

*"To actively identify opportunities that help our clients succeed."*

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MEMBERS OF:



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> Collect WIP reports and parts counterpad before start of business  NJ quarterly real estate taxes due	<b>2</b>	<b>3</b> Reconcile WIP reports to the general ledger	<b>4</b>
<b>5</b>	<b>6</b> Reconcile parts counterpad to the general ledger	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> Review cash receipts for Form 8300 compliance weekly	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> Review FTC customer safeguarding compliance and make necessary adjustments	<b>15</b> NJ-500 monthly employers tax payment due	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> Presidents' Day  NJ and PA sales tax payments due	<b>21</b>	<b>22</b>	<b>23</b> Conduct annual Form 8300 training	<b>24</b> NY sales tax payment due	<b>25</b>
<b>26</b>	<b>27</b> Schedule annual FTC customer safeguarding and Red Flags training	<b>28</b> Run counterpad and WIP reports before end of business tomorrow	<b>29</b> 1099s due to IRS and W-2s due to Social Security Administration			