following:

- ❑ The types of records that need to be kept, e.g. files, statements, invoices
- ❑ The types of books that need to be kept, e.g. sales book, purchases book, cashbook, cheque journal
- ❑ Meeting the requirements of the revenue commissioners

This section will also provide an introduction to the following:

- ❑ Income & Expenditure Account, Profit & Loss Account and Balance Sheet
- ❑ Description of the terms used in each of the above documents
- ❑ How to use each of the documents to manage a business
- ❑ Other forms of management documents to be used in running a business

➤ [Taxation for small businesses and community groups](#)

This will provide a basic and practical introduction to the four main types of taxes affecting businesses, namely, Self Assessment Income Tax, Corporation Tax, VAT and PAYE / PRSI. The topics to be addressed will include the following:

- ❑ Brief description of the tax system affecting small businesses
- ❑ Tax implications for those 'starting in business', including how to register for tax
- ❑ Regulations regarding registration for VAT
- ❑ Charitable status
- ❑ Taxable income and allowable expenses

