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

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MEMBERS OF:



Controller's Calendar

July 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Collect WIP reports and parts counterpad before the start of business	2	3	4 
5	6	7	8 Reconcile WIP report to the general ledger	9 Reconcile parts counterpad to the general ledger	10 Review cash receipts for 8300 form compliance weekly	11
12	13 Review vacation accruals to confirm adequate amounts were used	14	15 Compare health benefit bills to payroll deductions for accuracy	16 Review 2009 fixed asset additions and confirm invoices are available for accountants	17 NY quarterly hazardous waste return due	18
19	20 TIR100—motor vehicle tire fee due NJ and PA quarterly sales and use tax returns due	21	22	23 Review the Red Flag logs, confirming all exceptions are noted	24 NY monthly sales tax payment due	25
26	27 Review out-of-state purchases for sales and/or use tax compliance	28	29	30 Counterpad and WIP reports should be run on the last business day of the month	31 Quarterly payroll tax returns due	