

# Bimonthly Tasks for November Week 4 - December Week 1

60 pts each department leader needs to turn this sheet in on or before December 7th. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. In addition, starting this task period, all employees will be getting weekly work points. Leaders will award 0-2pts work points each day or 10 per week. An e-mail will be sent out to complete this task. Leaders Failing to complete this will award you no points for that period.

## Accounting Department

Company Name \_\_\_\_\_

### Department Meeting:

Meet as a department and read together and assign all tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task. Turn in a copy of this Task Sheet for your department to the Chief Officers and teacher as soon as possible.

### Task 1: Financial Sections for Business Presentation: (HIGH PRIORITY)

Your Chief Officers will be sharing their business plan presentation with you and you will be working on the Financial slides of the presentation. These sections need to be completed by Thursday, November 29th

\_\_\_\_\_ 5 pts **Evidence 1.1: Break Even** → **Chief officers will submit**  
Chief Financial Officer is responsible

\_\_\_\_\_ 5 pts **Evidence 1.2: Projected Profit & Loss Projections ending 4/30/19** → **Chief officers will submit**  
Chief Financial Officer is responsible

\_\_\_\_\_ 2.5 pts **Evidence 1.3: Projected Profit & Loss Summary** → **Chief officers will submit**  
Chief Financial Officer is responsible

\_\_\_\_\_ 2.5 pts **Evidence 1.4: Balance Sheet as of October 31st** → **Chief officers will submit**  
Chief Financial Officer is responsible

\_\_\_\_\_ 5 pts **Evidence 1.5: Financial Summary** → **Chief officers will submit**  
Chief Financial Officer is responsible

### Task 2: Accounting Journals:

You will be using these for the rest of the year so watch the tutorial videos under Accounting --> Video tab called the Basics of the Accounting Journals to learn how to use them. Download the following journals and input the required information into each journal from the registration of the company. Once you turn the journal into Canvas, upload the journal to your company Google Drive. These journal should be updated as items come in or are paid. You will use the company bank account for update information,

\_\_\_\_\_ 5pts **Evidence 2.1 : Cash Receipts & Cash Payment Journal** → **Canvas November 4**  
Accounts Receivable Associate is responsible

\_\_\_\_\_ 5pts **Evidence 2.2: Purchases Journal** → **Canvas November 4**  
Purchasing Associate is responsible

\_\_\_\_\_ 5pts **Evidence 2.3: Sales Journal** → **Canvas November 4**  
Collections Associate is responsible

### Task 3. Payroll and Paychecks

Hand out December 1st paychecks. Update your Payroll file in Excel to project payroll out to January, by adding tabs for each month and linking the totals to your master pay tab. Prepare, print and issue the November 15th pay checks. Extend the payroll tabs out to January and update the payroll master tab. Turn in the Payroll report that shows all the paycheck deductions up to November 15th.

\_\_\_\_\_ 2.5 pts **Evidence 3.1: Paychecks issued (December 1st ): teacher observation**  
Payroll Associate is responsible

\_\_\_\_\_ 2.5 pts **Evidence 3.2: Payroll Report For November** → **Canvas November 4**  
Payroll Associate is responsible

### Task 4: Monthly Expenses for November

Make all expense payments for the month of November. Download the Expense Report from the Task Matrix and complete the report for the month of November. Pay all expenses in the company bank and record the dates paid on the report.

\_\_\_\_\_ 10pts **Evidence: Completed expense report for November** → **Canvas November 4**  
Employee who is responsible

### Task 5: Monthly Accounting Reports:

Complete the Accounting Forms (income statement and balance sheets) from the Task Matrix for November. It is important to save this file as you will be updating at the beginning of each month for the month just ended. Complete the income statement and balance sheet for October and November and print the reports to be added to the account binder.

\_\_\_\_\_ 10 pts **Evidence: Submit the Accounting Forms** → **Canvas November 4**  
Employee who is responsible