Starting now will save April 15 tax blues, and money too

Many people dread preparing their tax return because they have to sort through shoe boxes full of loose receipts and statements. This task can be avoided—and time and money can be saved too—if you start preparing for next year's tax deadline, by getting organized **today**.

"People who put their financial records in order now, can save themselves hours of searching for earnings statements or cancelled checks next tax season," said Jack Petrie, IRS Director in Virginia. "These records are not only necessary to prepare a complete and accurate return, but good records can save people money when they become aware of deductions they might have otherwise overlooked. Two examples are the child care credit and itemized deductions."

Parents who pay for the care of their children or dependents while they work or look for work should keep careful records of these payments. These records should consist of a week-by-week log of the name,address and social security number of the care provider, as well as, the amount paid. Cancelled checks or receipts for cash payments are sufficient to substantiate the amount paid.

Individuals who itemize deductions should keep receipts, cancelled checks, etc., for such things as medical and dental payments, contributions to churches and charities, and statements to substantiate mortgage interest. Records of real estate taxes and personal property taxes paid during the tax year should also be kept. Other miscellaneous items to keep might include records of payments of union dues, unreimbursed employee business expenses, investment expenses and tax return preparation fees.

Besides having accurate records for tax preparation purposes; individuals need to have statements and receipts that document the income, deductions, and credits claimed on their tax returns, should IRS need to examine them. Tax records which support items claimed on a return should be kept at least until the period of limitation expires for that return. Usually this is three years from the date the return was due or filed, or two years from the date the tax was due or filed, or two years from the date the tax was paid, whichever is later.

Sometimes records must be kept longer than the period of limitation even though the tax return is correct and complete. An example of this is Form 8606 (IRA Basis), as well as, records of property transactions (including real estate, stock, machinery, etc). which should be kept for future reference.

In addition, copies of old tax returns may be helpful in preparing future returns, so people may want to keep them with their records. Attachments to the returns should include income statements, such as Form W-2 and W-2P, showing income from wages and pension payments, Forms 1099-INT and 1099-DIV, showing income from interest and dividends, and any documentation of other income sources.

The IRS publishes a free guide on recordkeeping for tax purposes. To get a copy of Publication 552, "Recordkeeping for Individuals and a List of Tax Publications," call the IRS Forms number, 1-800-424-3676.

BUSINESS IN THE BLACK

Brother, you need your sister

By Charles E. Belle

Beijing, People's Republic of China ... What would you do if your had a billion mouths to feed everyday? Economically speaking, it is a big task. The great man, Chairman Mao, lays with his head lit up under glass as dead as any other mortal. Millions of people pass by his body everyday across the huge square in front of "The Forbidden City." Shanghai, San Francisco's Sister City, where the "Bay Area Economic Mission" from San Francisco spends too short a time, actually has a larger population than Beijing, 13 million versus 10 million respectively.

R.I.P., however, Chairman Mao is still the main man in China. Cemeteries were seldom selected for the dead on the streets until Chairman Mao made it possible to bury all the dead. Decent living standards, even if still a bit provincial, are provided for everyone in China now as is education. A herculean task since 1949, before which little if nothing was done for the common person.

Prosperity and profits, however, are knocking on China's door. Development of its infrastructure will require American as well as Chinese innovations, investments, and products. Being a part of China's next prosperity leap forward was what the "Bay Area Economic Mission," led by Mayor Art Agnos of San Francisco and Mayor Tom McErnery of San Jose, were aiming to establish. Everyone in the world can benefit from China's development.

Developing a relationship with people comes first in any business transaction. The Great Wall Sheraton Hotel at dinner was where Cheng Yu-hua, Deputy Department Chief, Beijing Municipal Foreign Economic Relations and Trade Commission, Foreign Investment Department, Beijing China, ordered orange juice and offered open advice to foreigners hoping to do business in Mainland China. Deputy Department Chief Cheng Yu-hua's message was simple. She said contact each government agency directly for business within its province.

Products coming out of Beijing or Shanghai should be procured from their respective Foreign Economic Relations and Trade Commission. Their job is to help you, help China develop better foreign business relationship. Rather than work with the Japanese who have a toe-hold in China, the PRC prefers if at all possible to do business with Americans, an ancient problem for the Japanese in Asia.

Since Shanghai is the Sister City of San Francisco, it was easier access from their Foreign Affairs Office thanks to Sun Zhu, Deputy Director, of Shanghai. Setting up business meetings in China is again best done from a government to government relationship and almost all Commerce, Ports and Airports have Sister Chamber, Port and Airport agreements. These are preferred ways to present yourself in China. After all, chairman Mao was in charge of the government — nothing has changed! He is still there.

Agents for Dave Robinson and Moses Malone

National sports firm named in bias lawsuit

Advantage International, one of the top sports management and marketing firms in the world, representing such athletes s John Salley, Dave Robinson and Moses Malone has been named in a Complaint alleging racial discrimination, and unlawful employment practices.

Willa Peters, former receptionist at Advantage for nearly six years, filed the Complaint with the Office of Human Rights June 27. Ms. Peters states that she was fired on December 12, 1988 because she made a written request to review the contents of her personnel file following an accusation of falsifying her time record on December 6, 1988.

