



Alpha Omega Accounting, LLC

Newsletter for December 2009

Upcoming Class Schedule

This is a list of our upcoming online training. You can sign up for individual classes by clicking on the name of the class (this will take you to Eventbrite, our online ticketing provider). If you're a member of our Lighthouse Series then all classes are free and you will automatically receive the link to sign in.

- January 7th 2010 3:30 pm – [QuickBooks Basics \(free webinar\)](#)
- January 9th 2010 10:00 am – [QuickBooks Basics Saturday Matinee \(free webinar\)](#)
- January 21st 2010 3:30 pm – [Microsoft Outlook Basics](#)
- Early 2010 Marketing Your Small Business (four free Tele-seminars) we'll be chatting with four small business marketing specialists live, so don't miss out!
- Early 2010 Using Webinars in your Business
- February 2010 QuickBooks Complete

The QuickBooks Complete class is nine individual classes held over a three week period. It includes:

- Choosing the right QB version for your business, Set up – preferences, customizing company snapshot and custom fields
- Sales tax
- Cost accounting / Class tracking
- Payroll processing / on-line banking
- Advanced A/P including Credit cards / document manager / loan manager
- Templates – customizing letters
- Advanced A/R New multiple entry functions, estimates / backorders, sales order fulfillment price levels, statement charges, finance charges / statements
- Inventory tracking + Miscellaneous – time clocks, mileage, units of measure, e-mail marketing / other QB add-ins and on-line services

The QuickBooks Complete webinar sessions are part of our Lighthouse Series. The Lighthouse Series webinars cover topics important to successfully running your business. Lighthouse Series courses include office productivity, employees and payroll, computers and technology, accounting and tax issues, and other topics. If you would like more information about joining our Lighthouse Series Lifetime Membership go to <http://alphaomega-acct.biz/lighthouseeseries.html>

Remember individual classes are \$75 except for the QuickBooks Basics classes and the Marketing Your Small Business Tele-seminar series which are free to everyone.

Office Schedule

Our regular office hours are 10:00 am until 5:30 pm Monday – Friday, Evenings and Saturdays by appointment only. We are Closed during all classes (see schedule above) and on the following dates in December and early January:

- Closed Dec 23rd – Dec 26th for Christmas
- Closed Dec 30th – Jan 2nd for New Year

Contact us: Our phone number – its official!

Our number porting issues have taken so long that we've decided we may as well go ahead and make the temporary phone number official and permanent. Call us @ **970-344-7298**. However, it is often easier to reach us via email rather than the phone: Cyndi's e-mail is cyndi@alphaomega-acct.biz and Jared's is tech@alphaomega-acct.biz. You can also follow us on [twitter](#) and [facebook](#).

Free Tax Calendar from the IRS



It's one of the rare times of the year that the U.S Government agency that *taketh away* also *giveth*! Did you know you can get a free Tax Calendar from the IRS? When you visit the IRS site, you can click on the tab below the picture to order the wall calendar. You can order up to 5 copies! Supplies are limited so hurry.

This is GREAT TOOL for small business owners!

<http://www.tax.gov/calendar>

Client Spotlight



For thirty years, Heat Exchange Systems has been committed to our customer's comfort. Our goal is to provide heating and cooling solutions with the most efficient and environment-friendly products and system designs. We maintain

our company's energy efficient building practices by partnering with the leading equipment providers. The equipment that we offer has up to 95% efficiency rating and great warranties.

Heat Exchange Systems provides services for new construction projects, remodels, furnace and air conditioning replacement, and indoor air quality systems. We install filtration systems that purify the air up to 99.98%, capturing particles as small as 0.1 microns. These systems remove dust mites, molds,

pollen and pet dander from the air you and your family breathe. We also install heat recovery ventilators that recapture the heat from the stale indoor air as it's exchanged for fresh air.

