

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, accounts receivable, and accounts payable. It also outlines the procedures for reconciling these accounts and identifying any discrepancies.

The second part of the document focuses on the classification of expenses. It explains how to distinguish between capital expenditures and operating expenses, and how to allocate costs to different departments or projects. This section includes a table showing the various categories of expenses and the methods used to allocate them. The document also discusses the importance of reviewing and approving all expenses before they are recorded, to prevent errors and ensure that only legitimate costs are being incurred.

The third part of the document deals with the preparation of financial statements. It provides a step-by-step guide to calculating net income, gross profit, and other key financial metrics. It also includes a sample income statement and balance sheet, with explanations of each line item. The document emphasizes the need for accuracy and transparency in these statements, and provides tips for how to present the information in a clear and concise manner.

Finally, the document discusses the importance of regular audits and reviews. It explains how to conduct an internal audit to identify any weaknesses in the accounting system and to ensure that all transactions are properly recorded. It also discusses the role of external auditors and how to work with them to ensure that the financial statements are accurate and reliable. The document concludes by emphasizing the importance of maintaining good financial records as a foundation for long-term success.

LOCAL NEWS

Judge Victoria Valentine appointed to business court



Oakland County Circuit Court (Aileen Wingblad/MediaNews)



By **AILEEN WINGBLAD** | awingblad@medianewsgroup.com | The Oakland Press

July 6, 2022 at 6:00 a.m.



Oakland County Circuit Judge Victoria Valentine was recently appointed to serve on the county's Business Court.

The appointment, made by the Michigan Supreme Court, has Valentine succeeding Judge Martha Anderson and joining Judge Michael Warren on the Business Court bench.

“Between her years of experience on the bench, her previous experience handling business litigation, and her excellent reputation among her colleagues, Judge Valentine is the right choice for the Oakland County Business Court,” Justice Brian K. Zahra, the liaison to business courts, stated in a news release. “I have no doubt that she will build on the court's record of consistent, efficient, and timely justice in critical business cases that affect job creation and the economy.”

Valentine was first elected to the circuit court's bench as a family court judge. She now presides over a criminal/civil docket.

According to the news release, Valentine practiced law for more than 17 years before joining the bench, focusing on commercial litigation and other civil litigation. She also presented business litigation issues and developed/delivered client business litigation seminars.



































Business courts were created by a 2013 statute to “allow business or commercial disputes to be resolved with the expertise, technology, and efficiency required by the information age economy.”

