

# General Closing Process

Weekly: 1. enter all transactions in the income & expense tracker.

2. Reconcile income & expense tracker

3. update budget with actual numbers (module 3)

(module 4)

monthly: 1. analyze: - profit

(module 5)

- biggest expense

- # of subscribers

- best selling service

2. decide: - new investments?

- discontinue product line?

- prep for next launch → what new expenses?

- new service or product?

Quarterly: 1. book to tax reconciliation (module 7)

2. Submit Quarterly estimated tax payments

Annually: 1. book to tax reconciliation

2. Decide how to file

3. end of year inventory count

