

# Implementation of Bookkeeping Practices in Micro-Enterprises

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## ABSTRACT

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*The study determined the implementation of bookkeeping practices of the micro-enterprises, as well as, the importance of bookkeeping practices in micro-enterprises. This study used descriptive research design utilising survey questionnaire as the method of data collection for the 80 micro enterprises determined through purposive selective sampling. The data gathered were analyzed and interpreted using frequency and percentage distribution for the profile variables, weighted arithmetic mean for implementation and importance, and chi-square test to determine any significant differences between variables. The results revealed that micro-entrepreneurs sometimes implement bookkeeping practices in their business operation and agree on the importance of it as well. Furthermore, their implementation of bookkeeping practices showed a significant difference in terms of the micro-enterprises' type of ownership, years in operation, level of knowledge, and recordkeeping system. Thus, bookkeeping is indeed important in every business operation. Therefore, a seminar-training program on proper bookkeeping for the micro-enterprises' financial sustainability may be conducted.*

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## Introduction

Bookkeeping is the compilation of business-related events in a precise and coherent way with the goal that financial condition and business performance can be communicated anytime. It became the underpinning of today's businesses. Nyathi and Benedict (2017) viewed bookkeeping

as an everyday capacity of a business task in tracking inflows and money outflows. The level of bookkeeping in business has brought about numerous challenges against the effectual operation and accountability of those (Onaolapo, Fasina, Opoola, & Olatunji, 2011).

According to Romero and Martínez-Román (2012), the application of business skills and knowledge helped entrepreneurs to be successful. Consequently, in the study of Breuer, Frumusanu, and Manciu (2013); and Umeji and Obi (2014) they argued that, if the business events are recorded properly, decision-making process would be easy for small-scale business entrepreneurs. Similarly, reported profits reflect changes in wealth of owners and this can explain why major economic decisions in business are important (Maseko & Manyani, 2011)

Micro-entrepreneurs contribute towards economic growth and poverty eradication through self-employment, job creation, wealth creation and promotion of the general welfare of the citizens (Ademola, Adeyemi, & Odebiyi, 2017; Agyei-Mensah, 2010; Ajao, Oyeyemi, & Moses, 2016). A micro-entrepreneur is the one who operates a micro-enterprise or a small-scale entrepreneur. And, a micro-enterprise is any small-scale business with a small number of employees. Goods and services are the major products that most micro-enterprises are specialized in and provided in their local areas.

However, despite numerous previous researches on Micro, Small, and Medium Enterprises (MSMEs), there is a need to focus on the bookkeeping practices of micro-enterprises. Bookkeeping know-how and proper recording is specifically one of the factors that have a significant influence on the sustainable performance and growth of MSMEs. Furthermore, micro-enterprises play a big role in the advancement of a community, municipality, and/or even a city by providing employment and taxes for the local government. According to Germain (2009), one of the causes of business catastrophe and bankruptcy within the few months of operation was the failure to embrace the practice of proper recording of business financial transactions or bookkeeping. Chepkemoi (2013) also

noted that it is important to keep records on business transactions in order to know how to break even or even know how much each different product is really making a profit. Hence, bookkeeping is one thing that an entrepreneur should not set aside and ignore.

Hatteu (2012) further postulated that the information needed in making decisions about small business is provided by the accounting system. Hatteu (2012) also added that understanding the use of the entry system and the application of accounting equations are important. Consequently, Hatteu (2012) pointed out that the accounting system must be easy to use, accurate, timely, consistent, understandable, dependable, and complete. Accordingly, the standard of generally accepted accounting principles (GAAP) should be followed by small businesses in the preparation of accounting records. Similarly, Mbroh and Attom (2011) noted that good accounting system should be able to meet the information needed in both internal and external decision makers for decision-making; instead of the ability to keep records. The same thing with training in business management, particularly, business finance and record keeping showed a significant relationship with business performance (Bowen et al., 2009). Additionally, the European Commission (2008) recommended that the accounting systems that fits small-scale businesses depends on their specific business operation needs, which includes the following: the use of financial records such as general journal, the use of the double-entry bookkeeping which indicates the debit and credit side, the use of simplified formats in preparing the business' financial statements, and the use of the accrual basis of accounting in recording of (sales, collections, pre-payments, and payables).

