
BBA

BROWN-BEASLEY ACCOUNTING, LLC



Knowledge

Is Our Offer

Series of Seminars, Courses
and
Private training



BROWN BEASLEY ACCOUNTING, LLC

Full Service Accounting Firm

Established in 1996—over those 12 years BBA has grown in size and experience. Most importantly, we have learned what works. We teach you the fundamentals that can be applied in your daily business activities immediately. We also understand that it is best to provide each business with solutions customized to fit its individual needs.

OUR SERVICES

Consulting

Bookkeeping Services

Seminars/Training Sessions

System Set Up (accounting records and practices)

Individual, Non-profit and Corporate Tax Returns

ABOUT OUR SERVICES

BBA is experienced in serving clients with varied levels of skill and knowledge. We understand the components necessary to identify and reach your goals. We specialize in systems set up, in which we evaluate your current method of record keeping and help you to establish a method that allows you to stay accurate and effective. Our seminars and training sessions are organized into manageable groups in which we concentrate on teaching you the tools to take back and apply to your business, immediately. Our consulting services are varied and outstanding.

Our success is linked to your satisfaction with our service.



How we may serve you?

BBA

**BROWN-BEASLEY
ACCOUNTING, LLC**



We are a dedicated group who provides services to a wide range of clients. We offer a variety of customized solutions in a manner that directly benefits you - our clients.

Let us work with you to meet your accounting needs.

Table of Contents

<u>Description</u>	<u>Page</u>
Brown-Beasley Accounting, LLC	6
We Mean Business	7
Mothers & Daughters on the move	8
Quickbooks	9
New Business	10
Families/Centers—Daycare—Childcare	11
Church—Administration	12
Choice Schools	13
Non-Profit, What's it all about?	14
Personal Finances	15
Registration Form	16
Accounting, the language of business	17

**We will instruct, coach, train and
teach,**

“We Mean Business”

SEMINARS

BROWN BEASLEY ACCOUNTING, LLC

Full Service Accounting Firm

Established in 1996—BBA has grown in size and experience. Most importantly, we have learned what works.

For the first time, Brown Beasley Accounting, LLC, (BBA), will offer essential business seminars

BBA

We will instruct, coach, train and teach,

“We Mean Business”



Will you be at the Table?

Our commitment to those who attend is that, you will leave with valuable knowledge which is helpful and applicable right now **AND** will be necessary for the future. In business, a couple of things should always happen simultaneously – we take care of the present while planning for the future. We will introduce long-standing and successful concepts which we have gathered over the years ---and will now unleash them at these business seminars.

You will not find any quick talking, gimmicks or games – only tried and true information which is the formula for success. BBA is a local firm, easy to contact and willing to help answer questions. We have been operating our business for over 12 years, we have a lot to say --and we hope you will be at the table to hear.

BBA operates as a team – we foster teamwork within our firm and through alliances with other professionals. We have structured our seminars in the same manner. We have collaborated with other firms to cover their area of expertise and which they will present at these seminars to ensure that you walk away with comprehensive information and guidance.

With our full team ready and eager to meet your needs, we believe that the return on your investment in this series of seminars will far outweigh the cost. What makes us so certain? You will have to attend to find that out!

To claim your place at the table register today!

Our success is linked to your satisfaction with our service.

Lydia Beasley, CEO

AUGUST 28, 2008

9am – 12noon

We Mean Business

While it would not be possible to tell you the whole story of operating a successful business, at a seminar- Certainly we can provide the “essentials”.

At the table...

Accountants – Auditors

Attorney

Marketer

Internal Revenue Service

Wisconsin Department of Revenue Service

What will be discussed? The Essentials in each of these area's:

Accounting, Bookkeeping, Internal Auditing, External Auditing

Mapping – and implementing a 3-year plan- that works!

Marketing – what you don't want to ignore, *really*

Form's of entities, Sole proprietor, LLC, S-Corp, C-Corp., & Partnership

Free Services, Financial help, Best Websites, Other Resources

Top 10 issues –

The Internal Revenue Service and Wisconsin Department of Revenue

Will you be at the Table?



OCTOBER 6, 2008

9am – 11am

Mother and Daughters *on the move*

Perhaps no family dynamic is more complex than the one between a mother *and* daughter

Their businesses are expanding
and they have much to do.....

When today's new generation of moms and daughters join entrepreneurial forces, both reap personal as well as financial reward.

We will instruct, coach, train, teach, listen *and* celebrate

At the table ...

Mother-Daughter Accountant/ Entrepreneurs Team

Panel Discussion—3 mother/daughter businesses

What will be discussed?

