

THE EVERYTHING[®] ACCOUNTING BOOK



Balance your budget,
manage your cash flow, and
keep your books in the black

Michele Cagan, C.P.A.

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The
EVERYTHING
Accounting Book

Dear Reader,

A few years ago, a new client walked into my office with a bulging paper bag and a handful of cash. The bag held hundreds of receipts, some illegible or wadded up, and pages upon pages of different-colored check stubs. The cash was to pay his taxes.

This guy had absolutely no idea what kind of financial shape his company was in, but he figured he owed some taxes since he had money in his cash box. After spending weeks sorting through his paperwork (and that's a generous term), I told him the company was operating at a huge loss, but he could turn things around with a lot of attention and some basic accounting. The next tax season, he came to me with printouts in folders instead of torn receipts in a crumpled brown bag—and a profitable bottom line.

That's what this book is about: helping small-business owners succeed. Inside, I show you what you need to know to set your company on the path to profits (yes, there will be math!). From maximizing cash to minimizing taxes, I'll help you steer your business toward lasting prosperity.

Good luck,

Michele Cagan

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Accounting Media
Boston, Massachusetts

To Ethan, who helped me get here on time.

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