## *MSMEs in the Philippines*

MSMEs in the Philippines as claimed by Ibarra (2012) are significant in the national economic recovery. The category of MSMEs is based on the number of employees and size of business' assets, not including land. The law also updated the definition of MSMEs by increasing the net assets threshold. Business enterprises are categorized as micro-enterprise if their assets before financing are P3 million or less and has 9 employees or less; categorized as small enterprise if the assets before financing exceeds P3 million but not more than P15 million with 10 up to 99 employees; and categorized as medium enterprise if the assets before financing exceeds P15 million up to P100 million with 100 to 199 workers (Ballada, 2010).

There were 915,726 active business enterprises in the Philippines, based on the 2016 List of Establishments of the Philippine Statistics Authority (PSA), which was 1.64% more than the 900,914 business establishments reported in 2015. Of these, 99.57% or 911,768 of the total businesses are micro, small and medium enterprises (MSMEs); wherein 89.63% or 820,795 are micro, 9.50% or 86,955 are small, 0.44% or 4,018 are medium, and 0.43% or 3,958 comprising the large enterprises, respectively.

According to the 2016 number of MSMEs, the top five industries include wholesale and retail trade, repair of motor vehicles and motorcycles, which comprise the 420,638 businesses; accommodation and food service activities comprising the 119,718 businesses; manufacturing comprising the 115,748 businesses; other service activities with 56,466 businesses; and financial and insurance activities comprising the 39,925 businesses. Of the total number of MSMEs, 82.5% were accounted for by these industries mentioned previously.

In the 2015 report, most of the MSMEs are operating in the National Capital Region (NCR), with 190,166 businesses; Region 4-A (CALABARZON) with 131,011; Region 3 (Central Luzon), with 100,880; Region 7 (Central Visayas), with 53,218; and Region 1 (Ilocos) with 47,996. Of the total number of MSMEs in the country, 58.4% are accounted by the aforementioned location.

In terms of employability, 4,879,179 jobs in total are generated by MSMEs in 2016 versus the 2,831,729 that generated the large enterprises. The report shows that MSMEs comprise about 63.3% of the total jobs generation in all kinds of businesses. Of the total job generated, micro-enterprises emerged 30.4% or about 2,345,992 jobs, small enterprises generated 25.7% or 1,981,316, and medium enterprises 7.2% or 551,871. These large corporations are the country's top taxpayers yet, collectively, micro, small, and medium enterprises (MSMEs) provide employment for 69.1% of the country's labor force (Ballada, 2010).

Micro-enterprises make up the backbone of Iba, one emerging municipalities and the capital of the province of Zambales. Micro-enterprises play a big role in the advancement of the municipality by providing employment and taxes for the local government. Although many micro-enterprises have been contributing to the development of the municipality, the growth is still minimal. Local government provides sources of finances to micro-enterprises, yet, certain opportunities to suffice the micro-enterprises' needs should still be provided, with regards to effective decision making; through financial literacy programs and to promote an entrepreneurial culture and environment, since, keeping proper records of business-related transactions and events are required in managing a business to be successful.

Knowledge in bookkeeping and proper recording is specifically one of the factors that have a significant influence on the sustainable performance and growth of MSMEs in Iba Zambales. Thus, Germain (2009) states, that the cause of business catastrophe and bankruptcy within the few months of operation was the failure to embrace the practice of proper recording of business financial transactions or the bookkeeping.

The micro-enterprises in Iba, Zambales are aware of the importance of bookkeeping in their business operation change to: maximizing profit and minimizing costs. However, bookkeeping is seldom implemented by micro-enterprises, and some of them carry out bookkeeping themselves with minimal training and knowledge. Zhou (2010) postulated that the main problem of business owners and managers of micro-enterprises was commonly their inability to keep sufficient records, which should help them in decision-making. Likewise, another problem is the difficulty in the preparation of proper financial statements due to poor and insufficient records. Implementation of bookkeeping is necessary to have a basic understanding of how it is properly applied.

Thus, this study aims to determine the implementation of bookkeeping practices in micro-enterprises, as well as, the importance of bookkeeping practices, since bookkeeping is one thing that an entrepreneur would not set aside and ignore to be successful in any, particularly, small-scale business ventures. Also, according to Butler (2009), businesses without accurate and complete records were destined to fail from the start of the operation. Furthermore, this study served as an evidence that bookkeeping practices are an important financial tools that should be integrated into the MSMEs business operation to keep track of their financial performance for short-term and long-term

decision making. This would also serve as policy implications for the local government of Iba to conduct seminars on financial literacy and proper recordkeeping program to help micro-enterprises improve their livelihood and business' sustainability.

