



BREAKFAST WORKSHOP

FREE ENTREPRENEUR TRAINING FOR VETERANS

RECORD KEEPING FOR SMALL BUSINESS

TUESDAY FEBRUARY 18, 2020 8:30 AM TO 11:00 AM

Register at

<https://www.project-opportunity.com/record-keeping-for-your-small-business-february-18th-2020/>

This workshop is being hosted by the Howard County Office of Veterans and Military Families and will be held at the Department of Community Services Building, Conference Room 346, 9830 Patuxent Woods Drive, Columbia, MD 21046 and is open to all veteran and military spouse entrepreneurs. Check in begins at 8:15am. Seats are limited. Registration is required. ID is required to enter building

Guest Speakers: *Brenda Dilts*, Founder, Next Step Coaching and Consulting.

Training Includes:

- ❖ What kind of records do small business generate
 - What do you keep
 - Why do you keep them
 - How long do you keep them
- ❖ How does record keeping make your business legitimate
 - Tax Documents
 - Business Benefits
- ❖ Record Keeping Systems and Best Practices

This workshop is sponsored by Philip E and Carol R Ratcliffe Foundation. The Ratcliffe Foundation is based in Annapolis Maryland and operates as a charitable organization designed to encourage and reward entrepreneurship, create jobs and expand economic opportunities.

To learn more about Project Opportunity visit us at <https://www.project-opportunity.com/>

