

## ■ CHARLOTTE BELL CELEBRATES 20 YEARS WITH BAYLIS & COMPANY



Pictured above are (l) Charlotte Bell and  
(r) Managing Partner, Edie Yates.

If you have received a tax return or financial statement produced by Baylis & Company, most likely Charlotte Bell has been the woman behind your document. Charlotte is a longstanding member of the Baylis team serving as our tax and audit secretary. We recently celebrated Charlotte's 20 years of service to the Firm with a luncheon at the Lakeland Yacht & Country Club.

Charlotte came to Lakeland in the sixth grade and later graduated from both Lakeland High School and Lakeland Business College. Charlotte has a son, daughter and two grandchildren. She is a huge Florida Gators fan and enjoys scrapbooking when she's not at Ben Hill Griffin Stadium.

## ■ NONPROFIT RELIEF PROGRAM

The IRS has announced that a one time relief program is being offered to small nonprofit organizations at risk of losing their tax-exempt status because they failed to file required returns for 2007, 2008 and 2009. Under the relief program, at risk agencies can preserve their status by filing returns by October 15, 2010. Please contact us for details and assistance.

## ■ WHAT MAKES A SUCCESSFUL SMALL BUSINESS?

Baylis & Company provides accounting and consulting services to many successful small businesses. Though each of these businesses is unique, we have found that almost all share the following seven key attributes:

**SOMETHING SPECIAL** - It is not enough to know your own products and services. Know about your competitors and be able to share what makes your product or service superior.

**GREAT LEADERS** - Passionate business owners enjoy what they do and have a vision for the success and growth of the business. An enthusiastic leader is able to encourage a team and produce great results and products.

**GREAT TEAMS** - Smart owners choose the right staff and empower them to solve problems and serve clients. Strong teams are made up of individuals that are willing to work hard together and produce a quality product or result.

**POSITIVE FIRST IMPRESSIONS** - You don't often have a second chance to make a first impression. Successful businesses make sure that personal contact with clients and potential clients are favorable. Accuracy and quality mean a lot.

**CHANGE IS GOOD** - The best small businesses are open to change and constantly look for ways to do things better. These businesses adapt to changes in technology and use them to create an advantage over their competitors.

**GOOD LISTENERS** - Clients that trust your business will recommend your product or service to others. Listen to your clients and act on what they share. Make sure that your staff knows to share concerns voiced by your clients with you. Referrals from your current clients are one of the best ways to grow your business.

**SMART WORKERS** – Successful entrepreneurs manage their time wisely and realize the importance of down time. Running a business takes hard work combined with planning and creative thought. Long term plans and goals guide the day to day operations of the business and changes are made as needed when areas of weakness are determined. Working smart means that it is not always the quantity of your work, but how well you do it.

### ■ **SMALL BUSINESS SERVICES**

Baylis & Company serves our small business clients in a variety of roles based on individual business needs. Some clients ask us to help set up their accounting and payroll systems and to provide quarterly or monthly oversight, reporting and assistance meeting tax filing requirements. In other situations we provide full accounting services by processing payment receipts, payables, payroll and performing other accounting services.

Staffing your business is a delicate balance. Our small business services are often a smart choice for new businesses working to become and remain profitable and for businesses responding to changes in their market and the economy. The cost for our services can be substantially below the cost of a full time employee and our basic fees for monthly compilation services are often well below the weekly cost of a bookkeeper.

To learn more about how we can help your small business, please visit [www.bayliscpas.com/services/smallbusiness.php](http://www.bayliscpas.com/services/smallbusiness.php).

### ■ **MEET KAREN P. LEAN**

Karen manages our Small Business Services and is responsible for all accounting and tax reporting activities for monthly, quarterly and annual clients. She has over 13 years of experience in the accounting field. She is a graduate of Florida Southern College with a Bachelor of Science degree in Accounting and has a Bachelor of Science degree in Industrial Engineering from Florida International University.

Karen is extremely dedicated to her clients. When we are able to pry her away from her desk, she enjoys giving back to the community. She is particularly interested in activities that promote “green living” and environmentally sound practices and in helping build a better community with organizations like Habitat for Humanity and Paint Your Heart Out.

Read more about Karen at [www.bayliscpas.com/professionals.kpl.php](http://www.bayliscpas.com/professionals.kpl.php).



### ■ **CLOSING THOUGHTS**

We hope the new school year is both enriching and enlightening for your family. We would like to close by sharing a quick smile from the inimitable Yogi Berra:

“I’m not going to buy my kids an encyclopedia. Let them walk to school like I did.”

Please visit our website at [www.bayliscpas.com](http://www.bayliscpas.com)

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