

We observe and maintain GAAP (General Accepted Accounting Principles)
 (714) key-8-key
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 www.business-keepers.com

(1/18/1993 Martin Luther King Jr holiday observed in all 50 states for first time)

Mar"key"t place

Let us consider our vendors as potential customers. Vendors are companies and individuals of which you use their services or products. However, these vendors have business needs as well. Your mechanic might need your plumbing services, or your banker might be in the market to buy your product in the near future.

Be professional with your vendors. Not only is it courteous, but their future business with you will be based upon how well you treat them when they are serving *you*. Be considerate of their time, and pay them in a timely manner. If you are rude and pay late, they will think poorly of your company and its service/product.

Vendors also have a source of referrals and maintaining a healthy relationship with them will increase the confidence they have in referring you to others.

Q&A

Client: What is a good safety policy?

bkc: OSHA (Occupational Health and Safety Administration) has standards of safety for different work environments depending on your company's industry. OSHA has requirements to protect employees in "dangerous" environments. Check out www.osha.gov

Business-keepers Consulting

treats you like royalty.



(1/26/1340 English king Edward III proclaimed king of France)

Last month we discussed the scenario that your Profit and Loss statement reflects a net profit but yet you do not have cash in the bank nor any other asset, nor draws (money you took out of the company) to substantiate where your money went. Here are the dilemmas with that:

1. You receive cash from your customers but the funds do not make it into the bank as a deposit; instead you keep the money and spend it on company expenses. This ties into the cash expenditure problem. You need to record the deposit as an "in and out." This means you record the deposit going "in," then show a negative against the deposit reflecting the money coming back "out." The result: a zero deposit. Although this transaction can be recorded, it is time consuming to verify sales against your deposits.
2. Or, your money is being under-deposited intentionally by an employee. You should have a system in place whereby you can verify your daily, weekly, or monthly sales against your actual deposits. Except for Accounts Receivable, there should not be a difference between what you sold and what you deposited.

KEEPING LEDGER

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Quote

"Rise up, O Lord! May your enemies be scattered; may your foes flee before you."
 —Numbers 10:35

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Calendar

Saturday, January 1st
New Year's Day
 Monday, January 17th
Martin Luther King Jr. Day
 (Observed)