According to Ms. Peters although she had a witness concerning the events of December 6, no formal investigation was made to try to clear the discrepancy.

She further states that because the allegation was made by her white supervisor and it was Ms. Peters' word against her supervisor's, she was not given the opportunity to explain what happened to the managing director who terminated her. On another occasion this same supervisor said that she should slap Ms. Peters.

Ms. Peters further alleges that black and non-white employees were constantly harassed regarding their time and attendance while white support staff could come and go as they pleased without any regard to the accuracy of their recorded time.

Also, Ms. Peters said she questioned various office managers about the recorded time inaccuracies of white support staff she was told that she should not be concerned about others time. To Ms. Peters knowledge no letters of reprimand were placed into any of the white employees personnel files.

Ms. Peters alleges that she was well satisfying the requirements of her position and, in fact, she consistently received accolades, both written and verbal, for her job performance from clients, coworkers and principals of Advantage. Yet she was never given the opportunity to interview for in-house positions for which she was well qualified.

She was even denied the opportunity to volunteer on her own time in other departments to gain additional insight into the firm and further her chances for advancement. She states that she and other black employees were often overlooked when a support staff person was needed to assist in company related events. Ms. Peters contends that there is only one black "professional" on staff at all times.

Business Briefs (Continued)

A K-MART INVESTMENT

K- Mart corporation, the world's second-largest retailer, posted sales of $27.3 billion in 1988, Joseph E. Antonini, chairman of the board, president and chief exexecutive officer said. This raises K-Mart's investment in the National Minority Supplier Development Council, Inc.'s (NMSDC) Business Consortium Fund (BCF) to $1 million.

In June, Antonini presented a check for $500,000 to BCF President Marcial Robiou and last November when Antonini was named chairman of NMSDC, K Mart invested $500,000 in BCF.

The NMSDC BCF is a loan fund to assist minority businesses in obtaining working capital for certified minority supplier by an affiliate council of the NMSDC.

Business Pulse Directory

C & S Towing Co.
Towing All Types of Vehicles. Will Tow Junk Cars Free.
339-8132

Porcelite OF BALTIMORE
WHY REPLACE?...RESURFACE!
Bath Tubs, Ceramic Tile, Sinks, Showers
Fiberglass, Antique Tubs, & Kitchen Appliances
4043 WILKENS AVE. 525-3600 24 HOURS A DAY MHIC #727-40
FREE IN HOME ESTIMATES
$25 REBATE AFTER QUOTED PRICE ON REFINISHING WORK (With This Coupon)
CALL NOW 525-3600

MARTINI ROOFING
Contracting, Inc.
• DEAL WITH ROOFERS NOT SALESMEN! • NO JOB IS TOO SMALL • FREE ESTIMATES & ADVICE • 24 HOURS AND 7 DAYS WEEKLY • 30 YRS. EXPERIENCE • FAST, HONEST, RELIABLE WORK!
ROOF REPAIRS! 633-7145 MHIC 33885
WE GUARANTEE WHAT WE DO IN WRITING
EMERGENCY SERVICE
LICENSED • INSURED • FINANCING AVAILABLE • DISCOUNTS TO SENIOR CITIZENS AND HANDICAPPED PERSONS

STOP Pet Population Explosion!
Call SNAP
484-2020
Low-Cost Spaying/ Neutering

Baltimore
The City That Reads
The Afro-American

JOE TURNER
TURNER'S UPHOLSTERY
2315 Hollins Street - 624-0400
COMMERCIAL AND RESIDENTIAL
• Sofas & Chairs
• Kitchen & Dining Room Chairs
• Bar Stools & Office Furniture
For More Information And Appointment
Call JOE TURNER
Master Card & Visa Accepted

M & J DISCOUNT LIQUORS
5500 Park Heights Ave. (at Rogers Ave.)
OPEN TO MIDNIGHT
Hennessy .750 Litre 14.99
Heineken and Amstel 14.99 Case
Miller and Bud Ponies 14.99 Case of 48
Discount Check Cashing
Free Money Order with each check cashed

DON'T GIVE UP
REV. MOTHER MARTIN
Don't let distance stand in your way, call 342-1777
THIS SOUTHERN BORN Spiritualist who Brings TO YOU the solutions to the mysteries of the DEEP SOUTH, seeks to help many thousands of people who have been CROSSED, HAVE SPELLS, CAN'T HOLD MONEY, WANT LUCK, WANT THEIR LOVED ONES BACK, WANT TO STOP NATURE PROBLEMS or WANT TO GET RID OF STRANGE SICKNESSES.
See her in the morning. Be happy at night.
THIS WOMAN DOES WHAT OTHERS CLAIM TO DO
ONE FREE QUESTION BY PHONE
CALL THE PRAYER LINE (301) 342-1777
2430 E. MONUMENT ST.
(Near Johns Hopkins Hospital)

HARRISON HILL
SPECIALIZING IN PASTORIAL PACKAGING
We Also Offer An Excellent Disability Policy
$600 to $5000 Monthly Benefit
• