

Happy Holidays!



As we head into the busy holiday (and tax!) season, the staff at Harmony extends to you and your family our warmest wishes for a holiday season filled with joy and laughter.

We look forward to working with you in the New Year!

Debbie, Melissa, Andrea, Kim, Tara, Sandy, Jennifer, Mariola, Luda, Marshall and Matt

Three Quick To-Dos to Close Out 2022 with Peace of Mind

Call your CPA to review your 2022 Financials

Your CPA is your #1 go-to before the end of the calendar year. They will help you with end of year tax planning and cost savings. It's not too late but it will be soon! At HBC, we work with some very talented CPAs and would be happy to refer you.

Review your Vendor files

Do you have a W9 on file for any individual/business who performed a service? Verify that the contact information you have on file is correct. Obtaining a W9 before issuing payment is always best practice and will set you up for an easy year end review process and 1099 preparation.

Update Employee and Payroll Information

Year end is a great time to do an audit of all information that you have on file for your employees. Do you have the correct contact information, filing forms (I-9, W-4, state withholding) and payroll information? Update the status of new hires and former employees including any access that they have to computer systems or financial information.

Fun fact: January 1st is the best time to change payroll companies.



Client Spotlight Burn Boot Camp

Locations: Framingham, Sharon & Newton

3 Questions with Owner, Christine D'Amico

Can you tell us a little about yourself and what motivated you to open Burn Boot Camp?

I attended Bentley University majoring in Corporate Finance and Accounting - and I am also a CPA. After college, I worked in Mergers & Acquisitions and really enjoyed working with small businesses. I knew that I wanted to open my own company and began looking for an opportunity. I have been an athlete for my entire life, and loved that opening a Burn Boot Camp franchise allowed me to combine both of my worlds. Our first location opened 5 years ago and now we have 3 locations in Framingham, Sharon & Newton.

What do your clients love about Burn Boot Camp?

We truly want to foster an environment of zero judgment. We work to create a nurturing environment as we want to be the gym that caters to all levels and abilities - whether you are a mom of 3 who has not worked out in years, a marathon runner or an elite athlete. Everyone works out in the same class, but you are in charge of what level you choose that day. Our workouts are constantly changing and I really feel that we have created a community - a supportive environment. We also offer free child care, which can be a big help for busy parents!

How has working with Harmoney improved your business?

As Burn Boot Camp continued to grow and we opened our 3rd location, I realized that I needed to take something off of my plate as I was spending way too much time doing the bookkeeping! As a CPA, I have the knowledge and skills to do the accounting work myself, however, working with HBC has freed up my time to do what I do best and what I love doing most - focusing on my business.

<https://burnbootcamp.com/locations/metrowest-framingham-ma/>





**Behind Every
Successful
Business Is A
Great
Bookkeeper!**

Now is a good time to...

- Confirm that you have given your bookkeeper all needed statements and documents through 11/30/22.
- Check that you have W9s on file for all vendors who will need a 1099.

Harmony is always here to help if you have questions.

Debbie

Do you enjoy working with Harmony?
If so, please consider forwarding this email to entrepreneurs you know who might benefit from working with us!

Harmony Bookkeeping Company

185 Commonwealth Rd.
Wayland, MA 01778
Phone: (617) 512-1794

[Get In Touch](#)

Visit our social media sites
for bookkeeping tips &
interesting facts!

