

2008 Business Organizer

CLIFFORD & ASSOCIATES

4150 Belden Village St. NW, Suite 601, Canton OH 44718

(330) 493-1814 Toll-Free: 1-800-456-1803 Fax: (330) 493-1807 www.sharetheharvest.com contact@sharetheharvest.com

Business Name: _____

_____ Type: C-Corp S-Corp Partnership

Dear Client:

Attached please find the Clifford and Associates optional corporate and partnership organizer. We have designed this package to assist you in the collection of the information needed to prepare your organization's tax return and to increase the efficiency of your return's preparation. Please use this organizer to gather tax information for this year's filing season.

You may drop-off your materials at our office or send them to us via mail, fax, or email. We are adept at working with QuickBooks and Quicken files. Excel and Quattro Pro spreadsheets are also acceptable. Call first before forwarding other types of files.

The following pages contain a list of documents needed to complete the return and a checklist to use while performing end of year activities. Filling out the information as it applies to your company will help us evaluate your tax situation and concentrate our efforts in preparing a complete return.

Use the sections that apply. Skip the sections that do not. If you need more space, please copy pages or attach a separate sheet. When done, either bring it with you to your appointment or mail it with the documents needed to complete the company's return.

Please use the following checklist for providing information:

- Copy of previous year's tax return (only if we did not prepare it).
- Income & expense statement (profit & loss statement).
- Balance sheet.
- Cash flow statement if different from the income and expense statement.
- Minutes from all board meetings.
- Up to date contact information for bookkeepers. Include phone, fax, email, cell phone as available.
- List of all owners, partners, and officers. Please include addresses, phone numbers, Social Security numbers, and compensation amount. As well as the type of partner they are and the % of time devoted to the business.

Please remember that corporate returns Form 1120 and 1120-S are **due March 15** and Partnership returns (Form 1065) are **due April 15**. Timely return of the needed information will aid in our prompt preparation of the return. If we have not received all needed information one week before the deadline, we will file an extension to be safe. We hope this optional organizer helps make your work easier. If you have any questions, please call.

Sincerely,

Clifford and Associates

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The following is a list of items that should be attended to during the end of year/closing activities. Attention to this list will help us to prepare a complete and accurate return.

1. Have all accounts including, but not limited to the following, been reconciled: checking, savings, credit cards, loans and investments? Yes _____ No _____

If no, when will those be done? Estimated date: _____

2. Has the net worth statement been compared to all bank, loan and credit card statements?
3. Is the miscellaneous category total less than 1% of total expenses? If not, review and consider reassignment of appropriate items.

4. Are liability accounts being used to track employee withholding and other non-expendable items?

5. In regards to owner's capital accounts, please enter the following information:

Owner's Name	Deposits	Contributions	Withdrawals	Personal Bills assumed by Company

6. Are there any equipment or property owned by the owners/partners/shareholders/directors regularly used by the company/organization? If so, please list all items detailing the following:

Item Description	Date Purchased	Date Place in Service	Cost	Owned by:

7. Are there any vehicles owned by the owners/partners/shareholders/directors regularly used by the company/organization? If so, please list all items detailing the following:

Make & Model	Date Placed in Service	Total Miles for Year	Business Miles for Year	Cost

***** Please Note:** Substantial personal use should be either reimbursed by the employee or recorded as taxable income.

8. Was there any continuing education and training provided for the bookkeeper during the past calendar year?

9. If any goods were sold as retail, please provide all information regarding cost of goods sold, including beginning and ending inventory for the year, purchases and other costs associated with inventory.

10. If you made **estimated** tax payments, please enter the amount and date paid.

1 st Quarter (4/16)	\$ _____	Date Paid _____
2 nd Quarter (6/15)	\$ _____	Date Paid _____
3 rd Quarter (10/1)	\$ _____	Date Paid _____
4 th Quarter (12/17)	\$ _____	Date Paid _____

List all depreciable assets purchased during the year in the company's name.

Item Description	Date Purchased	Cost	Depreciation Method	Life of Item

List all assets sold during the year. These will be reported on Form 4797.

Item Description			
Date Acquired			
Date Sold			
Gross Sales Price			
Depreciation Allowed/Allowable			
Cost or other Basis			
Improvements			
Expense of sale			

Email Instructions:

Usually, we can receive files up to 5 Mb.

If the files are larger than 5 Mb, they may not go through. Use a zip program to compress the files, if needed.

1. Quickbooks:

- a. With your company's file open in Quickbooks, go to File, Backup to make a compressed backup copy of your company's file.
- b. The file name should be Yourcompanyname.QBB.
- c. Do this at least monthly or weekly to prevent loss of data.
- d. Remove any password protection
- e. Close company and Quickbooks program.
- f. Skip to #4, E-mail section below.

2. Quicken Files

- a. Open Quicken.
- b. Go to File/File Operations/Rename
- c. If the name of your company file is "QDATA", rename it using your company's name or an abbreviation.
- d. When done, note the location of your quicken data files.
- e. Remove any password protection
- f. Go to your Email program, Skip the #4 below.

3. Spreadsheets and other files.

- a. Make sure the file name includes your company's name or abbreviation.
- b. Remove any password protection
- c. Close file and program

4. E-mailing:

- a. Open your E-mail program.
- b. Go to New Message.
- c. Use this address: contact@sharetheharvest.com
- d. To be safe send a cc (copy) to
 - i. Sc Clifford1@neo.rr.com
 - ii. louanda@sharetheharvest.com
- e. Enter a sensible subject line
- f. Type a short message and ask for a reply confirmation. Include passwords required, if any.
- g. Attach files:
 - i. Most E-mail programs today have a toolbar button for adding attachments. Both Outlook Express and Netscape use a paperclip icon. If you can not find the "attachment button", go to HELP.
 - ii. The attachment window will show a view of your computer's directories.
 - iii. Click on the directory where your data files are kept.
 - (1) For Quicken, look in c:\Quickenw\ or c:\Quickenw\data
 - (2) For Quickbooks, either
 - (a) c:\quickbooksw\.....or
 - (b) c:\program files\intuit\quickbooks\.....
 - (3) For other files, where ever you store them.
 - iv. Click on the appropriate files:
 - (1) Quickbooks: Your latest *.QBB file
 - (2) Quicken: three or four files that begin with your company name and end with these extensions: *.QDF, *.QEL, *.QPH, *.QSD
 - (3) Spreadsheets and other files should be fairly obvious.
 - v. When done, press SEND