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	Name	Date modified	Type
	 10a. Mtn for Evidentiary Hearing RE IO Atty Fees 1.8.19.pdf	1/8/2019 2:51 PM	Adobe
	 11. Mtn for relief from judgment dtd 6.6.19.pdf	6/14/2019 12:21 PM	Adobe
	 11a. Resp to Mtn for Relief from Judgment.pdf	7/16/2019 11:03 AM	Adobe
	 11b. Order for Evidentiary Hearing_06.20.19.pdf	6/20/2019 12:32 PM	Adobe
	 12. Mtn for PO and Quash Subpoena 6.26.19.pdf	6/27/2019 10:13 AM	Adobe
	 12b. Protective Order re computer inspection dtd 7.3.19.pdf	7/16/2019 4:03 PM	Adobe
	 12c. Order re dep of J.Sieving_07.16.19.pdf	7/16/2019 4:04 PM	Adobe
	 13. IO Mtn to Clarify Scope of Permissible Disc 7.17.19.pdf	7/23/2019 11:34 AM	Adobe
	 20. IO Mtn to Dismiss-Lack of SMJ_07.31.19.pdf	8/5/2019 9:36 AM	Adobe
	 21. Lamar's Resp to IO's Interr and Req to Produce (1).pdf	8/13/2019 2:50 PM	Adobe
	 23. IO Emer Mtn to Strike Exp Compel Ans to Discovery_08.22.19.pdf	8/21/2019 9:52 AM	Adobe
	 24. IO Mtn for Contempt for Violation of Protective Order_10.03.19.pdf	10/3/2019 8:58 AM	Adobe
	 24a. Order Denying Mtn for Contempt.pdf	10/21/2019 9:20 AM	Adobe
	 25b. Order_Spectrum Report and Depa Notes.pdf	10/18/2019 4:51 PM	Adobe
	 27. Order Re Evidentiary Hearing_10.25.19.pdf	11/5/2019 10:30 AM	Adobe
	 28. IOs Proposed Findings of Fact and Conclusions.pdf	11/5/2019 10:31 AM	Adobe
	 28a. Defendants' Proposed Findings of Fact and Conclusions of Law.pdf	11/4/2019 9:20 AM	Adobe
	 30. Order Granting Mtn to Set Aside Judgment_12.19.19.pdf	1/2/2020 9:16 AM	Adobe
	 46. Notice of Adjournment to 11-8-21.pdf	4/1/2021 11:59 AM	Adobe
	 47. Order Rescheduling to 7.27.21_06.22.21.pdf	6/22/2021 3:30 PM	Adobe
	 48a. Mtn for Adjournment of Trial.pdf	7/7/2021 1:19 PM	Adobe
	 48e. Order Adjourning Trial to 8.13.21.pdf	7/13/2021 11:02 AM	Adobe
	 49. Mtn for Reconsideration to Adjourn Trial_07.20.21.pdf	7/20/2021 9:05 AM	Adobe
	 49a. Exhibits to Mtn for Reconsideration.pdf	7/20/2021 9:07 AM	Adobe
	 49b. Order Denying Mtn for Reconsideration_07.28.21.pdf	7/28/2021 9:54 AM	Adobe
	 49c. 2nd Order Denying Mtn for Reconsideration 7.30.21.pdf	7/30/2021 12:12 PM	Adobe
ation	 50. Trial Subpoena - Flagstar Bank_08.04.21.pdf	8/4/2021 10:52 AM	Adobe
	 50a. Mtn to Quash Flagstar Subpoena_08.04.21.pdf	8/5/2021 10:16 AM	Adobe
	 57. IO Motion to Extend Deadlin to File JNOV.pdf	9/21/2021 11:42 AM	Adobe
	 57a. Order Denying Mtn to Extend Deadline to File JNOV.pdf	9/21/2021 11:43 AM	Adobe
	 59. JNOV Motion_09.22.21.pdf	9/23/2021 10:01 AM	Adobe
entary hearing, retrial	 59b. Order Denying JNOV#1.pdf	10/13/2021 4:02 PM	Adobe
	 62. JNOV 2_10.13.21.pdf	10/13/2021 4:12 PM	Adobe
Case No 2016-155472-CB	 62c. Order Denying JNOV2.pdf	10/21/2021 10:12 AM	Adobe

Trial Court

Size

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Hon. Martha D. Anderson

Chief Circuit Judge Pro Tempore



- Elected to the Sixth Judicial Circuit Court in November 2002; re-elected 2008 and 2014
- Assignment to Sixth Judicial Circuit Court Civil/Criminal Division, 2010-Present
- Assignment to Sixth Judicial Circuit Court Family Division, 2003-2009
- Sixth Judicial Circuit Court Friend of the Court Referee, 1979-2002
- Member, Michigan Judges Association Executive Committee
- Chairperson, Michigan Judges Association Criminal Law Committee
- Appointed Member, Michigan Community Corrections Board
- Member, Michigan Department of Human Services, Juvenile Justice Competency Legislation Workgroup; and Michigan Department of Corrections, Presentence Investigation Report/COMPAS Workgroup
- Judicial Team Leader, American Inns of Court – OCBA Chapter
- Michigan Judges Association Representative, Michigan Legislative Workgroup for Probation & Parole Reforms (2014-2015); and Michigan Legislative Workgroup for People v. Lockridge Sentencing Guidelines (2014-2015)
- Court Liaison, Oakland County Bar Association Circuit Court Committee (2011-2014)
- President, Italian American Bar Association of Michigan (2009-2010)

