



# **The Everything Accounting Book: Balance Your Budget, Manage Your Cash Flow, And Keep Your Books in the Black (Everything®)**

*Michele Cagan*

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This easy-to-use reference is loaded with expert tips and advice on:

- The differences between accounting and bookkeeping
- Preparing financial statements
- Recording and recognizing revenues and expenses
- Tax planning strategies

Real-world examples show accounting procedures for a retail business, a manufacturer, a home-based business, and a small high-tech company. So no matter what your business, you have the information you need to make a go of it with *The Everything Accounting Book*!

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