



De-mystify the jargon, standard practices, and applications of finance and accounting. In just one day, you can learn the language and understand concepts like break-even analysis, capital equipment justification, and accrual accounting.

## In this workshop you will learn:

- ✓ Basic terms of accounting language
- ✓ When revenue and expenses should appear on financial reports
- ✓ Differentiate between expense classes
- ✓ Direct vs. indirect expense management
- ✓ How to use income statements
- ✓ How to use balance sheets
- ✓ How to use key financial ratios and indicators
- ✓ How to use common budgeting and monitoring tools

Participants are encouraged to bring financial reports and questions to the workshop.

*Program Options: One and two-day workshops.*

