



Sample Client Service Calendar

Recurring Monthly Services

Monitor cash flow and update projections
 Review and analyze prior month financial results
 Lead monthly financial review meetings
 Provide recommendations to increase profitability
 Update sales dashboard and review key metrics
 Provide financial guidance for major decisions

Q1 Projects and Tasks

January	February	March
Obtain line of credit Analyze return on investment of marketing campaigns Implement company-sponsored retirement savings plan Distribute W-2s to employees and 1099s to contractors	Review and update 3-year strategic plan Partner with CPA to prepare for 3/15 tax filing due date Review past due accounts receivable and collections policies	Prepare Q2 forecast Analyze sales trends and customer profitability Analyze inventory status

Q2 Projects and Tasks

April	May	June
Analyze feasibility of new equipment purchase Obtain new equipment financing Remit Q1 estimated tax payments	Analyze financial impact of proposed new product launch Create business continuity/disaster recovery plan Review past due accounts receivable	Prepare Q3 forecast Choose alternate vendor for manufacturing Analyze financial impact of signing new vendor contract Remit Q2 estimated tax payments

Q3 Projects and Tasks

July	August	September
Mid-year review: discuss adjustments needed to achieve financial plan for current year Audit 401(k) plan, prepare form 5500 for compliance	Review insurance policies, coverage, and rates Review internal financial controls to prevent fraud Review past due accounts receivable	Prepare Q4 forecast Review inventory status Create plan for slow-moving and obsolete inventory Remit Q3 estimated tax payments

Q4 Projects and Tasks

October	November	December
Analyze product pricing strategy and adjust as needed Review vendor contracts and negotiate more favorable terms Analyze cost of employee benefits for Nov open enrollment	Begin end-of-year planning to minimize taxes Calculate staff bonuses Assess staffing needs for upcoming fiscal year Review past due accounts receivable	Set goals for upcoming year Prepare budget for upcoming year Collect W-9s in preparation for issuing 1099s to contractors Remit Q4 estimated tax payments