The Essentials of starting, growing, expanding *and still remaining friends.*

Why is this to be the business most likely to succeed?

Excelling at working together

Managing the specific dynamics of this relationship

How to both be the boss and the employee at the same time

Finances – *who handles what?*

Mapping – and implementing a 3-year plan- that works!

And more.....

OCTOBER 7 2008

9am prompt – 11am

QuickBooks

– **The number one choice for small businesses**

is it the right accounting software for your business

Perhaps no accounting software has hit the market with an impact as great as this one, but is it right for you—for your business?

See the big picture at a glance

There is a next –level in QuickBooks – have you gotten there?

We will demonstrate, listen, instruct, coach, train, and teach

At the table...
Two – QuickBooks Trainers
and Accountants



What will be discussed?

The Essentials of setting-up, maintaining Quickbooks and moving to next level

How to keep it from becoming more complex than it should be.

Excelling at working together with your accountant and banker- spend less on fees and get *more* service

How to use QuickBooks to help with Audits, Accounting Procedures, Bank Reports, and Projections

Which version is right for your business and which version is free?

Other products which work with Quickbooks

When to start a new file

And more.....

OCTOBER 8, 2008

9am prompt – 11am

New BUSINESS

Starting or recently started or considering a start –
“YOU WILL WANT TO BE HERE”

Careful planning is fundamental to success – let's start the plan together!

Sometimes it seems like such a maze walking through so much information - so, let's go through this - one by one
- together.

We have had a lot to say –and we are telling it now, will you be listening?

At the table....

Entrepreneurs and Panel Discussion

Hear from those who have years of experience

Small Business Administration

What will be discussed?

The Essentials of starting –maintaining -growing a business.

7-Simple BBA trademark -personal must do's –that can make you a successful
entrepreneur

What signs say right business/wrong business?

Building your team

Why is researching important and how to do it?

Checklist of things that must be done before I start and after I've started

Choosing an accounting method (what is a accounting method?)

Paying taxes - payroll, estimated - who to pay and when

Are there really grants for starting businesses?

Local resources and finding a mentor

Do I need a business plan, marketing plan?

How can I afford an accountant, lawyer, marketer, employees?

and more -much more than we can explain here!

And more.....

OCTOBER 9, 2008

7am – 9am

Family/Centers-Daycare– Childcare

"Handling" the Daycare Finances"

We will speak candidly about these things...

Accounting is an area with which many daycares struggle with.

Often the administrator is overwhelmed with other duties and may not have
business accounting experience.

Parents expect the correct and timely reporting on payments and fees;

Employees expect timely checks; and the government expects correct payroll withholding and reporting.

You need accurate financial statements

At the table ...

Accountants experienced with Daycares

Daycare Administrator

State Administrator

What will be discussed?

The Essentials of Daycare Accounting

Accounting for daycares is vital for the administration of a child care center and the information we will provide
will be beneficial for the running of the organization

addressing:

Invoicing parents, invoicing the state

Receiving payments, paying bills

Keeping track of cash spending

Proficient financial management programs can streamline and synchronize all
aspects of a center's needs, therefore increasing productivity

Will speak also on the requirements

Financial reporting - tracking by child, parent, service and cross referencing these

And more.....

OCTOBER 9, 2008

11am-2pm

Church – Administration

We will speak candidly about these things...

Church accounting is an area that many small churches struggle with.

Often the church treasurer is someone who has some business accounting experience, but may not have any specific training in church accounting. The membership expects the treasurer or church financial secretary to "handle" the church finances appropriately, even though they may have made very little provision for educating or training on the issues specific to church accounting.

At the table ...

Accountants experienced with Churches

Church Administrator

Internal Auditing

What will be discussed?

The Essentials of Church Accounting

Accounting and bookkeeping - standardized

How to track - Members and Visitors contributions

What reports does the congregation need?

How to I create an accounting manual for others to follow

Pastors and others staff salaries -what do I have to withhold?

Self -employment tax, Housing allowance

Financial reporting - tracking programs and projects

And more.....

OCTOBER 9, 2008

5pm – 7pm

Choice Schools

We will speak candidly about these things...

What it takes to:

Start a Choice School

Maintain a Choice School in good and great standing

Growing a Choice School

Audits

At the table ...

Accountants experienced
with "Accounting" for schools
State School Administrator

What will be discussed? The Essentials of Starting, Maintaining and Growing a Choice School

Accounting for Schools -----basic information and then moving to the next level

Establishing a budget, Monitoring the budget

Set-up an accounting system, Maintaining it

Financial reporting

Preparing for the Audit

Head count

Compliance

Financial reporting - tracking by child, parent, service

and cross referencing these

And more.....

