

For Immediate Release

For More Information Contact:

Kimberly W. Ray
Business Analyst
Longwood Small Business Development Center
515 North Main Street
Farmville, VA 23901
Phone: 434-395-2086
Fax: 434-395-2359

**Building Your Business-Are You Ready?
Basic Bookkeeping for Small Business
Basic Payroll for Small Business**

The Longwood Small Business Development Center in Farmville will sponsor a series of classes starting in February for entrepreneurs. **Building Your Business-Are You Ready?**, is an introductory seminar for potential business owners that provides information to help your business be among the 20 percent that survive and thrive. Topics discussed will include business start-up costs, financing, marketing, and other key issues for developing a successful business plan. **Basic Bookkeeping for Small Businesses** emphasizes the importance of financial management and record keeping, basic concepts for setting up and using a manual bookkeeping system, and analysis of financial reports based on the principles. **Basic Payroll for Small Businesses** will cover managing a payroll starting with the initial setup, calculating employee and employer deductions, determining net pay, and reporting and record-keeping requirements to prepare paychecks.

BUILDING YOUR BUSINESS-ARE YOU READY?: February 10, 2010 3:30PM-5:00PM
(2nd Wednesday of each month)

BASIC BOOKKEEPING FOR SMALL BUSINESSES: February 17, 2010 8:30AM-10:00AM
(3rd Wednesday of each month)

BASIC PAYROLL FOR SMALL BUSINESSES: February 24, 2010 8:30AM-10:00AM
(4th Wednesday of each month-may require a second session)

All classes are FREE and will be held at:
Longwood Small Business Development Center
515 North Main Street, Farmville, VA 23901

**Seating is limited to 8 participants so please register early by calling 434-395-2086 or email baldwinjr2@longwood.edu.