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*"To actively identify opportunities
that help our clients succeed."*

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MEMBERS OF:



Controller's Calendar

February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Collect WIP reports and parts counterpad before the start of business tomorrow	1 NJ real estate taxes due NJ-927 Payroll Tax Return due DSF-100 Domestic Security Fee due	2	3 Reconcile WIP report to the general ledger	4	5	6
7	8	9 NYSADA webinar "How to Survive a Sales Tax Audit" 10 am	10 Review cash receipts for Form 8300 compliance weekly	11	12	13 NADA Convention—Orlando, Florida
14 NADA Convention 	15 NADA Convention 	16	17	18	19	20 NJ and PA monthly sales tax returns and payments due
21	22	23	24 NY sales tax payment due	25	26	27 Counterpad and WIP reports should be run after the business day ends
28 1099 and W-2 information returns are due March 1 if not sent electronically If electronically (not by magnetic media) the due date is 3/31						