

Small Business BULLETIN

Work For Yourself

(NAPSA)—Create a job for yourself in your own business. To get started, you may go to the library to see what classes and books it has to help. You may also find government agencies with free or low-cost advisers.

The necessary bookkeeping can be simplified by manual systems that are easy to use and require no computer skills. One way to keep records accurately is the “Dome Simplified Monthly Bookkeeping Record,” to let you track your income and expenses.



Keeping clear and accurate records can be easy.

In addition to ledger pages organized to track receipts and different types of expenditures, such as travel and supplies, it also has a number of special features, including:

- complete information for preparing your federal income tax return;
- a weekly payroll record of employees;
- a tax calendar and excerpts from U.S. tax law; and
- a list of allowable business deductions.

To learn more about the tools to support you in having your own business, go to www.domeproducts.com.