

ACCOUNTING ASSISTANTS TIMELINES

JUNE

- | | | |
|-------|---|--|
| 1st | ! | Rents |
| | ! | Payroll, TSAs, Credit Union, Flexible Spending, Insurance Premiums |
| | ! | Input leave into Excel spreadsheet |
| | ! | Make files for Fiscal filing system for new fiscal year |
| 10th | ! | File fiscal records |
| 16th | ! | Payroll, Credit Union, Flexible Spending |
| | ! | Local Mileage Checks |
| | ! | Input leave into Excel spreadsheet |
| 17-26 | ! | Complete Inkind |
| 27-31 | ! | USDA Homes Checks |
| | ! | Cook's Checks |
| Daily | ! | Verify Purchase Orders and Invoices |
| | ! | Receipt in Deposits and Go to Bank |
| | ! | Input and Mail Payables |
| | ! | File fiscal records |
| | ! | Update Equipment Log when Necessary |

ACCOUNTING ASSISTANTS TIMELINES

JULY

| | | |
|-------|---|--|
| 1st | ! | Rents |
| | ! | Payroll, TSAs, Credit Union, Flexible Spending, Insurance Premiums |
| | ! | Input leave into Excel spreadsheet |
| 10th | ! | File fiscal records |
| | ! | Prepare for Audit |
| 16th | ! | Payroll, Credit Union, Flexible Spending |
| | ! | Local Mileage Checks |
| | ! | Input leave into Excel spreadsheet |
| 17-26 | ! | Complete Inkind |
| 27-31 | ! | USDA Homes Checks |
| | ! | Cook's Checks |
| Daily | ! | Verify Purchase Orders and Invoices |
| | ! | Receipt in Deposits and Go to Bank |
| | ! | Input and Mail Payables |
| | ! | File fiscal records |
| | ! | Update Equipment Log when Necessary |

ACCOUNTING ASSISTANTS TIMELINES

AUGUST

- | | | |
|-------|---|--|
| 1st | ! | Rents |
| | ! | Payroll, TSAs, Credit Union, Flexible Spending, Insurance Premiums |
| | ! | Input leave into Excel spreadsheet |
| 10th | ! | File fiscal records |
| 16th | ! | Payroll, Credit Union, Flexible Spending |
| | ! | Local Mileage Checks |
| | ! | Input leave into Excel spreadsheet |
| 17-26 | ! | Complete Inkind |
| 27-31 | ! | USDA Homes Checks |
| | ! | Cook's Checks |
| Daily | ! | Verify Purchase Orders and Invoices |
| | ! | Receipt in Deposits and Go to Bank |
| | ! | Input and Mail Payables |
| | ! | File fiscal records |
| | ! | Update Equipment Log when Necessary |

ACCOUNTING ASSISTANTS TIMELINES

SEPTEMBER

| | | |
|-------|---|--|
| 1st | ! | Rents |
| | ! | Payroll, TSAs, Credit Union, Flexible Spending, Insurance Premiums |
| | ! | Input leave into Excel spreadsheet |
| 10th | ! | File fiscal records |
| 16th | ! | Payroll, Credit Union, Flexible Spending |
| | ! | Local Mileage Checks |
| | ! | Input leave into Excel spreadsheet |
| 17-26 | ! | Complete Inkind |
| 27-31 | ! | USDA Homes Checks |
| | ! | Cook's Checks |
| Daily | ! | Verify Purchase Orders and Invoices |
| | ! | Receipt in Deposits and Go to Bank |
| | ! | Input and Mail Payables |
| | ! | File fiscal records |
| | ! | Update Equipment Log when Necessary |

ACCOUNTING ASSISTANTS TIMELINES

OCTOBER

| | | |
|-------|---|--|
| 1st | ! | Rents |
| | ! | Payroll, TSAs, Credit Union, Flexible Spending, Insurance Premiums |
| | ! | Input leave into Excel spreadsheet |
| 10th | ! | File fiscal records |
| 16th | ! | Payroll, Credit Union, Flexible Spending |
| | ! | Local Mileage Checks |
| | ! | Input leave into Excel spreadsheet |
| 17-26 | ! | Complete Inkind |
| 27-31 | ! | USDA Homes Checks |
| | ! | Cook's Checks |
| Daily | ! | Verify Purchase Orders and Invoices |
| | ! | Receipt in Deposits and Go to Bank |
| | ! | Input and Mail Payables |
| | ! | File fiscal records |
| | ! | Update Equipment Log when Necessary |

ACCOUNTING ASSISTANTS TIMELINES

NOVEMBER

- | | | |
|-------|---|--|
| 1st | ! | Rents |
| | ! | Payroll, TSAs, Credit Union, Flexible Spending, Insurance Premiums |
| | ! | Input leave into Excel spreadsheet |
| 10th | ! | File fiscal records |
| 16th | ! | Payroll, Credit Union, Flexible Spending |
| | ! | Local Mileage Checks |
| | ! | Input leave into Excel spreadsheet |
| 17-26 | ! | Complete Inkind |
| 27-31 | ! | USDA Homes Checks |
| | ! | Cook's Checks |
| Daily | ! | Verify Purchase Orders and Invoices |
| | ! | Receipt in Deposits and Go to Bank |
| | ! | Input and Mail Payables |
| | ! | File fiscal records |
| | ! | Update Equipment Log when Necessary |