## **Purpose of the Research**

This study aimed to determine the extent of implementation of the bookkeeping practices in micro-enterprises of Iba, Zambales, and to encourage them to integrate bookkeeping in their respective business operations for decision making.

Specifically, the study sought to answer the following research questions:

1. What is the demographic profile of the micro-enterprises?
2. What is the level of implementation of the bookkeeping practices of the micro-enterprises?
3. What is the importance of implementing bookkeeping practices in micro-enterprises?
4. Is there a significant difference in the implementation of bookkeeping practices when grouped according to micro-enterprises' demographic profile/s?

## **Methodology**

### *Research design*

The study used of the descriptive research design with the questionnaire as the main instrument in gathering data. The descriptive method does not merely accept the gathering of data and tabulation of results but also includes interpretation and evaluation of what has been described

in the questionnaire without analyzing relationships among variables signifies the gathering of data regarding the present situation. The descriptive method includes data to test the hypothesis and the answer to the questions concerning the present status of the study.

### *Participants*

The location of the study covered the municipality of Iba, province of Zambales. A total of 80 micro-enterprises in the municipality were selected as participants based on their characteristics and the objective of the study through purposive sampling.

### *Research instrument*

The survey method was used using a researcher-made questionnaire, which was composed of three parts: (1) demographic profile of the micro enterprises, (2) implementation of bookkeeping practices with 10 statements that includes (recording of daily sales/revenue and maintaining records of purchases and other operating expenses), and (3) importance of the bookkeeping practices with 10 statements that includes (the importance of proper and adequate bookkeeping in maximizing profit and in minimizing costs). To test the reliability of the questionnaire, Cronbach's alpha coefficient was computed with 0.802 Alpha coefficient.

### *Data analysis*

All data yielded by the questionnaire were tallied, tabulated, analyzed and interpreted accordingly using the following statistical treatment such as frequency and percentage distribution for the determination of the respondents' demographic profiles, weighted arithmetic mean for the determination of the implementation and importance of the bookkeeping practices, and chi-square to test whether or not the micro-

enterprises' bookkeeping implementation has significant difference when grouped according to their demographic profiles.

A five-point scale, 5-1 with answer options of "never" as 5, "seldom" as 4, "sometimes" as 3, "often" as 2 and "always" as 1, was used in assessing the implementation of bookkeeping practices; and a five-point scale, with answer options of "strongly disagree" as 5, "disagree" as 4, "not certain" as 3, "agree" as 2, and "strongly agree" as 1, was used in assessing the importance of bookkeeping.

## **Results and Discussions**

The results were discussed and presented based on the sequence of the purposes of this research.

### *Demographic Profile of the Micro-enterprises*

This sub-section shows the demographic profile variables distribution of the respondents.

Majority of the respondents have attained college level and at least have graduated elementary and postgraduate education. Most micro-enterprises are a sole proprietorship, with the advantages of earning all the profit in the business, unlike other types of business organization, in which an entrepreneur needs to divide the profits to all the partners/owners. The majority of the capital of micro-enterprises ranges from P5,001 to P39,000. This amount is large enough for a micro business as a sole proprietorship and easy to produce through personal fund and savings. Engaging in selling goods as their type of business was the majority managed by the micro-enterprises, which is very common in provinces. They are operating for 1-3 years during the conduct of the study, with moderate knowledge about bookkeeping and its importance in the business

**Table 1***Frequency and Percentage distribution of Demographic Profile of the Micro Enterprises*

Profile Variables		Frequency (f)	Percentage (%)
Educational Attainment	Post Graduate	1	1.25
	With Post Graduate Units	1	1.25
	College Degree	19	23.75
	College Level	36	45.00
	High School Graduate	18	22.50
	High School Level	2	2.50
	Elementary Graduate	2	2.50
	Elementary Level	1	1.25
Type of Ownership	Sole proprietorship	77	96.25
	Partnership	3	3.75
Amount of Capital	More than 505,000	2	2.50
	485,001 – 505,000	1	1.25
	305,001 – 325,000	2	2.50
	245,001 – 265,000	2	2.50
	185,001 – 205,000	3	3.75
	145,001 – 165,000	1	1.25
	105,001 – 125,000	3	3.75
	85,001 – 105,000	2	2.50
	65,001 – 85,000	4	5.00
	45,001 – 65,000	6	7.50
	25,001 – 45,000	15	18.75
	5,001 – 25,000	39	48.75
Business Operated	Goods	49	61.25
	Service	31	38.75
Source of Capital	Personal Fund	62	77.50
	Loan	16	20.00
	Others	2	2.50
Years in Business Operation	16 and above	5	6.25
	13 – 15	7	8.75
	10 – 12	3	3.75
	7 – 9	21	26.25
	4 – 6	8	10.00
	1 – 3	36	45.00
Level of Knowledge in bookkeeping	High	6	7.50
	Moderate	45	56.25
	Low	11	13.75
	None	18	22.50
Recordkeeping System	Manual	57	71.25
	Computerized	9	11.25
	None	13	16.25
	Others	1	1.25

