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Citation and resource guide

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Weighing the risks of bond funds

The Financial Industry Regulatory Authority (FINRA) provides a guide to the risks of investing in bonds at www.finra.org/investors/understanding-bond-risk.

Two five-year tests for Roth IRAs

The IRS explains the tax rules on Roth IRA distributions in Publication 590-B, "Distributions From Individual Retirement Arrangements (IRAs)," starting on page 30, at www.irs.gov/pub/irs-pdf/p590b.pdf.

How small companies can address harassment issues

The U.S. Equal Employment Opportunity Commission has a Q&A on employer liability for harassment at www.eeoc.gov/policy/docs/harassment-facts.html.

Practice development tip

Doing the dentist's drill for repeat appointments

As we head into the peak of this year's tax season, you're probably heavily scheduled with client appointments to discuss tax return preparation. That's all to the good, but what will happen after April 17? It's fine to take a little time off or have some down time in the office, but you don't want the slack period to spread into December, when year-end tax planning will once again bring in clients.

For an idea on how to keep your appointment schedule well-filled, think about your last visit to your dentist for a routine checkup. Chances are, before you even got out of the chair, the dental tech was already on the computer scheduling you for your next appointment.

A similar process can work for you, helping to arrange follow-up visits for tax planning or any other purposes relating to individual clients. At the end of each tax return session, bring out your electronic scheduling program and get the client's approval for another meeting.

Six months seems to be the regular interval between dental maintenance, but you can have more flexibility in client situations. For someone who has requested a filing extension until mid-October, another get-together in September or early October could be necessary. Business owners might want to do some mid-year tax planning, especially if their own company has a summer slowdown. Clients who are involved with a particular event (marriage, divorce, birth of a child or grandchild, retirement, job switch, residential move, and so on) may benefit from a meeting to discuss relevant tax and financial planning issues.

The process of setting up advance appointments might do more for your practice than just putting appointments on your calendar. If you question clients closely about their plans and schedule conferences accordingly, your clients will get into the habit of consulting with you whenever they want advice about important milestones in their lives.

Practice development and management resources from the AICPA

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Design the ideal succession plan for your firm with this two-book set from experts Bill Reeb and Dom Cingoranelli. Volume 1 covers fundamental succession and management concepts to ensure that every partner and manager is on the same page and working toward a shared vision. Once your firm's leadership is on board with the fundamental concepts, volume 2 provides your implementation team with the tools and resources they need to make it a reality.

[Item no. PPM1307HI—AICPA Member \$119.00, Nonmember \$149.00]

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This guide is designed to aid tax advisers and researchers in developing their research skills. The book employs a systematic approach to tax problems based on essential research procedures. It provides specific examples of how to use research techniques effectively in both tax compliance and tax planning engagements, with an emphasis on communicating findings to clients.

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AICPA PCPS/CPA.com MAP Survey National Summary

AICPA's Private Companies Practice Section (PCPS) partnered with CPA.com on the National MAP (Management of an Accounting Practice) Survey, which was fielded from mid-May through July 2016. This summary provides financial and other key benchmarking data from the survey. This product will provide you with comparative benchmarking data relative to firm size and region that can help you create strategic goals and maximize your firm's performance.

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This is your go-to resource for all things practice management. Streamlined online guidance for easy reading and quick reference on the topics you care about: employee

compensation and benefits, staffing, disaster recovery, firm organization, benchmarking, strategic planning, and more!

[Item no. MAP-XX—AICPA Member \$149.00, Nonmember \$189.00]

MAP On Track

Often, practitioners and small- to medium-sized firms find it challenging to stay on top of firm management responsibilities. The new *Management of an Accounting Practice On Track* (MAP On Track) will help keep you organized. This new scheduler is easy to download and functions as an add-in to Microsoft Outlook, adding tasks to keep your firm running throughout the year. As an added bonus, within the automatically scheduled tasks, you'll find useful links to relevant content within the comprehensive MAP eHandbook as well as PCPS tools that can inform your next steps.

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