

May 2012

## Newsletter

# TAXES ARE DONE! WHEW!!!

Accounting is merely counting up the money that you earn and what you spend.

But as most small business owners will tell you ...it's amazing how quickly that simple task can spiral out of control!

Today, there's simply no excuse for using the "shoe box" method for storing receipts. There are countless resources for the small business owner or entrepreneur to help keep track of what comes in, and out.

These include everything from valuable info from online small business forums to the newest small business software packages that let you manage your own accounting — to timely advice on when to hire an accountant or CPA as your small business grows.

Do you have accounting questions? Let the Women's Business & Training Center help. We can give advice on how to select a good manual accounting system or if you are ready to move your books to the computer, we have classes on how to use QuickBooks. Just give us a call and make next year's tax season a breeze.

## Going to Be in the Clarksburg Area?

Check us Out at the Meadowbrook Mall on  
May 18th and 19th as we take the Home  
Based Business Show on the road!



JOIN US

## A Great Time to Try an Online Class!

If you have ever thought of taking an online class, now is the time. During the months of May and June you will get 15% off the registration fee for online classes. With over 300 classes available, you are sure to find one that you want to explore. So don't wait — register NOW!!! Take advantage of this special discount by calling Laura at 304-253-3145 to register. Go to [www.westvirginiawbc.org](http://www.westvirginiawbc.org), click on "training schedule" and then "online training" to see a list of over 300 classes we currently offer online..

## Tired of Having Too Much Month at the End of Your Money?

Join our Budgeting for Personal Financial Success class on June 26th from 10am to 12pm. You will learn how to create a budget you can live with, discover some of the roadblocks to budgeting and how to break through them and develop the skills you need to not only manage your personal finances but plan for the future. Call Laura at 304-253-3145 to register.

*You are invited to*

*the 8th Annual*

*Empowering*

*Women Conference*

*Empowering Women*

*Conference*

*“Step Up Your Life!”*

*Thursday, June 7, 2012*

*8:30am – 3:30pm*

*Tamarack Conference Center*



To Register: Call 304-253-3145 or online [www.westvirginiawbc.org](http://www.westvirginiawbc.org)

**ONLINE CLASSES ARE GREAT!!**

**Over 300 Classes Offered!**

***It's easy! It's fun!***

1. In the online classroom, listen to audio lectures, view slides, even take an optional quiz to test yourself.
2. Discussion and Questions. Then post written comments in the online discussion with your fellow participants and the instructor. Your instructor logs on once a day to answer questions and join in on the discussion.
3. Readings. Many courses have online readings of up to 20 pages a week.
4. Participate anytime of day or night, as little or as often as you like. The ideal is to go online 2-3 times a week, but you decide.

**Questions?? Call Laura at 304-253-3145**

***Looking for specialized computer training?***

***Do you prefer one-on-one training to classroom training?***

**WBC offers**

**Basic to Advanced Hands-On  
Computer Training**

***Spaces are limited***

**Call Sheila or Karen today!**

**304-253-3145**

## Women's Business and Training Center Services

◆ Individual Training in:

- ~Computer Skills
- ~Business Plan Development
- ~Business Financial Planning
- ~Business Management

◆ Group Training

- ◆ Business Coaching
- ◆ Evaluation of business ideas
- ◆ Business start-up information
- ◆ Self Employment Training
- ◆ Loan package preparation

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