



The RoCo Times

Special Dates of Interest

- September 3—Labor Day, Office closed.
- September 17—Third quarter installment of 2007 individual estimated income tax is due.
- October 1—Generally, the deadline for self-employed and small businesses to establish a SIMPLE retirement plan for 2007.
- October 15—Filing deadline for 2006 individual and partnership returns on extension

INSIDE THIS ISSUE:

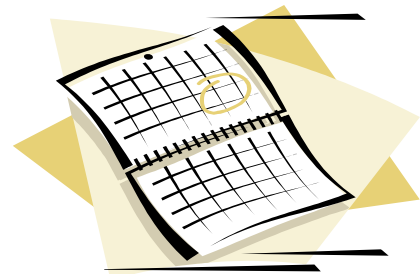
Special Dates of Interest	1
Mid Year Tax Planning	1
Cell Phone Tricks	2
Just for Laughs	2
Tips for finding good employees	3
You and Your Money	3

You cannot buy enthusiasm...You cannot buy loyalty...You cannot buy the devotion of hearts, minds, or souls. You must earn these.

Author Unknown

Suggestions for Mid-Year Tax Planning

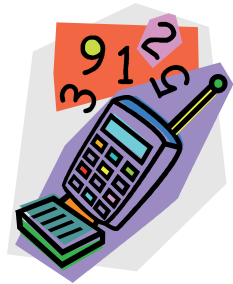
- ◆ **Look at exposure to AMT**—The alternative minimum tax involves a separate tax calculation that does not allow for as many credits and deductions used to calculate regular income tax. The AMT seems to be hitting more individuals each year because it's not indexed for inflation. If you have high levels of deductions or exemptions, or if you exercise incentive stock options this year, it's worth setting up an appointment so we can check for any possible AMT liability.
- ◆ **Home Improvements**—If you are planning to do some home improvements, there are various tax credits for improving the energy-efficiency of your home. For Example:
 1. Solar hot water heaters are eligible for a \$2,000 maximum credit
 2. There is a 10% credit (\$500 lifetime maximum) available for improvements such as insulation and energy-efficient windows.



- ◆ **Penalties for Underpaid Taxes**—Check your total withholdings/estimated taxes. If you've underpaid, consider adjusting your withholdings for the final months of 2007 or increase your final quarterly estimated payment.
- ◆ **Investment Portfolio**—Review your investment portfolio to determine whether you need to sell some of your losers before the year end to offset gains taken earlier in 2007.
- ◆ **Health Savings Accounts**—Investigate the availability of High Deductible Health Plan (HDHP) coverage combined with a Health Savings Account (HSA). Contributions to an HSA are tax deductible and withdrawals to pay medical expenses are not taxed.

FIVE THINGS YOU NEVER KNEW YOUR CELL PHONE COULD DO:

1. **Emergency**—The Emergency Number worldwide for mobile phones is 112. If you find yourself out of the coverage area of your mobile network and there is an emergency, dial 112 and the mobile will search any existing network to establish the emergency number for you, and interestingly, 112 can be dialed even if the keypad is locked.
2. **Keys locked in the car?** - Does your car have remote keyless entry? This may come in handy someday. If you lock your keys in the car and the spare keys are at home, call someone at home on their cell phone from your cell phone. Hold your cell phone about a foot from your car door and have the person at your home press the unlock button on your car key, holding it near the cell phone on their end. Your car will unlock. Save someone from having to drive your keys to you. Distance is no object. You could be hundreds of miles away and if you can reach someone who has the other "remote" for your car, you can unlock the doors (or the trunk).
3. **Hidden Battery Power**—Imagine your cell battery is very low. To activate, press the keys *3370#. Your cell will restart with this reserve and the instrument will show a 50% increase in battery. This reserve will get re-charged when you charge your cell phone the next time.
4. **How to disable a STOLEN cell phone**—To check your cell phones serial number, key in the following digits on your phone: "*#06#". A 15 digit code will appear on the screen. This number is unique to your handset. Write it down and keep it somewhere safe. When your phone gets stolen, you can phone your service provider and give them this code. They will then be able to block your handset so even if the thief changes the SIM card, your phone will be totally useless.
5. **Free Directory Service for Cells**—Cell phone users are charged \$1.00 to \$1.75 or more for 411 information calls. Most of us do not carry a telephone directory in our vehicle, which makes this situation even more of a problem. When you need to use the 411 information option, simply dial 800-373-3411 without incurring any charge at all. Program this into your phone now.



Just for Laughs

A guy in a pub leans over to the guy next to him and says,

"Want to hear an accountant joke?"

The guy next to him replies, "Well, before you tell that joke, you should know that I'm 6 feet tall, 200 pounds, and I'm an accountant. And the guy sitting next to me is 6'2" tall, 225 pounds, and he's an accountant.

Now, do you still want to tell that joke?"

The first guy says, "No, I don't want to have to explain it two times."

BUSINESS PAGE

Tips for finding the best employees

Turnover — an often overlooked cost of doing business — can sometimes run as high as 25% of total salary and benefit costs. One way to reduce this cost is to hire wisely. It's an oft-quoted cliché that employees are a company's most valuable asset. Try generating revenue with unmotivated or unskilled employees, and you'll soon discover that the cliché rings true.



How do you locate the best employees?

Know what you're looking for. Before you publish a job announcement or talk to potential candidates, consider the type of employee that would fit best with your company. This may involve clarifying the types of skills that are essential to your firm, as well as skills that are specific to the position being filled. For example, if the business prides itself on its written communications, you don't want to hire candidates who struggle with proper grammar or balk at writing reports.

-

Look in the right places. Once you're clear about the type of employee you're hoping to hire, focus on discovering the best candidates and drawing them to your company. This might involve placing advertisements in local print media, networking with local colleges and technical schools, or asking for recommendations from your current employees. In general, the more specific the skills you hope to find, the wider the net you'll need to cast.

-

Make the interview count. Potential candidates are often counseled to conduct mock interviews. Wise employers will also hone their interviewing skills. You want to identify candidates who will be eager to contribute their best efforts for your firm. Key to the interview process is asking focused questions and listening with a purpose. A good interviewer will also attempt to identify "red flags" that may indicate potential problems. For example, the candidate may provide vague or rambling answers to simple questions. This may indicate normal interview anxiety, or he or she may be hiding important facts from you — information that could directly affect your hiring decision.

-

Finding quality employees is not an exact science. But thoughtful preparation and careful interviewing can pay dividends for years to come.

YOU AND YOUR MONEY

Common Overpayment Mistakes in Small Businesses

Many small companies literally throw away money because they don't have the proper controls to prevent overpayments. Here are the most common overpayment mistakes that should be avoided:

- The same invoice is paid twice.
- Discounts for prompt payment are overlooked.
- Credit memos are forgotten.
- Purchase orders are issued without terms and conditions.
- Bills are paid when invoice prices are higher than quoted.
- Payments are made for goods that were short-shipped, never received, or returned to the vendor.