operation; according to Romero and Martinez-Román (2012), the application of knowledge and skills in the business helped owners to be successful. It was noted that

proper recording of business transactions simplifies the decision-making process for small business owners (Breuer, Frumusanu, & Manciu, 2013; Umeji & Obi, 2014). In

**Table 2***Implementation of Bookkeeping Practices in Micro Enterprises*

<b>Implementation Practices</b>	<b>Weighted Mean</b>	<b>Qualitative Interpretation</b>
1. Recorded daily sales/revenue	2.61	Sometimes
2. Maintained records of purchases and other operating expenses (salaries, transportation, rent, etc.)	2.59	Sometimes
3. Summarized the records as basis for decision making	2.78	Sometimes
4. Computed or estimated projected net income	2.46	Often
5. Maintained records of accounts receivables	2.10	Often
6. Maintained records of accounts payables	2.44	Often
7. Maintained and updated the records of cash	2.75	Sometimes
8. Maintained records of every personal withdrawals (for personal use)	2.75	Sometimes
9. Maintained records of prepayments/advance payments	3.33	Sometimes
10. Maintained records of total capital in the business	2.78	Sometimes
Overall Weighted Mean	2.66	Sometimes

addition, manual systems of recording are still adopted by the micro but still no proper recording and application of bookkeeping in their operation.

#### *Implementation of Bookkeeping in Micro-Enterprises*

This section shows the results of the bookkeeping implementation practices of micro-enterprises.

The micro-enterprises sometimes implemented bookkeeping practices in their business operation with an overall weighted mean of 2.66. However, they often computed the projected net income, maintained records on accounts receivable and accounts payables. Yet, they sometimes record the prepayments or advance payments made (mean of 3.33).

The level of bookkeeping implementation in business has brought about numerous challenges against the effectual operation and accountability (Onaolapo, Fasina, Opoola, & Olatunji, 2011; Wood, 1979). Furthermore, a good accounting system should be able to meet the information needed in both internal

and external decision makers for decision-making; instead of the ability to keep records (Mbroh & Attom, 2011). However, maintaining proper records on collectibles and payables is important in the business operation to monitor the period of when to collect and when to pay obligations; hence, the business operation would be far from bankruptcy. Similarly, prepayments/advance payments should be properly accounted so that the net income would be accurate; since, the information needed in making decisions about small business is provided by the accounting system which comes from proper recording (Hatteu, 2012).

Furthermore, businesses without accurate and complete records were destined to fail from the start of the operation (Butler, 2009). And the cause of business catastrophe and bankruptcy within the few months of operation was the failure to embrace the practice of proper recording of business financial transactions or bookkeeping (Germain, 2009), thus, bookkeeping implementation to businesses particularly to micro-enterprises is a must to sustained their businesses.

**Table 3***Importance of Bookkeeping in the Business Operation*

<b>Importance Factors</b>	<b>Weighted Mean</b>	<b>Qualitative Interpretation</b>
1. Proper and adequate bookkeeping is an important tool in maximizing profit	1.80	Agree
2. Proper and adequate bookkeeping is an important tool in minimizing costs	2.05	Agree
3. Proper and adequate bookkeeping is an important tool in projecting net income	1.58	Agree
4. Proper and adequate bookkeeping is an important tool in determining expenses	1.48	Strongly Agree
5. Proper and adequate bookkeeping is an important tool in determining growth and needed for expansion	1.74	Agree
6. Proper and adequate bookkeeping is an important tool in choosing the best among alternative course of actions related to non-recurring activities	1.95	Agree
7. Proper and adequate bookkeeping is an important tool in preventing concealment (cover-up) of assets	1.61	Agree
8. Proper and adequate bookkeeping is an important tool in determining the financial condition (liquidity, solvency, profitability) of the business	1.73	Agree
9. Proper and adequate bookkeeping is an important tool in determining when to place an order (reorder point)	1.93	Agree
10. Proper and adequate bookkeeping is an important tool in determining payback period (length of time before an investment is recovered)	1.80	Agree
Overall Weighted Mean	1.77	Agree

*Importance of Bookkeeping in the Business Operation of Micro-Enterprises*

This section shows the results on the importance of bookkeeping in the micro-enterprises' business operation.

