

We are a virtual member of your office staff

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www.business-keepers.com

(4/17/1817 First US school for the deaf (Hartford, Conn))

Mar"key"t place

Create an "outline" of your process-like business to give to your customers to following. Let us use an example of the remodeling of a kitchen:

In your outline handout you would include the steps or stages in chronological order and what work will be done and what the customer's responsibilities will be:

1. Building permits will be pulled by contractor
2. The first few days you would instruct them to prepare for a lot of noise from demolition of the old kitchen. (This way they can plan to leave the house during this time)
3. The next phase would be reconstructing the frame for the new kitchen, etc.
4. Client will pick out the tile, paint scheme, etc.

The KEY: Keep your customers informed.



(4/19/1852 California Historical Society forms)

Quote

"Go," said Jesus, "your faith has healed you." Immediately he received sight and followed Jesus along the road. – Mark 10:52

Q&A

Client: What more can you say about SUI?
bkc: Your SUI account with EDD is a record of charges (unemployment claims from former employees) and credits (monies you pay in) and the basis for your annual UI tax rate. New employers start at 3.4% of each employees first \$7000 of gross wages. More established employers pay less IF they have little or no unemployment claims from former employers.

Business-keepers Consulting



helps you get the word out. (4/18/1775 Paul Revere & William Dawes warn "the British are coming!")

KEEPING LEDGER

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We continue our look at the Balance Sheet and specifically the Asset that is on the Balance Sheet called Checking Account. This is almost always found on the top of the page because as we discussed it is your first "liquefiable" asset. Let us look at how a deposit affects this asset, Checking Account. When you receive a deposit, regardless of its source, you record it into your Checking Account as a positive amount. This entry to Checking is a Debit. Since we are maintaining a double-entry accounting system, there has to be a Credit for this deposit. If the source of the deposit was a customer, than your Credit would be Sales. The Sales account is on the Profit & Loss statement. Therefore, in this deposit transaction, you have one side of the entry, the Debit, to an Asset account (Checking) found on the Balance Sheet, and the Credit to Sales, an account found on the P&L. This is but another typical example of how the Balance Sheet and the Profit & Loss statement relate to each other.



(4/11/1960 First weather satellite launched (Tiros 1))

Calendar

Sunday, April 4th
Palm Sunday
Daylight Savings Time
(move your clocks ahead 1 hr)
Friday, April 9th
Good Friday
Sunday, April 11th
Easter