



REJUVENATE
Your Daily Bookkeeping

NOW WE'RE
TALKING!



I Love QuickBooks

What's New at BalanceLogic



Happy New Year from BalanceLogic!

We had a wonderful year here at BalanceLogic and we hope you did too! In 2014, we experienced a lot of big and exciting changes! Our office relocated in May to a bigger space on Post Office Road. We also expanded our services offerings to Georgia and began offering voice solutions services while almost doubling the number of people on staff!

We also recently released our holiday video which features Logi, the newest addition to the BalanceLogic team. You can view that video [here](#). Happy New Year!



This Month

[What's Happening](#)

[Interesting Information](#)

[Monthly Tip](#)

[About Us](#)

Quick Links

[More About Us](#)

[IT Support Services](#)

[Marketing Services](#)

[Graphic Design Services](#)

[Bookkeeping Services](#)

[Web Design Services](#)

[Business Consulting](#)

[Voice Solutions](#)

Logi's at the beach again,
want to know why?



Interesting Information: New Year, New Resolutions

Bookkeeping can be viewed as a tedious or overwhelming task for small business owners, but not having a proper system to keep track of your records can create a bigger headache down the road and cost you money.

If you don't already have one for your business, resolve to create a process for keeping records. The goal should be to create a system that combines your expenses, invoices, deposits and tax information into one place, making it easy when tax season approaches!

If you do find your small business bookkeeping is taking too much attention away from your business, you should consider hiring an outside resource! Our

Testimonials

Fun Facts

The ancient Romans were obsessed with record keeping. Their military bases kept detailed accounts on everything from how much grain was in their stores to how many nails were in their workshops.

Chicago crime boss Al Capone was finally brought down in 1931 by FBI accountants. Although believed responsible for crimes ranging from bootlegging to murder, Capone was ultimately arrested and convicted for income tax evasion.



Time to Follow the Law!

Check out our Graphic Designer, Clayton Keesee's, rules and guidelines for impressive Graphic Design! **New Laws every Thursday!**

Clayton's

Find out how BalanceLogic can refresh your print and digital designs

Suggestion Box

We are very interested in hearing feedback on how we can make *The BalanceLogic Insider* more valuable.

Please let us know what you expect from this newsletter each month by sending an email to:

experienced and professional staff is available when you need us to make sure your books are accurate and up to date. We work with you to fill in any gaps that you have in operating your business effectively. In addition, we can assist you in making month-end accounting adjustments, bank reconciliations, payroll, journal entries, and overall review of your accounting records.

#1 TIP: Bookkeeping!

Allocate time each week to bookkeeping. This will allow you to better control your cash flow and get a clear picture of how your business is performing.



Monthly Tip: Online Banking Security

While online banking can be very convenient, it still poses a threat to businesses big and small. Below are just a few precautions to take when doing your small business banking over the internet.

Always Use a Strong Password:

Always use a strong password for each website that you use and it is best not to use the same one for multiple accounts. Many times, people will use the same password across the board, giving hackers easy access once they figure it out. It is also a good practice to change your passwords at least once every six months.

Check for Authenticity:

Another way your data can get compromised is through fake websites. Many times, hackers will create very authentic looking websites to trick people into inputting their login information. One way to check if a website is secure is in the web address- if it begins with "https", the company has purchased a SSL, or Secure Sockets Layer. An SSL certificate secures the transfer of your sensitive data, such as creating accounts of submitting payment information.

Be Part of Our Conversation On **FACEBOOK!** We're Also Now on **PINTEREST!**

About Us

BalanceLogic® is a leading back-office support and services company providing [IT Support & Management Services](#), [Web Design Services](#), [Graphic Design Services](#), [Marketing Services](#), [Bookkeeping Services](#), [Business Consulting](#) and [Voice Solutions](#)

info@balancelogic.com

to the small business community. Our focus is to provide our clients with services that result in cost savings and business operational efficiency.

The Answer for Small Business!™

Maryland Office

50 Post Office Road, Suite 302
Waldorf, Maryland 20602

Phone: 301-396-8455

Toll Free: 844-228-6976

Email: info@balancelogic.com

www.balancelogic.com

Georgia Office

1403 East 2nd Avenue
Rome, Georgia 30161

Phone: 706-368-9774



Like us on Facebook
facebook.com/balancelogic



Connect with us on LinkedIn
linkedin.com/company/balancelogic



Follow us on Twitter
[@balancelogic](https://twitter.com/balancelogic)



Subscribe to our YouTube channel
youtube.com/balancelogic



Join us on Pinterest
pinterest.com/balancelogic