



Recordkeeping – Beyond the File Cabinet

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Recordkeeping – paperwork, administration, busy work, TPS reports . . . how does this affect my profit other than lowering it? *Recordkeeping - Beyond the File Cabinet* is designed to show the importance of good records, what records to maintain (hint: not everything!), and different ways to inexpensively maintain them. By doing so, we will show how this can be an asset to your business in areas ranging from financing to taxes to the ultimate SALE. Recordkeeping isn't terribly exciting. However, external parties routinely want records as proof of your word. No records = No proof. Sloppy records = No deal. You will not realize maximum value without good records.

Course Objectives:

Upon completion of this course, the participant should be able to:

1. Identify what types of records need to be kept and how they apply
2. Identify varying ways to maintain these records
3. Pinpoint how this affects the tax preparation
4. Pinpoint how this affects lending
5. Pinpoint how this affects an ultimate sale

Required Participant Materials: NA

Prior to Class:

Email Instructor a short bio of work experience, education, area of interest or tax problem and the type of business you are in or wish to be in (if known).