

Bimonthly Tasks for January: Weeks 3-4

60 pts each department leaders need to show evidence of completion on or before February 1st. Tasks completed early can be turned in and verified at any time. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. Some time outside of the office might be required to complete the following tasks and some tasks have noted deadlines that are due for competition before the 1st of February

Accounting Department

Points Earned _____/60

Department Meeting:

Meet as a department and read aloud and discuss all tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task and turn in a copy of this task sheet to administration as soon as possible. In addition, each Friday/Monday the officers will be awarding work points for each department leader (each day 0-2 pts or 10 per week) for the last 2 weeks in January. Officers failing to complete this will get no work points awarded. HR will be sending out the form to do this.

Task 1: Financial Statement Competition™ - Los Angeles Trade Show

Submit the financial statement for competition. The deadline for submission in the competition is Thursday, January 24th at 5:00 pm.

_____ 10 pts Evidence: Financial Competition Entry → Canvas January 3-4

Chief Financial Officer

Note (™) This notes a department competition and any award won will be added as a bonus points to your department grades

Task 2: Bakersfield Report:

As a follow-up of the Bakersfield Trade Show, you will be meeting as a leadership team to discuss the company performance. Print the Department report found in the matrix under communications. Based on your discussion in your leadership meeting, complete the top section only of the department report about your departments role that details the areas that went well and areas that need to improve at the trade shows. Each report should cover the following areas; Trade Show Preparation, Trade Show performance and recommendations on areas that need to improve. Save this file as you will be using it for department goals in the coming weeks.

_____ 10 pts Evidence: Send a Department Report to COO and a copy → Canvas January 3-4

Chief Financial Officer

Task 3: Commission and Updated Payroll for February:

Work with the sales department to determine the sales commission earned by each salesperson in Bakersfield. Review order forms and log into the POS system to see who has credit for the sale. Calculate all employee paycheck amounts with the addition of their sales commission from all trade shows the company has attended since November. For the February 1st paycheck you will need to add in commission from sales at all previous trade shows. When finished print and issue the February paychecks to the company staff.

_____ 5 pts Evidence: Checks issued and Payroll report (that includes Feb 1st) → Canvas January 3-4

Payroll Associate

Task 4: Personal Banking Verification:

Log into each employee bank account and confirm that they have paid all their required bills for December. Record what has been paid and note areas that were not paid or paid late. Use the tracking sheet and record personal finance bills that have been paid for each employee.

_____ 5pts Evidence: Bill Tracking sheet for December → Canvas January 3-4

Bank Manager is responsible

Task 5: Accounting Journals:

You will continue working the in Accounting Journals through the end of the month to update all information for that journal. Include Process all order forms from our last three events (Fountain Valley, San Diego & Bakersfield)

Cash Receipts & Cash Payment Journal:

Record all company transactions (money coming in and money going out) from the beginning of the year through the end of January. Use the bank statement to record these.

_____ 10pts Evidence: Cash Receipts & Cash Payment Journal → Canvas January 3-4

Accounts Receivable Associate is responsible

Purchases Journal:

Record all company purchases and inventory orders made through the wholesale market place. Pay all wholesale marketplace orders that still need to be paid (check order status in whole marketplace orders.) through the end of January. You will need to work with sales to do this task to get the wholesale market place orders occurred

_____ 10pts Evidence: Purchases Journal → Canvas January 3-4

Purchasing Associate is responsible

Sales and Collections Journal:

Record all company sales and generate a list of customers that still have not paid through the end of January, you will need to work with sales to do this task to get the sales that occurred at the trade show in San Diego and Bakersfield.

_____ 10pts Evidence: Sales Journal → Canvas January 3-4

Collections Associate is responsible