

# ACCOUNTING & TAX PREPARATION



Presented by:





# Agenda



# Introduction

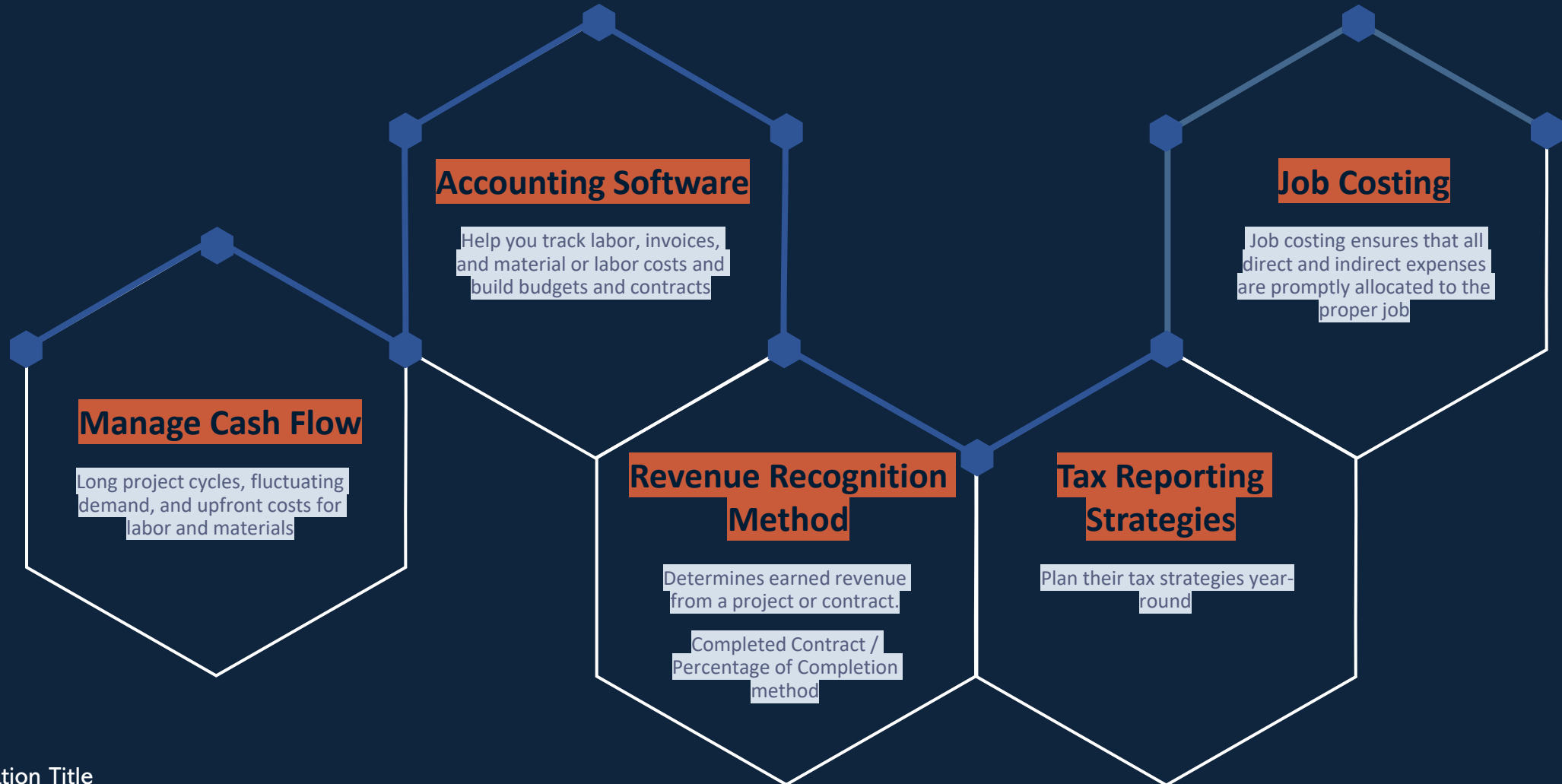
Proper Accounting and Tax Practices can lead to successful project management and compliance

Financial implications of mismanagement, can include penalties and loss of contracts.

Corporate Tax Structure & Savings



# Best Practices for Contractors



# Contractor Compliance



## Contractual Obligations

Defined terms in written contracts specifying project scope



## Insurance Requirements

Potential risks during project execution



## Third-Party Due Diligence

Subcontractors & Suppliers meet standards



## Training and Education

Ongoing training on relevant compliance standards and procedures.



## Legal Compliance

Labor standards, environmental regulations, and non-discrimination policies.



## Auditing and Inspections

Periodic audits to verify compliance with contract terms and legal requirements.