If you are wondering how you can become more energy efficient, we at Heat Exchange Systems recommend that you invest in a programmable thermostat to reduce energy consumption and have your furnace and air conditioner maintained each fall and spring. And with older furnaces, we recommend that you upgrade. It is one of the few home investments that pays for itself. You will see the savings each month.

Our website is <http://www.heatexchange.com> Location is 9072 Marshall Ct. Westminster, CO 80031 or call 303-469-0993 for 24 hour emergency services.

Year end planning

Everyone needs to go get new mileage logs now, don't wait or you will not be ready for January 1st.

- If you have payroll or independent contractors you need to confirm tax information. Get updated W-4 and W-9 information now; this is especially important for those who claim exempt on their W-4. If you do not have a new W-4 before the end of January you must withhold at the higher single, zero rate for everyone claiming exempt. This will also allow you to make sure you have correct addresses and it's also a good time to update emergency contact information.
- Independent contractor information is extremely important. If you have paid anyone \$600 or more during the year for a service you need to have them fill out a W-9 so you have the information to file 1099's. These are due January 31st.
- Don't forget to run all bonuses through payroll, they must be included in the W-2 and therefore have to have taxes withheld. This does not apply to small gifts such as a turkey or ham but it does apply to gift certificates and cash bonuses.
- Make sure your records are in order; reconcile all checking and credit card accounts. This is both personal and business. You don't want to miss something that could be tax deductible simply because you didn't reconcile your books.
- Give your business a health check up, that means analyzing this year and planning for next year. Check your profit margins and debt ratio. Set up your budget for next year. You have to know where you have been to know where you are going.

Don't forget to take advantage of the tax changes that went into effect this year. Those include carrying back business losses to recoup taxes paid in prior years, sales tax paid on new vehicles and RV's and depreciation on new purchases. The first time home buyers credit has been extended to April of 2010.



Cyndi Finkenbinder is the Owner of Alpha Omega Accounting and a Certified Public Accountant; she is also responsible for providing expert QuickBooks training to our clients. You can email Cyndi at: cyndi@alphaomega-acct.biz.

Business Technology Solution: Outfitting the Home Office



Did you know that over half of all U.S. businesses are home-based? Many times, these companies are often dismissed as just a hobby or a part-time venture with limited economic impact.

But research shows otherwise*. It is estimated that more than six million home-based enterprises provide at least half of their owners' household income and together employ more than one in 10 private-sector workers.

Setting up a home office provides a cost effective, safe and secure environment and enables you to get your business started with minimum overhead.

Your home office can be simply a laptop computer on your dining room table, but to get serious work done, you should make a dedicated space to work in – one that is separate from all the rest of the activity in the house. Not only will this help to eliminate distractions, it will give you the ability to walk away from your work at the end of the day without having to put it all away when the family comes home.

The basic technology that you will need to outfit your home office is your computer, a phone, an internet connection, a printer and maybe a scanner. There are many choices to be made to figure out what is right for your needs and your business. Amazingly, these are the same choices you would have if you had a traditional office.

In the next few issues of this column, we will explore what's necessary to have an effective workplace at your home with a focus on the technology products you'll need, we'll look at some of the tech trends that could shape our workspaces in 2010 and we will explore our own home office and some of the lessons that we've learned while working in our home office.

* <http://growsmartbusiness.com/wp-content/files/Homepreneurs%20A%20Vital%20Economic%20Force.pdf>



Jared Finkenbinder is the Business Technical Solutions Manager at Alpha Omega Accounting, providing technical consulting and training to our clients. You can email Jared at: tech@alphaomega-acct.biz.

Alpha Omega Accounting, LLC

11 Rutherford Avenue • Johnstown CO 80534
970-344-7298 Phone • 303-845-9036 Fax

info@alphaomega-acct.biz • On the Web at: [HTTP://WWW.ALPHAOMEGA-ACCT.BIZ](http://www.alphaomega-acct.biz)