

AUGUST 2010

BalanceLogic® provides you with a broad array of cost effective and high quality business support and backoffice services. Whether it's data entry, network support, accounting/bookkeeping, web or graphics design, we can help you either on a regular or ad-hoc basis.

We invite you to give us a call or visit our website to find out how our services can help your business operate more effectively and stay competitive. We value our clients and believe in strong, long term business relationships.

Here's what's going on in BalanceLogic!

#### [BalanceLogic Welcomes Samantha Bryson to our Team!](#)

We would like to introduce you to Samantha Bryson. Samantha joins us as a Marketing Assistant and will be working with our Administrative Services team. Samantha is a graduate of Westwood College in Arlington, VA. and adds a touch of creativity and design experience that will help take our graphic design services to the next level. Samantha is also responsible for adding depth to our marketing efforts. We are glad that Samantha has joined our team.

Please help us in welcoming Samantha to the BalanceLogic team.

#### [Tiffany Maston Celebrates 1 Year Anniversary!](#)

We would like to congratulate Tiffany on her 1 year anniversary with BalanceLogic. Tiffany has been instrumental in the success of BalanceLogic as we move forward into our 6th year in business and we would like to thank her for all of her hard work.

**THANK YOU TIFFANY!**



Breakfast with BalanceLogic is a monthly workshop series presented by BalanceLogic on the last Monday of each month. This workshop series will provide insight and interactive activities on everyday business related topics.

Our next workshop is scheduled for September 27th and the topic is **Interactive Marketing Plan Workshop**. This 90 minute workshop will provide you with the expertise and confidence needed to successfully put together a basic marketing plan. You will leave the workshop with a complete marketing plan outline.

The workshop will be comprised of an interactive marketing plan development exercise.

[Download](#) the flyer for more information. [REGISTER ONLINE](#)

### Special Newsletter Promotion

**30% Off  
Flyer Design**

Only available to The BalanceLogic Insider subscribers only!

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 BalanceLogic Softball Logo

#### Do you Play Softball? We are looking for Players!

Each year, BalanceLogic sponsors a coed softball team part of the Charles County Parks & Recreation department. We are currently looking for both male and female players to come out and have some fun.

Games are every Sunday afternoon at Laurel Springs Regional Park on Radio Station Road in La Plata, MD.

For more information, give Tiffany Maston a call at 301-396-8455 or email [tmaston@balancelogic.com](mailto:tmaston@balancelogic.com).

#### A Note on Bank Reconciliation

Reconciling your business checking account each month allows you to keep your bank account, accounting, and taxes up-to-date. It is important to keep your records current in order to know how your business is doing. You really don't know unless all accounts are properly accounted for on your financial statement. This also helps you to manage your cash flow more effectively. By having all of your accounts in order you are able to determine your company's progress. Reconciling your account each month allows you to:

- Identify lost checks, lost deposits and unauthorized transactions.
- Detect and prevent excess/unjustified bank charges and ensures transactions are posted correctly by your bank.
- Detect and prevent embezzlement of funds from within your company.
- Sleep Better. You will sleep more peacefully at night knowing your bank accounts are reconciled, in balance and that all escrow funds, accounts, checks and disbursed funds are properly accounted for.

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#### FREE RESOURCES

Look for this valuable resource in every issue of The BalanceLogic Insider.

**[Inventory Spreadsheet](#)**

#### SUGGESTION BOX

We are very interesting 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 [info@balancelogic.com](mailto:info@balancelogic.com)

The most important reason for reconciliation is to protect you and your business. By timely reconciling and promptly objecting to your bank about any unauthorized, fraudulent, or forged checks presented; you can relieve your agency of responsibility for the shortfall, and transfer the risk to the bank. This reason to reconcile alone should be enough. Protecting yourself and your business should never make you feel uncomfortable.

For more information on how to properly reconcile your bank and credit card accounts, contact us at 301-396-8455.

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