The micro-enterprises agree on the importance of bookkeeping in their business operation with an overall weighted mean of 1.77. But, they strongly agree that bookkeeping is an important tool in determining expenses with a weighted mean of 1.48.

Failure to record business financial transactions or the bookkeeping leads to collapse of the business within a few months of its establishment (Germain, 2009). This is because, bookkeeping is an everyday capacity of a business task

in tracking money inflows and money outflows (Nyathi & Benedict, 2017). On one hand, the application of business skills and knowledge helped entrepreneurs to be successful (Romero & Martinez-Román, 2012); if the business events are recorded properly wherein decision-making processes would be easy for small-scale business entrepreneurs (Breuer, Frumusanu, & Manciu, 2013; Umeji & Obi, 2014).

Thus, it is important to keep records on business transactions in order to know how to break even or even know how much each different product is really making a profit (Chepkemoi, 2013); hence, bookkeeping is one thing that an entrepreneur should not set aside and ignore.



**Table 4***Implementation of Bookkeeping Practices according to Demographic Profile*

Profile variables	Chi-square test at 0.05 level of significance			p-value	Decision
	df	X <sup>2</sup> computed	X <sup>2</sup> critical		
Educational attainment	21	26.2082	32.6706	0.1986	Accept Ho Not Significant
Type of ownership	3	19.7234	7.8147	0.0002	Reject Ho Significant
Amount of capital	33	29.5220	47.3999	0.6410	Accept Ho Not Significant
Type of business operated	3	2.2214	7.8147	0.5278	Accept Ho Not Significant
Source of capital	15	15.9848	24.9958	0.3831	Accept Ho Not Significant
Years in business	15	25.2588	24.9958	0.0466	Reject Ho Significant
Level of knowledge	9	40.8954	16.9190	5.23E-06	Reject Ho Significant
Recordkeeping system	6	15.4534	12.5916	0.0170	Reject Ho Significant

### *Comparing Business Operation*

This shows the results of the test of significant differences on the implementation of bookkeeping practices in the business operation of the micro-enterprises according to demographic profiles variables.

The micro-enterprises' implementation of bookkeeping practices has significant differences on the type of ownership with a p-value of .0002, which is less than the .05 level of significance, thus the decision is to reject the null hypothesis. Sole proprietorship usually is micro businesses so it is probable that maintaining proper bookkeeping does not cost beneficial, unlike the other business organization that are composed of many partners and/or owners that share the capital.

The computed significant value of years in business with a p-value of .0466 which is less than the .05 level of significance, thus, the decision is to reject the

null hypothesis; hence, there is a significant difference. As the micro enterprises gain years of business experience, they become more familiar with their transactions making bookkeeping easier and faster. The first three years of operation would usually be called the trial and error stage where most of its operations are outflows. Four to six years of operation is called the buffer stage where income is more or less equal to expenses. And seven to nine years is when the operations are established and income is well defined.

The computed significant value on the level of knowledge with a p-value of 5.23E-06 which is less < than the 0.05 level of significance, thus, the decision is to reject the null hypothesis; hence, there is a significant difference. Micro-entrepreneurs with a high level of knowledge would tend to have a clearer understanding of bookkeeping; to organize, and create or distribute knowledge to ensure the availability for future use.

Lastly, the computed significant value on the record keeping system with a p-value of .0170 which is less than the .05 level of significance, thus, the decision is to reject the null hypothesis; hence, there is a significant difference. This is because, micro businesses rarely maintain records or they only have the manual recording, since, it is not cost efficient in relation to their income. Annual bookkeeping is used by micro establishments to keep track of its daily cash flows, while, a computerized system is used by large companies to ensure an organize and productive financial statements.

### **Conclusions and Recommendations**

This study aimed to determine the extent of implementation of the bookkeeping practices in micro-enterprises of Iba, Zambales, and to encourage them to integrate bookkeeping in their respective business operations for decision making. The study was limited to the bookkeeping practices of the micro-enterprises.

