



## Organized Financial Records

*Timely Reports Help You*

1. Monitor your business accounts and financial progress.
2. Keep track of tax-deductible expenses.
3. Prepare and support tax returns.
4. Control funds.
5. Understand the details.
6. Obtain needed financing.
7. Establish Business Value
8. Make Good Business Decisions
  - Develop a strategy to improve profits.
  - Plan for taxes.
9. Prevent Embezzlement

### Answer Questions:

1. Do you have enough money to pay bills?
2. Is it time to expand, diversify, or shrink?

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*Revised 06/23/21 BL*

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3. Will product or service changes help?
4. Is it time to raise or lower prices?
5. Can you improve your business valuation?
6. How does your business compare with industry standards?

### Accounting Reports Can:

1. Tell the story of the business, both past and present.
2. Help you attempt to predict the future - - for good decision making.
3. Provide measures of operational performance.
4. Summarize financial activities.
5. Help evaluate financial position.
6. Provide diagnostic tools.
7. Be used to forecast cash.
8. Find causes of problems.
9. Indicate solutions.

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