

DAM, SNELL AND TAVEIRNE, LTD.

Certified Public Accountants

Business "To Do" List

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To Do	Item / Task	Target Date/Responsible Party
	Prepare annual budget/forecast	
	Prepare five year forecast/needs	
	Review company disaster plans	
	Review accounting systems/internal controls	
	Review succession plans	
	Review pension/profit sharing plans-SEPs	
	Pension/profit sharing plans - SEP's	
	Employee compliance i.e.: W-4, I-9, etc.	
	Employee vs. subcontractor - 1099 etc.	
	Develop business employee manual	
	Review unemployment rules	
	Update corporate minutes:	
	- Salaries and bonuses	
	- Loans and leases	
	- IRS Sec 274 and employee auto req.	
	Review buy/sell agreements	
	Review inventory controls	
	Initiate income tax planning	
	Review accounts receivable management	
	Review business insurance:	
	- Use and occupancy - building	
	- Key person insurance/life insurance	
	- Business umbrella/liability	

	- Disability insurance	
	Review wills and trusts	
	Review disability insurance	
	Review wills and trusts	
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