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# WSBA NETWORKING NEWS

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Stephanie Rexroth  
412 576 8221

## UPDATES & INFORMATION FROM WSBA

WOMEN'S SMALL BUSINESS ASSOCIATION, LLC.  
FOUNDED AUGUST 2007  
[www.WSBA.ws](http://www.WSBA.ws)

## Basic tax preparation for small business owners

As a small business owner, your focus may be on making money day-to-day. It may be hard to make time for tax preparation, or it can become overwhelming if you wait until the last minute. A small business owner can learn to do it themselves, but hiring the right people can save you valuable time and money, and avoid costly mistakes. Here are a few tips that will save you time, money, and help you to keep your focus on making money.

1. **Use a professional.** Using a tax professional will ensure that you get every deduction that you are entitled to, while still keeping your books according to regulations. A tax professional will also make you aware of any rules that have changed and keep you up to date with the newest tax laws. Make sure to choose a professional that is right for your business. Trusting a professional to handle this aspect of your business could offer you larger tax savings.
2. **Know the basics.** Knowing the basic for tax preparation will help you to keep the required records throughout the year, and also help you get prepared for your tax professional.
3. **Set up a filing system for all your receipts and taxable documents.** There are great programs like QuickBooks, that make this very easy for small business owners. Develop a Tax Preparation Checklist with your tax professional that will include everything that will be needed for tax time. Going through your checklist monthly will keep this task to a minimal versus tackling this task at the end of the year.
4. **Keeping good books.** Consider hiring a bookkeeper. The bookkeeper will record all your receipts and taxable documents, track accounts payable and receivable, and create a balance sheet for your business. A bookkeeper is going to be focused on properly recording the day-to-day financial activities of your business. Your tax professional will not be able to do their job properly without good bookkeeping and good books. Depending on the size of your business, a bookkeeper can work with you monthly, weekly, or daily. Make sure that your bookkeeper works well with your tax professional.

Article provided by Susan Miller, WSBA Founder and Owner

Visit the [WSBA blog](http://wsbablog.blogspot.com) for more great small business tips and information.  
<http://wsbablog.blogspot.com>



## WSBA Premier membership

Where else can you get so much for only \$100 per year?

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- Preferred reservation and pricing for exhibition/vendor tables at WSBA events
- Preferred opportunities for speaking and presentations at WSBA events.
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## 3<sup>rd</sup> Annual Women's Small Business Conference

**Who:** Women's Small Business Association

**What:** 2011 Signature Education Event

**When:** Friday, April 8, 2011

**Where:** The Chadwick, Wexford, PA

**Why:** The signature event is a small business development program created directly from feedback by our membership, but that is open to any small business owner. The event includes a full day of education, networking and an awards lunch.

Attendees will be able to choose from the following packages: Morning only, afternoon only, award ceremony only, all day, and evening mixer. A discount will be offered for all day packages. **The Honoring Extraordinary Women Awards Ceremony will be held during lunch.**

Sponsorship, Speaker, and Exhibit opportunities are available.

**Contact:**

Sarah Mayer for Sponsorship or Speaker opportunities at [sarah@infiniteventsinc.com](mailto:sarah@infiniteventsinc.com)

Susan Miller for Exhibit opportunities at [Smiller@WSBA.ws](mailto:Smiller@WSBA.ws)

This event was planned by: Infiniti Events [www.infiniteventsinc.com](http://www.infiniteventsinc.com)

### WSBA BUSINESS DIRECTORY – A QUARTERLY HIGHLIGHT OF PREMIER MEMBERS

TERRI ORLOWSKI



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Contact Susan Miller at [Smiller@WSBA.ws](mailto:Smiller@WSBA.ws)

Articles being accepted! Please submit your article on OUTSOURCING. Deadline is March 1, 2011 250 word or less. Submit to [Smiller@WSBA.ws](mailto:Smiller@WSBA.ws)

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