APTOS

Record keeping class offered Saturday

Just in time for those thinking about taxes for 2015, the Small Business Development Center will offer a class on business record keeping 9 a.m. to 1 p.m. Saturday at Cabrillo College, Room 432, 6500 Soquel Drive.

Instructor Carol Jensen, a registered tax preparer will cover the bookkeeping cycle, accrual versus cash versus tax accounting, and the chart of accounts, journals and general ledger.

She will explain double-entry and single-entry bookkeeping, the Financial Accounting Standards Board and Generally Accepted Accounting Principles. The class is suitable for those keeping records manually or using a computer.

To register, call 831-479-6331 or visit http://centralcoastsbdc.org/node/19528.