

# Budgeting/Recordkeeping

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## LAP Modules

**Count the Cash (Cash Flow)**  
Knowing when money will flow in, where it will come from, and how much will come is the reason for preparing cash flow statements. Learn how businesses track this information to be able to pay expenses, save for a rainy day, and continue to grow. ©2007. Recommended: HS/PS.

LAP-FI-006C-SP-4...\$43.95  
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**Count the Cash (PowerPoint)**  
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**Money Tracks (Nature of Budgets)**  
Discover how a budget is like a tree. Pinpoint the most important reason for budgeting. And, learn what you can do to budget effectively. ©2006. Recommended: HS/PS.

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**Money Tracks (PowerPoint)**  
PSW-FI-003-4...\$49.95 (Member: \$35.95)

**Record It (Business Records)**  
Can you imagine looking up a client's phone number and realizing too late that the information is outdated? Good record keeping can help avoid this. ©2007. Recommended: HS/PS.

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**Record It (PowerPoint)**  
PSW-NF-001-4...\$49.95 (Member: \$35.95)

**Show Me the Money (Nature of Accounting)**  
Find out why accounting is so important to businesses. Learn the basic accounting methods and the steps to follow to keep track of the money. ©2006. Recommended: HS.

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**Show Me the Money (PowerPoint)**  
PSW-FI-005-4...\$49.95 (Member: \$35.95)

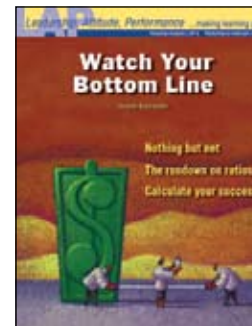
**Tipping Point (Calculating Break Even)**  
In business, breaking even is a basic rule of survival. Businesses must be able to cover costs to keep going—and hopefully, make a profit. ©2007. Recommended: PS/AD.

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## LAP Modules (Continued)



**Watch Your Bottom Line (Income Statements)**  
An income statement is like the feature presentation because it enables a business to view its entire financial picture. Income statements summarize where a business's money came from and where it went. These statements are important to every business! ©2007. Recommended: HS/PS.

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**Watch Your Bottom Line (PowerPoint)**  
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## CD-ROM Multimedia



The updated Dollars & Sense Series has everything you need to help teach your students how to make positive financial decisions and live in the real world. ©2009. Recommended: HS

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# Budgeting/Recordkeeping

## Reference Books

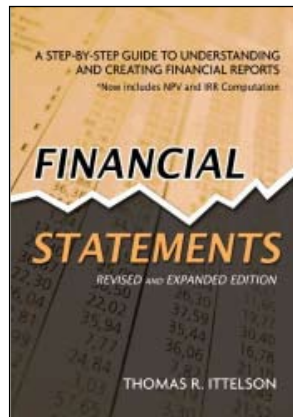


### Financial Statements: Revised and Expanded Edition

Financial Statements is a perfect introduction to financial accounting for non-financial managers, stock-market investors, undergraduate business and MBA students, lawyers, lenders, entrepreneurs, and more.

This book deftly shows that all this accounting and financial-reporting stuff is not rocket science and that you can understand it! Ittelson empowers non-financial managers by clearly and simply demonstrating how the balance sheet, income statement and cash flow statement work together to offer a "snapshot" of any company's financial health. Every term is defined in simple, understandable language. Every concept is explained with a basic, straightforward transaction example. And with the book's uniquely visual approach, you'll be able to see exactly how each transaction affects the three key financial statements of the enterprise. ©2009. Length: 304. Recommended: HS/PS

RB-09-135-4...\$17.99 (Member: \$17.09)



## PowerPoints (Continued)

### Financial Documents

Different types of financial documents and their significance in the professional environment. Examples, descriptions and functions for the six categories of financial documents are given in addition to the basic financial ratios used in financial analysis, which give an organization the fundamentals to be successful. ©2009.

Length: 36. Recommended: HS

PPT-09-020-4...\$59.00 (Member: \$56.05)



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### Budgeting for Agribusiness

Reasons for budgeting, benefits of budgeting and the components vital to making a business budget. ©2009. Length: 30. Recommended: HS

PPT-09-009-4...\$69.00 (Member: \$65.55)

### Budgeting for Business

Importance of maintaining an accurate budget so problems are avoided before they arise. Various factors of creating a budget and the importance of each in relation to the outcome of a company's operations are discussed. ©2009. Length: 30. Recommended: HS

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### International Finance and Exchange

Exchange rates and what they mean economically. Barriers, laws and methods of entry to international markets are also discussed. ©2009.

Length: 36.

Recommended: HS

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(Member: \$65.55)

### Tax Management

Methods of managing taxes. Additionally, students will discover how to file a tax return and analyze various facets of tax management. ©2009. Length: 61.

Recommended: HS

PPT-09-067-4...\$59.00

(Member: \$56.05)



### Ethical Practices in Business Finance

Importance of ethics in the workplace, especially when it comes to the financial aspect of a business. Ethical practices are discussed in-depth along with how to implement an effective code of ethics in an organization. The presentation also goes into detail about the main issues surrounding ethical financial issues and how to avoid them. ©2009. Length: 38. Recommended: HS

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