



# 2010 Small Business Seminar Series

The Guam Chamber of Commerce  
Small Business Focus & Development Committee  
In cooperation with the Guam Small Business Development Center  
presents

## WORKING CAPITAL AND CASH FLOW MANAGEMENT

This workshop targets individuals who have a basic understanding of financial statements, who may work in the accounting department of their company, who may be involved in purchasing, accounts payable and/or accounts receivable management, and who wish to learn more about cash flow management.

The seminar will be presented in two sections. First, the presenter will review the working capital cycle, examine the various factors that affect cash flow, and discuss how they can be managed. Second, in order to highlight the differences between profitability and cash flow, participants will manually prepare a cash flow forecast. *Calculators (not PC's) are required.* Participants will gain valuable insights into the working capital cycle, and learn techniques for better managing cash flow.

**FRIDAY, APRIL 16, 2010**  
8:30 a.m. - 11:00 a.m. @ Fort San Jose, Outrigger Guam Resort

*Featuring:*  
**Rodney Webb, Guam Small Business Development Center**

**Registration Information**

Company: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Title: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Title: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Chamber Member Admission: \$10.00/person; Non-member Admission: \$20.00**

Seating is limited and based on a first come first served basis. Please limit attendance to 2 people per company. Fax this registration form to the Chamber office at 472-6202 or email to [gchamber@guamchamber.com.gu](mailto:gchamber@guamchamber.com.gu) by no later than 12:00 Noon, Thursday, April 15, 2010.

Would you like to receive information on future workshops and events sponsored by the Small Business Focus & Development Committee? [ ] Yes [ ] No