



BUSINESS COURSES

DELIVERED THROUGHOUT WALES

1 DAY . £265 ON APPLICATION- YOU PAY £53 +VAT



THE FINANCE COURSES £

- **Bookkeeping, VAT and Making Tax Digital (MTD)**
- **Understanding your accounts and financial statements**
- **Keeping your Cash Flowing**
- **Introduction to Agricultural Business Planning (IABP)**

It is useful, but not absolutely necessary to do these courses in order shown. The Intro to Agricultural business planning brings all the aspect of finance together- it is a good revision for the first 3 courses, or as a stand alone course for the more experienced.

BUSINESS DEVELOPMENT COURSES

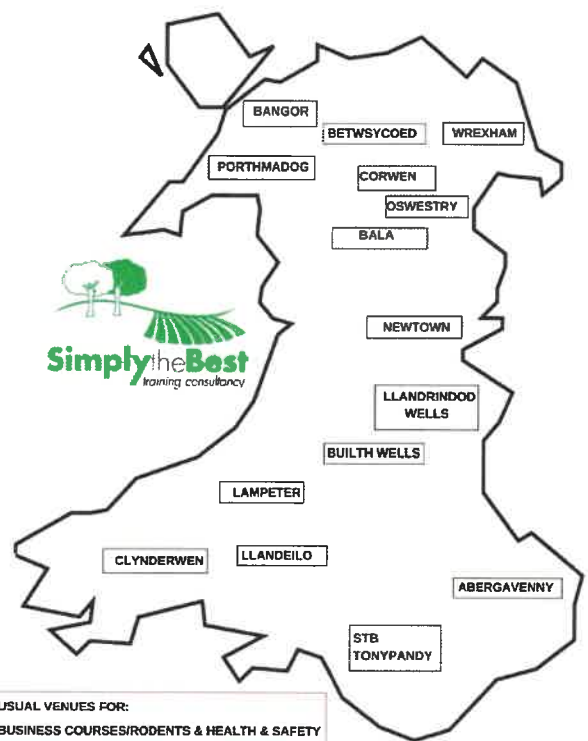
- **Business planning and development**
- **Planning a diversification or new enterprise on a farm**
- **Marketing Your Business**

Marketing works well after the diversification course.

PEOPLE SKILLS

- **Leading and Managing**
- **Getting the Best out of People**
- **Managing Teams**

Best to do leading and managing first, as the other courses build on leading and managing. Really good sharp courses , ideal if you employ anyone, and useful for managing professional relationships as it gives you an insight into what makes people “tick”. We have had excellent feedback from participants on these courses.



USUAL VENUES FOR:
BUSINESS COURSES/RODENTS & HEALTH & SAFETY



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01443 670267

office@simplythebesttc.co.uk



Bookkeeping, VAT & MTD



Our Delivery Model

We can deliver this either as a Face to Face course Pan Wales, or by Remote delivery.

It is **Farm focused**- you get a spreadsheet that you can use or customise to your **own farm business**. It is often beneficial for couples to attend, rather than just the person who does the bookkeeping.

Our preferred delivery is **FACE 2 FACE TRADITIONAL** – relaxed and informal, questions welcomed throughout.

We run this for about 4 -8 people in a venue **local** to you- usually a pub, hotel or community centre We will

let you know if a light lunch is provided, or if you need to bring a packed lunch.

The afternoon session is a practical exercise, work in pairs, where you “do the books” for a beef and sheep farmer called Ivor Goodfield. We then go through the exercise together.

You receive a comprehensive workbook, handouts, and a copy of the slides.

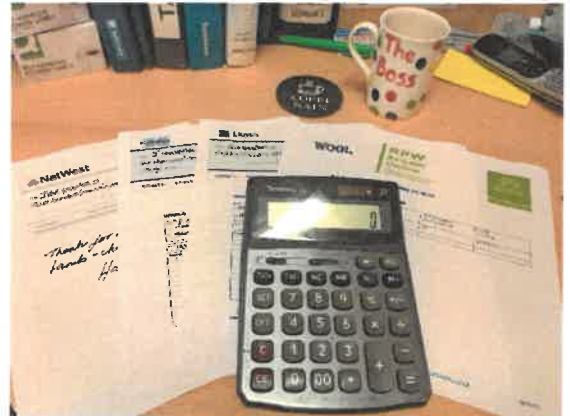
After the course I e mail you a master copy of the spreadsheet we use which can be used with bridging software.



REMOTE DELIVERY -VIA ZOOM – this can be used if we do not have numbers in your area.

You will need Access to a pc with a webcam or laptop or tablet. Prior to the course we will send you a e mail with the invitation **link** to the course. We will also **POST** out to you a pack, which will contain hard copies of workbooks , handouts etc needed, so you will not have to print out materials, or try and access them on the pc during the course. **Session 1** zoom session, 10am – 12 noon. **Break – Off screen 12-1.30** for the Ivor Goodfield activity as well as a cuppa and working lunchbreak. **Session 2** zoom

session, 1.30-3pm where we can go through “homework” address questions, and discuss.



