

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

**New Jersey**  
2025 Lincoln Highway, Suite 330  
Edison, NJ 08817  
ph 732.572.3900  
fax 732.572.5285

**New York**  
200 Old Country Road, Suite 400  
Mineola, NY 11501  
ph 800.572.7101

**Florida**  
400 SW 7th Street  
Stuart, FL 34994  
ph 800.572.7101

MEMBERS OF:



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Collect WIP reports and parts counterpad before start of business	2	3
4	5 Reconcile WIP reports to the general ledger	6 Reconcile parts counterpad to the general ledger	7	8	9 Confirm receipt of DOBI Annual Report instructions	10
11	12 Review cash receipts for Form 8300 compliance weekly	13	14 Confirm use tax liability is set up on out-of-state accounts payable vendor invoices where applicable	15 Corporation tax returns due (S and C)	16	17
18	19	20 NJ and PA sales tax payments due  NY sales tax quarterly return due	21	22	23	24
25	26 Test temp logs for complete and accurate recordkeeping	27 NY sales tax payment due for February 23-29 and March 1-22	28	29	30 Run counterpad and WIP reports before end of business today	31