## Affirmative Action

Promote diverse candidates including minorities, women, people with disabilities, and veterans



## Performance Monitoring

Reviewing contractor performance against contract terms to identify areas of concern and potential non-compliance

# BUSINESS STRUCTURES

Disregarded Entity	Partnership	S-Corporation	C Corporation	Non-Profit
<p><u>Ownership</u> One Person</p> <p><u>Ownership</u> Two or more people</p> <p><u>Ownership</u> One or more, but no more than 100</p> <p><u>Ownership</u> Two or more people</p> <p><u>Ownership</u> Requires a board of directors</p>				
<p>Simplicity</p> <p>Subjected to self employment taxes</p> <p>Personal tax</p> <p><u>Liability</u> Unlimited personal liability</p>	<p>Unfavorable for passive owners or investors</p> <p>Self-employment tax (except for limited partners)</p> <p>Personal tax</p> <p><u>Liability</u> Unlimited personal liability unless structured as a limited partnership</p>	<p>Owners are not personally liable</p> <p>Pass-through entity for tax purposes (passes through shareholders/owner to be taxed at the personal level)</p> <p>All must be U.S. citizens</p> <p><u>Liability</u> Owners are not personally liable</p>	<p>Corporate tax rates</p> <p>Taxed Twice - Subject to double taxation (taxed at corporation and personal levels)</p> <p>Unlimited number of shareholders allowed</p> <p><u>Liability</u> Owners are not personally liable</p>	<p>Tax-exempt, but corporate profits can't be distributed</p> <p>More admin; strict rules about holding meetings and keeping records</p> <p><u>Liability</u> Owners are not personally liable</p>



# Due Dates

## Sole Proprietorship due dates:

- **Schedule C (Profit or Loss from Business):** April 15, 2025, for individual tax returns (Form 1040).
- **Form 1040 (Individual Tax Return):** April 15, 2025, for reporting business income and expenses on Schedule C.
- **Form 4868 (Extension):** April 15, 2025, for requesting additional time to file individual tax returns (Form 1040), if needed.
- **Estimated Tax Payment Period Ending March 31: April 15**
- **Estimated Tax Payment Period Ending May 31: June 15**
- **Estimated Tax Payment Period Ending August 31: September 15**
- **Estimated Tax Payment Period Ending December 31: January 15 of the following year**

## Partnership due dates:

- **Form 1065 (Partnership Return):** March 17, 2025, for calendar year partnerships.
- **Form 7004 (Extension):** March 17, 2025, for calendar year partnerships, if additional time is needed.
- **Schedule K-1 (Partner's Share of Income):** March 17, 2025, for calendar year partnerships.

- **S Corporations due dates:**

- **Form 1120-S (S Corporation Return):** March 17, 2025, for calendar year S corps.

- **Form 7004 (Extension):** March 17, 2025, for calendar year S corps, if additional time is needed.

- **Schedule K-1 (Shareholder's Share of Income):** March 17, 2025, for calendar year S corps.

- **C Corporations due dates:**

- **Form 1120 (C Corporation Return):** April 15, 2024, for calendar year C corps.

- **Form 7004 (Extension):** April 15, 2024, for calendar year C corporations, if additional time is needed

- **Employee Compensation Quarterly Filing**

- Tax Period Ending March 31, 2025 (Q1): April 30, 2025

- Tax Period Ending June 30, 2025 (Q2): July 31, 2025

- Tax Period Ending September 30, 2025 (Q3): October 31, 2025

- Tax Period Ending December 31, 2025 (Q4): February 2, 2026

- **Non Employee**

- Tax Period Ending December 31, 2024 – Due 01/31/2025





# Independent Contractor



Level of Instruction



Provide services onsite



Training Provided



Method of payment



Business Integration



Workspace



Continuity of relationship



Services multiple companies



Flexible work schedule



Right of termination

Test: Common law & Reasonable basis

# IRS DEFINITION OF AN EMPLOYEE

BEHAVIORAL CONTROL

When, where and how to work



TYPE OF  
RELATIONSHIP

Contract signed

FINANCIAL  
CONTROL

How the worker is paid





Any employer with **FOUR** or more employees conducting work in the state of Florida is required to provide workers' compensation coverage for their employees.

### Penalties for Noncompliance

If you fail to provide workers compensation insurance, your business will be subject to a stop-work order that requires all operations to stop until compliance and all penalties are paid. The penalty fee is typically two times the amount the business would have to have paid in premium for the last two years.

# FINANCIAL COMPLIANCE

Audit requirements and the role of financial transparency.

Importance of Accurate Financial Reporting

Reporting affects project funding, contractor reputation and bonding.

# Thank you

Michelle James – Bradley, LLM

Taxpro Of Tampa /

Taxpro Advisory Group

[admin@taxprooftampa.com](mailto:admin@taxprooftampa.com)

[www.taxprooftampa.com](http://www.taxprooftampa.com)

813-831-6100 Office

3622 Galileo Drive

Trinity, FL 34655

