



"Our Focus is on Your Future"™

TAX PARTY!

Don't Let Tax Time Get You Down!
If you "feel the pain" of not knowing where to start....

**Join us to learn about
Tools, Tips & Techniques to Get & Stay Organized!**

Outline

1. Review of helpful tools for organization
2. Basic steps to organization (what to save, how to file, etc.)
3. How to "reconcile" statements each month
4. Using a professional to assist with bookkeeping and/or tax return preparation