THIS COURSE IS ELIGIBLE FOR **80% FUNDING**.

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FEATURED COURSE

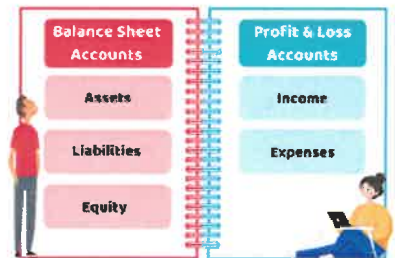
UNDERSTANDING & USING YOUR ACCOUNTS & FINANCIAL STATEMENTS.



We usually deliver this face-to-face to groups of 4 plus Pan Wales, in a venue **local** to you- usually a pub, hotel or community centre. We will let you know if a light lunch is provided, or you need to bring a packed lunch .It can deliver via ZOOM if needed. Usually 9:30-approx 3PM. It is a good course to do **after** the Bookkeeping course as it builds on the "management accounts" used there. It introduces you to terminology and concepts used by accountants and consultants and gives you an insight into their role- and the ability and confidence to engage and question them in a meaningful way.

We look at 3 businesses from different sectors,

and examine and investigate the accounts of a farmer- Old Macdonald.



IT IS REALLY USEFUL IF YOU BRING A SET OF ACCOUNTS WITH YOU- THEY WILL REMAIN COMPLETELY CONFIDENTIAL TO YOU AND IN YOUR POSSESSION AT ALL TIMES, IT IS JUST USEFUL TO SCAN YOURS WHILE WE DISCUSS WHAT THESE FINANCIAL STATEMENTS SHOW.

We look at ways of analysing the accounts for business "health" in much the same way as a consultant would do a financial review. After all, you only need to know how **your** business is doing, this course is not DIY accountancy ! Comprehensive workbook supplied.



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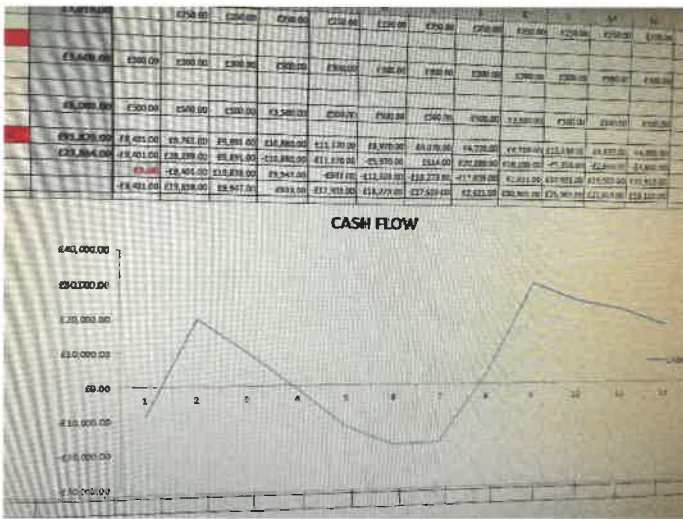


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FEATURED COURSE ★
MANAGING CASH FLOW



This is a shorter course than the Bookkeeping, and understanding your accounts course, and is useful to be done last of the 3 finance courses. Approx 4 hours F2F. This course is well suited to ZOOM delivery so can be either face to face or ZOOM. When we do Zoom we often do a 2 hour session, and do a follow up session with you individually a week or so later for you to use the spreadsheet in between,

and we can then discuss any issues that arise.

IF FACE TO FACE- USEFUL IF YOU BRING 12 MONTH BANK STATEMENTS WITH YOU- THEY WILL REMAIN ENTIRELY CONFIDENTIAL TO YOU AT ALL TIMES.

It is essential to have good cash flow management and this course provides you with a spreadsheet you can use & customise to your needs.

We also explore how you can produce your own cash flow for business plans in the future.



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FEATURED COURSE



Introduction to Agricultural Business Planning



We will run this pan Wales, for groups of 4 at local venues.

This course is a customised award by STB, it is 1 day course. It works well as a stand alone course , or as the final course after Bookkeeping, Accounts and Cash Flow. It draws together the relationship between Profit, Value, and cash flow, and then looks at gross margins, and budgeting methods to assist in planning existing or new enterprises.

What will be covered?

By the end of the course you will be able to

- Reflect on the farm's financial performance and health
- Be able to extract more information from financial statements and accounts.
- Understand financial terminology
- Be able to calculate Gross Margins of your enterprises.
- Use gross margins for planning changes.
- Be able to assess your cash needs to plan the business for the future



Sessions

- ✓ The Bermuda Triangle- where does all the money go? The relationship between profit, value and cash flow. How businesses are measured for performance.
- ✓ What is turnover?
- ✓ Defines Profit and profitability
- ✓ Defines Value, capital assets and investment
- ✓ What influences cash flow, and the used of cash flows in business plans
- ✓ What are cash needs- and how to use them in planning a new or existing business.
- ✓ The use of Gross margins as a budgeting tool.

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