

# The CommUnity HR Newsletter



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## Closing out 2009!

With the end of the year approaching we here at Unity HR want to send out a friendly reminder with regards to important documents, dates, and information that can help you close out the end of the year.

Our payroll department has currently sent out two documents, those being the payroll calendar schedule for the 2010 year and the W-2 update form. Please make any necessary changes to these documents so we can get the right information to you and your employees. However if there are no changes to be made please just send them both back to us with no changes necessary. **We will need those by December 31<sup>st</sup>.**

The 2009 Income Tax year is fast approaching! We are currently making appointments for tax estimates for those who would like some advice for their 2009 tax return. This is a great way to get organized for your tax return. Sometimes there are those last minute things that we forget about and we here at Unity HR would like to ensure that every deduction opportunity available based on your circumstances for 2009 is considered. If this is something that interests you or you are just not sure if it is something you need, please feel free to call our office and speak with Shari or Stacy in regards to setting up an appointment with our senior accountant, Tara Knuuttila.

We would like to thank each and every one of our clients for their business this year, and hope all your needs and wants are being met. We anticipate continued success in the New Year & know it is only possible because of our outstanding clients! Please feel free to give us a call if there are any questions or concerns you may have. We are here to help. Happy Holidays!

## Dates and Info to Note

ALL SHAREHOLDERS OF A CORPORATIONS NEED TO MAKE SURE A PAYROLL FOR 2009 HAS BEEN PROCESSED!

ALL INFORMATION FOR W-2 PROCESSING & 1099s WILL BE NEEDED BY: 12/31/09

## UNITY HR HOLIDAY CLOSURES

DECEMBER: WE WILL BE CLOSED: 25TH

JANUARY: WE WILL BE CLOSED: 1ST

## Alert!

Alert to all who have downloaded updates to their QuickBooks 2009! Due to past updates the sales tax reports are being calculated incorrectly. No worries, the most recent update to download will fix the glitch in the system. Note if you have never updated QuickBooks 2009 this alert does not apply.

**Bellingham Tech College Has QuickBooks classes!**

**For more information pick up a catalog or call them at 360-752-8350**

## ~QUOTE~

**There is something that is much more scarce, something rarer than ability. It is the ability to recognize ability.**

**~Robert Half~**

## Lemon Egg Biscuits

### Dough

6 cups all-purpose flour, 1 1/2 cups granulated sugar, 3 tablespoons baking powder, 1 teaspoon salt, 6 large eggs, 4 tablespoons lemon extract, 1 cup canola oil, 1/2 cup whole milk

### Lemon Icing

2 1/2 cups confectioners' sugar, 2 tablespoons lemon extract, a few drops of whole milk, and colored candy sprinkles (optional)

### Preparing

Preheat the oven to 325 degrees, and position a rack in the center of the oven. Line four large cookie sheets with parchment paper. In a large bowl, mix flour, sugar, baking powder and salt. In a small bowl, lightly whisk eggs, lemon extract, oil and milk.

Add the wet ingredients to the dry ingredients. Using a rubber spatula, mix until a dough starts to form. Using your hands, lightly squeeze and knead the dough. If it seems a bit dry, then add 1 teaspoon of milk at a time until it reaches desired consistency. The dough should be somewhat sticky and elastic.

Scoop 1 tablespoon of cookie dough and roll between your palms until a smooth ball forms. Place the balls on a parchment-lined baking sheet 2 inches apart.

Bake cookies for 15 to 20 minutes, or until lightly browned on the bottoms. The tops will be white but cooked through. Transfer to a rack and cool completely before frosting.

To make the icing, whisk the confectioners' sugar and the lemon extract in a small bowl. Add a few drops of milk and continue whisking until the icing is smooth and opaque and clings to the back of a spoon.

Taste and add more lemon extract, if desired. When it's ready, pour icing through a fine-mesh sieve to remove any tiny clumps of confectioners' sugar.

For easy cleanup, place a sheet of parchment paper under a cookie rack before icing cookies. Dip the top of the cookie in the icing, then place on the rack. Decorate with colored candy sprinkles, if desired. Allow to dry completely before storing in an airtight tin or plastic container. Place waxed paper or parchment paper between layers to protect the icing and sprinkles. Properly stored, cookies should last seven to 10 days. Recipe found at NPR.org

**HAPPY HOLIDAYS!!!**