

FREE WORKSHOPS!

THE WEST CORNWALL BUSINESS BROKER IN PARTNERSHIP WITH THE INLAND REVENUE BUSINESS SUPPORT TEAM IS OFFERING THESE FREE HALF-DAY WORKSHOPS. THE WORKSHOPS WILL PROVIDE INVALUABLE SUPPORT TO YOUR BUSINESS AND YOU WILL HAVE THE CHANCE TO FIND OUT MORE ABOUT THE WEST CORNWALL BUSINESS BROKER.

SPEAKERS:

- BERNICE WILLIAMS** - The West Cornwall Business Broker
LESTER ASHTON - Inland Revenue Business Support Team (Kerrier venues)
CHRIS BOLTON - Inland Revenue Business Support Team (Penwith venues)

1) WORKSHOP: COMPLETING END OF YEAR RETURNS FOR EXPENSES AND BENEFITS (P11D AND P9D)

- The workshop will help you recognise when expenses and benefits are paid so that you can calculate their value and complete the forms P11D and P9D. It includes practical exercises in completing the forms.
- **The workshop is for ALL employers/representatives who have responsibility for payroll and HR.**

DATES, TIMES AND VENUES

PENWITH: Tuesday, 18 May 2004 – Penwith Business Centre, Longrock, Penzance.

KERRIER: Thursday 17 June 2004 – West Cornwall Enterprise Centre, Cardrew Industrial Estate, Redruth.

2) WORKSHOP: SELF-ASSESSMENT FOR THE SELF-EMPLOYED

- Have the opportunity to learn how to complete the self-employed pages of your Self-Assessment tax return, expenses and allowances you can claim, when to send in your tax return, and when to pay your tax.
- **The workshop is for ANYONE who is self-employed.**

DATES, TIMES AND VENUES

PENWITH: Wednesday, 8 September 2004 – Penwith Business Centre, Longrock.

KERRIER: Wednesday, 22 September 2004 – West Cornwall Enterprise Centre, Cardrew. Industrial Estate, Redruth

THE WORKSHOPS START AT 09.30 AND END AT 13.00.
FOR FURTHER DETAILS PLEASE CALL:
THE WEST CORNWALL BUSINESS BROKER ON 01209 885806.