

## Bimonthly Tasks for November Weeks 3-4

30 pts each department leader needs to turn this sheet in on or before December 2nd. 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 this short week. 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. Award weekly work points in the form sent out by HR.

#### 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 Friday November 22nd. The files should be uploaded into the company Google account and placed into the business plan folder. In addition, place submit all items to Canvas for verification of evidence. The teacher will observe if this has been completed.

\_\_\_\_\_ 5 pts **Evidence 1.1: Break Even** → **Google Account & Canvas**  
Employee responsible

\_\_\_\_\_ 5 pts **Evidence 1.2: Projected Profit & Loss Projections ending 4/30/19** → **Google Account & Canvas**  
Employee responsible

\_\_\_\_\_ 2.5 pts **Evidence 1.3: Balance Sheet as of October 31st** → **Google Account & Canvas**  
Employee responsible

\_\_\_\_\_ 2.5 pts **Evidence 1.4: Bank Statement 10/31, Loan & Amortization** → **Google Account & Canvas**  
Employee responsible

\_\_\_\_\_ 5 pts **Evidence 1.5: Financial Summary** → **Google Account & Canvas**  
Chief Financial Officer is responsible

#### Task 2: Quickbooks:

Continue adding information to Quickbooks. Invite your teacher as an accountant to your Quickbooks account. Add all expenses and employees to the expenses registry. Record the funding of the Seed Money, Business Loan and Business contract. Download the Quickbooks Setup Guide from the Task Matrix. Over the first two weeks of December you will be reconcile the bank account details so they match up with the company Quickbooks account.

\_\_\_\_\_ 5pts **Evidence 2.1 : Teacher invited and Quickbooks Updated** → **teacher observation**  
Accounts Receivable Associate is responsible

#### Task 3. Payroll Report and Paychecks

Print out December 1st paychecks so they are ready when we return from the break. 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. Turn in the Payroll report that shows all the paycheck deductions up to November 15th. You will need to turn this signed sheet in to receive your points.

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

\_\_\_\_\_ 2.5 pts **Evidence 3.2: Payroll Report For November** → **Canvas November 3-4**  
Payroll Associate is responsible