

Cherri Poe Incorporated

Accounting Services
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Small Business Accounting Checklist

Please use this checklist to inventory all of your small business accounting needs.

Financial Reporting

Financial Statements

- Monthly
- Quarterly
- Semi-Annual
- Year End

Periodic Financial Check

- Monthly
- Quarterly
- Semi-Annual
- Year End

Grant Accounting / Biotechnology organizations

Accounting for Software Development Companies

On Site Accounting

- Startup/smalls--daily business
- Stop gap
- Onsite checkup
- Grant compliance

Tax Preparation

- State business tax preparation
- Federal income tax preparation
- Assistance with tax agencies
- State and local tax information

Payroll

- Payroll preparation/calculations
- Payroll tax preparation
- Employee benefits
- Plan administration/compliance

New Business/Change

- Budget/forecasting
- Financial package assistance
- Banking solutions
- Accounting software
- Record keeping/procedures
- Internal controls
- Hiring assistance
- Accounting department setup

Small Business Owner Federal Income Tax Services