ACCOUNTING ASSISTANT TIMELINES

DECEMBER

| | | |
|-------|---|--|
| 1st | ! | Rents |
| | ! | Payroll, TSAs, Credit Union, Flexible Spending, Insurance Premiums |
| | ! | Input leave into Excel spreadsheet |
| 10th | ! | File fiscal records |
| 16th | ! | Payroll, Credit Union, Flexible Spending |
| | ! | Local Mileage Checks |
| | ! | Input leave into Excel spreadsheet |
| 17-26 | ! | Complete Inkind |
| 27-31 | ! | USDA Homes Checks |
| | ! | Cook's Checks |
| Daily | ! | Verify Purchase Orders and Invoices |
| | ! | Receipt in Deposits and Go to Bank |
| | ! | Input and Mail Payables |
| | ! | File fiscal records |
| | ! | Update Equipment Log when Necessary |

ACCOUNTING ASSISTANTS TIMELINES

JANUARY

| | | |
|-------|---|--|
| 1st | ! | Rents |
| | ! | Payroll, TSAs, Credit Union, Flexible Spending, Insurance Premiums |
| | ! | Input leave into Excel spreadsheet |
| 10th | ! | File fiscal records |
| 16th | ! | Payroll, Credit Union, Flexible Spending |
| | ! | Local Mileage Checks |
| | ! | Input leave into Excel spreadsheet |
| 17-26 | ! | Complete Inkind |
| 27-31 | ! | USDA Homes Checks |
| | ! | Cook's Checks |
| | ! | Assist with 1099s and W-2s |
| Daily | ! | Verify Purchase Orders and Invoices |
| | ! | Receipt in Deposits and Go to Bank |
| | ! | Input and Mail Payables |
| | ! | File fiscal records |
| | ! | Update Equipment Log when Necessary |

ACCOUNTING ASSISTANT TIMELINES

FEBRUARY

| | | |
|-------|---|--|
| 1st | ! | Rents |
| | ! | Payroll, TSAs, Credit Union, Flexible Spending, Insurance Premiums |
| | ! | Input leave into Excel spreadsheet |
| 10th | ! | File fiscal records |
| 16th | ! | Payroll, Credit Union, Flexible Spending |
| | ! | Local Mileage Checks |
| | ! | Input leave into Excel spreadsheet |
| 17-26 | ! | Complete Inkind |
| 27-31 | ! | USDA Homes Checks |
| | ! | Cook's Checks |
| Daily | ! | Verify Purchase Orders and Invoices |
| | ! | Receipt in Deposits and Go to Bank |
| | ! | Input and Mail Payables |
| | ! | File fiscal records |
| | ! | Update Equipment Log when Necessary |

ACCOUNTING ASSISTANT TIMELINES

MARCH

- | | | |
|-------|---|--|
| 1st | ! | Rents |
| | ! | Payroll, TSAs, Credit Union, Flexible Spending, Insurance Premiums |
| | ! | Input leave into Excel spreadsheet |
| 10th | ! | File fiscal records |
| 16th | ! | Payroll, Credit Union, Flexible Spending |
| | ! | Local Mileage Checks |
| | ! | Input leave into Excel spreadsheet |
| 17-26 | ! | Complete Inkind |
| 27-31 | ! | USDA Homes Checks |
| | ! | Cook's Checks |
| Daily | ! | Verify Purchase Orders and Invoices |
| | ! | Receipt in Deposits and Go to Bank |
| | ! | Input and Mail Payables |
| | ! | File fiscal records |
| | ! | Update Equipment Log when Necessary |

ACCOUNTING ASSISTANT TIMELINES

APRIL

| | | |
|-------|---|--|
| 1st | ! | Rents |
| | ! | Payroll, TSAs, Credit Union, Flexible Spending, Insurance Premiums |
| | ! | Input leave into Excel spreadsheet |
| 10th | ! | File fiscal records |
| 16th | ! | Payroll, Credit Union, Flexible Spending |
| | ! | Local Mileage Checks |
| | ! | Input leave into Excel spreadsheet |
| 17-26 | ! | Complete Inkind |
| 27-31 | ! | USDA Homes Checks |
| | ! | Cook's Checks |
| Daily | ! | Verify Purchase Orders and Invoices |
| | ! | Receipt in Deposits and Go to Bank |
| | ! | Input and Mail Payables |
| | ! | File fiscal records |
| | ! | Update Equipment Log when Necessary |

ACCOUNTING ASSISTANT TIMELINES

MAY

- | | | |
|-------|---|--|
| 1st | ! | Rents |
| | ! | Payroll, TSAs, Credit Union, Flexible Spending, Insurance Premiums |
| | ! | Input leave into Excel spreadsheet |
| 10th | ! | File fiscal records |
| 16th | ! | Payroll, Credit Union, Flexible Spending |
| | ! | Local Mileage Checks |
| | ! | Input leave into Excel spreadsheet |
| 17-26 | ! | Complete Inkind |
| 27-31 | ! | USDA Homes Checks |
| | ! | Cook's Checks |
| Daily | ! | Verify Purchase Orders and Invoices |
| | ! | Receipt in Deposits and Go to Bank |
| | ! | Input and Mail Payables |
| | ! | File fiscal records |
| | ! | Update Equipment Log when Necessary |