- Trustee, CARE House of Oakland County Board of Trustees (2003-2009)
- Director, Women Officials' Network Board of Directors (2005-2009)
- Family Law Chairperson, Oakland County Bar Association Bench/Bar Conference (2007)
- Former Board Member, The Referees Association of Michigan Board of Directors; and Michigan Inter-Professional Association on Marriage, Family and Divorce Board of Directors
- Former Member, Michigan Supreme Court, Family Division Joint Rules Committee
- Past Vice-President, Michigan Family Support Council – Southeast Region
- Past Treasurer, Michigan Family Support Council – State Level
- Recipient: Oakland County Prosecuting Attorney, Distinguished Service Award; Italian American Bar Association of Michigan, President's Award; Italian American Bar Association of Michigan, Honor Banner Award of Distinction; The Honorable Robert E. Weiss, Award for Excellence in Court Improvement; Oakland County Circuit Court - Family Division, Arthur Eugene Moore Champion of Children Award; Dads & Moms of Michigan, Judiciary Order of Merit for Outstanding Judicial Contributions; and Children's Charter of the Courts of Michigan, Inc., Promoting Improved Justice & Services to Children in Michigan Award, 2016 Italian American Bar Association of Michigan Justinian Award, The 2016 Esteemed Women of Michigan Award
- Member: State Bar of Michigan, Michigan Judges Association, Oakland County Bar Association, Italian American Bar Association of Michigan, American Inns of Court – OCBA Chapter and Women Officials' Network
- Fellow, Michigan State Bar Foundation and Oakland County Bar Foundation
- Graduate of University of Detroit Law School (1977) and Wayne State University (1973)

Hon. Victoria A. Valentine

Judicial Biography



- Appointed by the Michigan Supreme Court to the **Business Court**, June 27, 2022
- Assigned to the Civil/Criminal Division, January 2021
- Assigned to the Oakland County Family Division, January 2017
- Elected to the Sixth Judicial Circuit Court, November 2016
- Admitted to the Michigan State Bar (1998); U.S. District Court, Eastern District of Michigan; and U.S. Court of Appeals, Sixth Circuit
- Expert Contributor for the Institute of Continuing Legal Education
- DBusiness Top Circuit Court Judge 2021, 2022
- Accepted to the Seventeenth Meeting of the American College of Business Court Judges, October 2022
- Active member of the Michigan State Bar:
 - Committee on Civil Procedure and Courts (2011-Present)
 - Michigan Supreme Court Historical Society Board of Directors (Present)
 - Past Designated Committee Member of the Constitutional Law Section
 - Past Member Real Estate Sub-Section
- Past Member, State Bar of Michigan Representative Assembly:
 - Assembly Review Committee
 - Drafting Committee

- Special Issues Committee
- Active Member of the Oakland County Bar Association:
 - Currently Appointed by the Chief Judge as the Judicial Liaison to the OCBA Circuit Court Committee
 - President-Elect (immediately prior to election)
 - Board of Directors
 - Circuit Court Committee; Chair
 - Post-Bench/Bar Task Force Committee
 - Case Conference Pilot Program
 - Standard Protective Order Subcommittee
 - Legislative Review Subcommittee
 - Chair of the Laches Subcommittee
 - Designated Committee Member OCBA Membership Committee
 - Past Mentor in the New Lawyers Pro Bono Program
- Past Trustee of the Oakland County Bar Foundation
- Michigan Association for Justice Executive Board (2010-2012)
- Awarded the Martindale-Hubbell highest rating of AV and the 2011 Bar Register of Preeminent Women Lawyers
- Recognized by DBusiness as a Top Lawyer
- Past Member of the Advisory Board for the Institute of Transnational Arbitration
- Past Recipient of the United Way/Junior League's Governor's Honor Roll
- Past Chair of the Oversight Committee for the Pontiac Alumni Foundation (PAF)
- Past Co-Chair Pontiac Alumni Foundation Grant Committee
- Thomas M. Cooley Law School – Presenter at the "Speaker Series: Women in the Law" Program
- Junior League of Birmingham Phenomenal Women Award (March 2004)
- Certificate of Appreciation, Pro Bono Recognition United States District Court, Eastern District of Michigan (2001)
- Certificate of Appreciation, Michigan High School Mock Trial Tournament, Detroit Regional (2001)

