

THE CHAPLIN METHOD



SIMPLIFYING SUCCESS FOR SMALL BUSINESSES

ADMINISTRATIVE TASK CALENDAR

There are many important tasks that come up every year. They shouldn't catch us off guard—but often do. Not because they're unimportant, but because we're busy managing the day-to-day. It's easy to lose sight of the big-picture items that keep the business running.

The good news? It doesn't have to be this way. Set up a calendar once, and it's done. Just make it a habit to review it weekly. That small step can help prevent the last-minute emergencies many small business owners face.

If you use Google, Outlook or a similar digital calendar, you can set up recurring annual reminders. Prefer paper? Use a perpetual calendar like [this one](#).

Every business is unique. You'll likely add more items each year. See page two for a basic example of what your annual task calendar might include.

Interested in more personalized recommendations for your business? Call or text me at 530-415-5284 or email me at jennifer@thechaplinmethod.org and we can set up a free consultation.

January

- File Statement of Information with the Secretary of State
- Distribute 1099s and submit 1096 (due by January 31st)
- Distribute updated W-4 forms to employees
- Post OSHA 300 log by February 1st
- Complete 401(k) non-discrimination testing and survey
- Review, update, and distribute Employee Handbook

February

- Renew business licenses with all cities and counties where you operate
- Begin renewal process for auto and general liability insurance
- Close prior year's books; begin tax prep with CPA

March

- File Business Property Statement with the County Assessor (due April 1st)

April

- Recharge all fire extinguishers (shop, office, and vehicles)

May

- Renew General Liability and Auto Insurance
- Prepare for annual Fire Department inspection
- Conduct Heat Illness Prevention training for all employees

June

- Complete General Liability insurance audit

July

- File Form 5500 with the Department of Labor

August**September**

- Pay \$800 annual fee to the California Franchise Tax Board
- Begin preparation for October's Workers' Compensation renewal

October

- Renew Workers' Compensation policy
- Begin Workers' Compensation audit
- Finalize and distribute holiday calendar to staff and clients (include memo with invoices)

November**December**

- Confirm renewal of Fictitious Business Name, if applicable