

Are We Done with those Taxes Yet?

Hopefully you have survived the tax season and are ready to move on with the business of making money. If you haven't already, now is the time to get those business and office files in order, so that you can maintain good records for the remainder of the year.



Here are some steps for maintaining a good business filing system:

1) Use your tax form to create your filing categories. If you used a Schedule C form to file your business taxes and calculate deductions, you already have the file names and categories created for you. (Office Expense, Advertising, meals, etc.)

<http://www.irs.gov>

2) Create a simple spreadsheet to help you keep ongoing totals. You don't have to fret with those receipts all over the place. Record your expenses on a regular basis into a simple spreadsheet. If you can't create one, there are forms and templates you can download for free.

<http://www.officedepot.com/businesscenter.do>

3) Create a binder for easy access and storage. With a 3-Ring binder and sheet protectors, you can create a simple bookkeeping system to keep track of all of your business related receipts in one place. The key is to stay on track!

For more on how you to create a more efficient filing system for your business, contact me via email, phone (972.978.1155) or just go to my website!

www.AldreamaHarper.com

Have an Organized Day!

Aldreama Harper