



# ELK POINT

MAY 2015 NEWSLETTER

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## **Now that tax season is over . . .**

Just because the initial filing deadline for corporate and individual tax returns has past does not mean that your accounting professional has time to tackle the returns on extension. The Non-Profit entities are due on May 15th .

Also, please note our offices have returned to our standard business hours of 9-4 Monday through Thursday and 9-2 on Fridays. Like many other businesses our offices will be closed on Memorial Day, May 25th.

## **Should I take a vacation?**

Now that the initial round of tax filings has concluded chances are your tax professional has taken a much needed vacation. Study after study has shown the benefits of taking time away from work.

Taking time off allows your body, mind and soul to recharge. This time away also allows you to refocus. We spend so much time working that we often have tunnel vision which prevents us from solving workplace problems efficiently.

Many lapses in internal controls are also discovered during an employee vacation. These lapses cost companies tens of thousands of dollars a year. By cross-training employees it prevents kingdom building and allows knowledge to be spread across multiple employees and departments which saves your business in the long run.

## **Creating a Workplace Anti-Fraud Plan**

The professionals at FAI International are trained to design and implement workplace fraud prevention plans at businesses of all sizes. Here are a few tips to help get you started from Mark Scott, JD, CFE.

Define your training needs by looking at weaknesses. You can use those by creating benchmarks to measure.

Develop your learning objectives to help decide what it is you are trying to accomplish with the fraud plan.

Identify and train your target audience and corporate stakeholders. This will help bring everyone on board with the fraud prevention plan.

What is the best and most proficient way to present information to your audience? Webinar? Seminar?

Who is going to develop your training content? Oftentimes it is best to engage management and staff to bring the plan together and obtain buy-in from all affected parties.

Create and follow a plan to implement the training. If it gets lost in the shuffle, your staff will never buy into it.

Like anything else evaluate the training at the end of the program. What worked, what did not? Are there areas that need to be addressed in the next revision of the plan?

## **Summer is Coming**

Summer is almost here and the Estate at Elk Point still has a few Thursday and Friday dates for summer employee or customer appreciation parties. Contact us today to schedule your date while it is still available.

## **Postage Rates Increasing AGAIN!**

The United States Postal Service will be increasing rates across the board again on May 31, 2015. The rate changes are rather small at initial glance, however, if you are sending more than a few letters each month you may notice an increase in your postage budget.

## **Is my website still going to show up in Google search results?**

You may have recently heard that Google is putting more focus on mobile websites showing up in search results as more and more people rely on their phones or tablets instead of traditional desktops and laptops.

The primary purpose Google is moving this direction is to speed up load times for those users accessing search results through mobile devices.

It is important to have as much information as possible on the homepage of your website as mobile users are not typically a "click-through" audience.