Learning outcomes

By the end of this session you will be able to:

- – Explain the HMRC business accounting requirements when registered as self-employed, to include**:**
  - • Book keeping
  - • Registering with HMRC
  - • HMRC taxation returns
- – Explain financial terminology relating to business accounting
- – Identify start-up costs that may impact the business proposal

Learning outcomes

By the end of this session you will be able to:

- Assess sources and types of finance and investment required to fund the start-up of a health and fitness business
- Explain the need and importance of cash flow forecasting to ensure business survival and how to produce a cash flow forecast
- Explain the benefits of carrying out a cost-benefit analysis and how to do so

YMCA awards

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Level 3 Business acumen for personal trainers

HMRC accounting requirements

Types of accounting

- Cash basis (only declare money when it comes in and out of the business)

- Traditional accounting (record income and expenses by the date you invoiced or were billed)

Types of records

- Sales and income

- Business expenses

- VAT records if VAT registered

- PAYE records if staff employed

- Records of personal income

Archiving business accounts – at least 5 years after January 31st submission

Registering with the HMRC

- Before October 5th

- In business's second tax year

- Includes Class 2 National Insurance contributions

HMRC taxation returns

- Taxation returns must be submitted no later than January 31st for previous tax year

- Payment of tax owed must be paid no later than January 31st for previous tax year

- Submitted online by business owner or authorised business accountant

- Payment on account – advance payments if tax bill is over £1000 and less than 80% tax already paid through a tax code