

# Accounting Department

Company \_\_\_\_\_

## Bimonthly Tasks for October 2-4

60 pts - Each department leader needs to show evidence of completion on or before October 25th. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All late work will be worth 1/2 credit.

### Task 1: Department & Leadership Meeting:

Make copies of this sheet and meet as a department and assign all tasks for the next 2 weeks. Fill in your Task Sheet with names. Turn in a copy to the Chief Officers and teacher as soon as possible. Complete the weekly work performance evaluation for your associates sent to you by your HR department. In addition, issue the Life Happens cards to employees one time each week. Create a two-week recording sheet that each employee signs when they receive their weekly card.

**5pts Evidence: Completed Life Happens Recording Sheet: Submit with Task Verification Form**

**5pts Evidence: Completed task Sheet and turn into the Chief Officers & Teacher:**

### Task 2. Identify Department Goals, Objectives, and Strategies Assigned to \_\_\_\_\_

Attend the leadership meeting to review Management Task 5 and set goals, objectives and define the strategies for your company as you move forward into the year. The Chief Officers will share a Google doc "Company Goals & Objectives." Develop your department goals for the year and record them in this doc.

Turn in your department goals into Canvas.

**5pts Evidence: Department Goals:** Responsibility of: Chief Financial Officer

### Task 3. Junior Company Mentorship:

Multiple times each week, check in with junior accounting department to see how they are doing with their tasks and answer any questions they have concerning their October 2-4 series of tasks. This mentorship will continue throughout the first semester. They will be grading you on your helpfulness and involvement. Those grades will be reported to your teacher to be added to your grades.

**5pts Evidence: Signed by junior CFO** \_\_\_\_\_ October week 1

**5pts Evidence: Signed by junior CFO** \_\_\_\_\_ October week 2

### Task 4. Payroll & Paychecks Assigned to \_\_\_\_\_

Handout or issue (digitally) the October 15th paychecks and prepare the October payroll report. Pay the company payroll tax collected in September and October using the 941 form found in Hub - Submission Forms -Operational - Withholding Tax Form 941. Submit the form and pay the federal taxes to the Internal Revenue Service and state withholdings to the Franchise Tax Board. You will receive a receipt in the company email, submit it as evidence and the Payroll Report in Canvas. Print the files and file them in your accounting binder.

**5 pts Evidence: Issue October 15th Paychecks (observation):** Responsibility of Payroll Associate

**5 pts Evidence: Prepare October Payroll Report:** Responsibility of Payroll Associate

**5 pts Evidence: September & October Payroll Taxes paid:** Responsibility of Payroll Associate

### Task 5. Accounting Reports: September Assigned to: \_\_\_\_\_

Using Quickbooks, learn how to generate the following accounting reports. Print the reports and file them in your accounting binder. Verify that they have been completed by showing them to your teacher.

**5 pts Evidence: Completed Cash Budget:** Responsibility of Chief Financial Officer

**5 pts Evidence: Completed Profit/Loss Statement:** Responsibility of Chief Financial Officer

**5 pts Evidence: Completed Balance Sheet:** Responsibility of Chief Financial Officer

### Task 6. Company Expense Report for September Assigned to \_\_\_\_\_

Using the Expense Report for September Pay and date all company expenses as you pay them in the bank. Print the completed Expense Report and add it to your company accounting binder. Turn in the finished Expense report to your facilitator through Canvas.

**2.5 pts Evidence: Dated September Expense Report in Canvas:** Responsibility of Accounts Receivable

**2.5 pts Evidence: All September company expenses paid bank:** Bank Manager