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

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MEMBERS OF:



# Controller's Calendar

## June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> Collect WIP reports and parts counterpad before the start of business	<b>2</b>	<b>3</b>	<b>4</b> Prepare monthly reconciliation of parts counterpad to GL	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> Review cash receipts for 8300 form compliance weekly	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> Review fixed assets and make copies of any additions in preparation for year end	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b> <b>Father's Day</b>	<b>22</b> NJ, NY & PA—monthly remittance of sales tax  NY quarterly sales and use tax returns due	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b> Counterpad and WIP reports should be run on the last business day of the month				