



**EXPERT**  
ACCOUNTING AND FINANCE

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Keep on top of your  
finances  
maintain neat and  
accurate accounts





## one

Keep track of your income and expenses.

This may seem like a no-brainer, but it's important to keep track of where your money is coming from and where it's going. This will help you stay organized and prevent any surprises down the road.





## two

Have a separate bank account for your business. This will help you keep your personal and business finances separate, which is important for both tax and accounting purposes.





### three

Use accounting software. There are a lot of great accounting software programs out there that can make your life a lot easier. Find one that fits your needs and use it to manage your finances.





## four

Stay organized. This is one of the most important accounting tips for small business owners. Keeping track of your income and expenses is important, but it's equally important to keep your records organized. This will save you time and frustration down the road.





five

Always pay your taxes on time. This is one of the most important aspects of running a business, and it is vital that you stay compliant.





## six

Hire an accountant. If you're not confident in your accounting skills, or if you simply don't have the time to keep up with your finances, consider hiring an accountant. This is an important decision, so be sure to do your research and find an accountant that you can trust.

