

# Annual Activities Map

Month 1 = Start of school year (August/September)

\*Note\* VE Fiscal Year runs from May 1 to April 30

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	
<b>Business Planning &amp; National Competitions</b>	Brainstorm & research new business ideas	Elevator Pitch Competition	Written Business Plan			National Business Plan Competition					
	Complete Business Registration Form	Company Branding Competition		National Website Competition		Company Newsletter Competition			Annual Report		
	Capital Needs Flowchart (Angel Investors, Loan Request, Business Contracts)		Business Plan Presentation & Regional Competitions				Video Commercial Competition				
	Cash Budget & Sales Projections										
<b>Operational</b>	Resume & Cover Letter	HR: Procedures & employee manual	Developing a Website							Transition procedures	
	Interviews & Job Placement	Open employee portal & bank accounts. Set up personal finance budgets		Preparing For Conferences & Exhibitions						End of the year evaluations	
		Begin Employee Payroll		Implementing and executing Your Business Plan							
				Mid-year employee evaluations					Managing Accounts Receivable		
	New employee training session	Pay Bills: Rent, Loan, Utilities, Payroll	Pay Bills: Rent, Loan, Utilities, Payroll	Pay Bills: Rent, Loan, Utilities, Payroll	Pay Bills: Rent, Loan, Utilities, Payroll	Pay Bills: Rent, Loan, Utilities, Payroll	Pay Bills: Rent, Loan, Utilities, Payroll	Pay Bills: Rent, Loan, Utilities, Payroll	Pay Bills: Rent, Loan, Utilities, Payroll	Pay Bills: Rent, Loan, Utilities, Payroll	Pay Bills: Rent, Loan, Utilities, Payroll
<b>Accounting &amp; Reporting</b>	Establish Acct Procedures: - Banking procedures - Cash Journal - Sales Journal - Payments Journal - Inventory Record		Prepare projected financial statements: - Income Statement - Cash Budget - Balance Sheet		Create W2's for all employees	Board of Directors Interim Report		All employees prepare 1040	Prepare financial statements: - Income Statement - Cash Budget - Balance Sheet	Submit form 1120VE	
			Submit Sales Tax	Submit Sales Tax	Submit Sales Tax	Submit Sales Tax	Submit Sales Tax	Submit Sales Tax	Firm Financial Data Form (FFDF)		
			Submit Payroll Tax (Form 941)	Submit Payroll Tax (Form 941)	Submit Payroll Tax (Form 941)	Submit Payroll Tax (Form 941)	Submit Payroll Tax (Form 941)	Submit Payroll Tax (Form 941)	Submit Payroll Tax (Form 941)	Submit Payroll Tax (Form 941)	
<b>Other Activities</b>	VE Pre-test			Prepare a company newsletter			Prepare a company newsletter	Youth Business Summit in NYC	NOCTI post-test	VE post-test	
	NOCTI Pre-test		Grand Opening	Regional Conferences & Exhibitions							
					Case Study Project					Student exit questionnaire	