OCTOBER 10, 2008

6pm –8pm

Non-Profit – what’s it all about?

Non-profits can be rewarding – on a personal and a business level

Considering starting a non-profit ,noticed there is a lot of information out there.

We will speak to the essentials of these areas

We will listen, instruct, inform and direct

At the table ...

Non-profit Accountants

Administrators– for Non-profit

Internal Auditor

Panel forum– Non-Profit Board Mgmt

What will be discussed?

The Essentials of starting ,growing , and staying in compliance

What are the key steps in forming a non-profit?

Who can operate a non-profit? What businesses can not be non-profit?

Can a non-profit be a profitable business?

How should our board be structured?

Other non-profit structures which are not a 501c3?

Why running a non-profit can be a difficult business

How to choose and keep board members and keep them active

How to budget, do projections and plan projects

How to raise money

What courses do I need to take to stay on top of this?

Do I have to file a tax return (990)?

Do you need a lawyer to start a non-profit?

Check list to help guide you

Alternatives to starting a nonprofit

Avoiding fraud (or even the appearance of fraud)
and abuse—things to be aware of

And more.....

OCTOBER 11, 2008

9am –11am

Personal Finances
– repairing, maintaining, excelling

A lot of direct talk, solid planning, clear lists and “directives on how to...”

This is not a get rich quick- all will be fixed when you leave here -purchase our books seminar

We will instruct, coach, train, teach, listen *and* plan

At the table ...

Accounting, Finance, and investing - professionals

The gang is all here!

What will be discussed?

The Essentials of what you need to retire ,
to enjoy your life .to put in action your life plan

We will talk about, teach and work with you to implement the things that will work.

We will work with you -----on how to begin changing your bad habits, then how to turn them into good habits.

We will help you identify your strengths and strengthen your weaknesses

We will discuss and teach on - Credit scores, Investing, Savings, and Budgets

You will leave here understanding and ready to apply proven techniques

The basics, plus the need for financial education and financial planning

Mapping – and implementing a 3-year plan- that works for you!

And more.....

REGISTRATION FORM

All seminars held at Aria 5444 W. Fond Du Lac Ave.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE _____ CELL _____

EMAIL ADDRESS _____

AMOUNT ENCLOSED \$ _____

Seminar Information

Please check or circle the box for seminar (s) you wish to attend

WE MEAN BUSINESS	August 28th 9am-12noon	\$100.00
MOTHER DAUGHTER ON THE MOVE	October 6th 9am –11am	
	\$70 for two or \$50 for one and \$25.00 for each additional person	
QUICKBOOKS	October 7th 9am-11am	\$100.00
NEW BUSINESS	October 8th 9am-11am	\$100.00
DAYCARE	October 9th 7am- 9am	\$100.00
CHURCH	October 10th 11am–2pm	\$100.00
SCHOOL	October 9th 5pm–7pm	\$100.00
NONPROFIT	October 10th 6pm- 8pm	\$100.00
PERSONAL	October 11th 9am-11am	\$100.00

MAIL IN YOUR REGISTRATION OR CALL TO SIGN UP TODAY - WHY WAIT?

Also conducting for *Private groups - call for schedule*

REGISTER SOON—these seminars are so reasonably priced they will fill-up QUICKLY!!

**Note, registration for all courses will begin 30 minutes before
the seminar**

Discounts offered for those attending more than one seminar

There will be time to ask questions and to network

All workshops will begin on time—please be prompt

Make Checks Payable to **“BROWN -BEASLEY ACCOUNTING”**

Mail to: **1850 N. Martin Luther King Drive, Milwaukee, WI 53212**

Phone: **(414) 264-6490 ext. 13**

Fax: **(414) 264-6495**

E-Mail: **Lydia@BBA-ACCOUNTANT.COM**

Accounting: The Language of Business

Accounting has been called the language of business. Throughout our early education we learned the vocabulary and other basic elements of the English language, or another language, so that we would be able to communicate effectively. The purpose is the same for accounting. Most of you will not become accountants. You may be self-employed or employed by others in a business and will use accounting information.

In order to understand and to use accounting information most effectively, you must have a solid grounding in its fundamentals. The finer points of accounting are things that you may choose not to encounter in your business transactions, but you will know how to read those important financial statements and how to effectively use the material that will emanate from your computerized financial system or your accountant.

Accounting information has been useful for hundreds of years. The double-entry framework can be traced back over 300 years. The formal structure for processing financial transactions is at least 700 years old.