The findings revealed that micro-entrepreneurs attained college education; notion in provinces is that engaging in micro businesses is for under college educated person since, it is in the practice that gaining an education is for employment. The microenterprises are sole proprietorship engaged in a merchandising business of which selling goods, wherein the capital is personally funded as the primary source of capital and operating the business for an average of 1-3 years who has a moderate knowledge about bookkeeping and been using the manual type of recordkeeping. Having moderate knowledge in bookkeeping is fair enough, likewise, applying the manual type of record keeping is good than those who don't have records at all. However, these micro-enterprises should be well-equipped with proper bookkeeping, since, it is a crucial thing for businesses of all sizes. Without

proper bookkeeping, a small business can rapidly fail.

The micro-enterprises sometimes implemented bookkeeping practices in their business operation. However, they often computed the projected net income, maintained records on accounts receivable and accounts payables. Yet, they sometimes record the prepayments or advance payments made. On the other hand, the micro-enterprises agreed on the importance of bookkeeping in their business operation. But, they strongly agreed that bookkeeping is an important tool in determining expenses. It is in fact, that accurate bookkeeping is a necessity running a small enterprise, to become successful if things are done right. Bookkeeping has something to do with keeping track of the business' revenue and outgoings. Many businesses which would otherwise have been successful have been brought down by their failure to maintain proper financial records; bookkeeping is essential.

The micro-enterprises' implementation of bookkeeping practices has significant difference according to the type of ownership, years in operation, level of knowledge, and recordkeeping system. Thus, bookkeeping was indeed important in every business operation. Accurate and proper bookkeeping allows an entrepreneur whether or not the micro-enterprise is actually making a profit. It is surprising how often micro-entrepreneurs fail to keep track of this, but it is obviously extremely important. Furthermore, bookkeeping also allows an entrepreneur to have a greater understanding of how much progress has been made over time.

Therefore, it is recommended that micro-enterprises be afforded with seminar-training on proper bookkeeping by the local government of Iba, province of Zambales for the micro-enterprises' sustainable performance. The training will

be conducted utilizing interactive lecture-open forum method coupled with actual preparation of financial plan and exercises on bookkeeping, simple accounting procedures and preparation of financial statement and analysis.

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## Appendix A

### TRAINING PROPOSAL

#### **Title: Seminar and Training Workshop on Simple Bookkeeping and Record Management of Micro-Enterprises in Zambales**

#### **Rationale:**

Bookkeeping is the systematic and logical manner of the compilation of business transactions in order to quantify the financial performance when needed, and which has become the foundation of modern business dependence. Bookkeeping is likewise considered by Nyathi & Benedict (2017) as the day-to-day function of a business operation in tracking the cash inflows and outflows.

Micro-entrepreneurs contribute towards economic growth and poverty eradication through self-employment, job creation, and wealth creation and promote the general welfare of the citizens (Ademola, Adeyemi, and Odebiyi, 2017; Agyei-Mensah, 2010; and Ajao, Oyeyemi, and Moses, 2016). Further, these micro-enterprises make up the backbone of Iba, one of the emerging municipalities and the capital of the province of Zambales. They play a big role in the advancement of the municipality by providing employment and taxes for the local government. Although many micro-enterprises have been contributing a big role in the development of the municipality, the growth is still minimal. Local government provides sources of finances to micro enterprises, yet, certain opportunities to suffice the micro enterprises' needs still be provided, with regards to effective decision making; through financial literacy programs and promote an entrepreneurial culture and environment, since, business management entails keeping proper records of the business transactions.

In the light of the findings on the study conducted, **Implementation of Bookkeeping Practices in Micro-Enterprises** and in line with the extension mission of the CABA of being a catalyst to economic growth, this training is proposed.

#### **Objectives:**

At the end of this training, the participants should be able to:

1. To articulate the concepts, principles, and significance of proper bookkeeping;
2. To follow the steps in preparing financial record;
3. To prepare financial statement and other reports;
4. To properly account the sales and expenses;

**Content:**

The training includes the discussions of the following topics:

1. Principles and importance of Business Financial Planning and Analysis
2. What records to keep
3. Preparation of financial record
4. Financial Business Analysis

**Methodology:**

This training will be conducted utilizing interactive lecture-open forum method coupled with actual preparation of financial plan and exercises on bookkeeping, simple accounting procedures and preparation of financial statement and analysis.

Other activities to be conducted relative to the training:

1. Pre-test;
2. Training proper;
3. Workshop;
4. Post-test; and
5. Proceeding preparation.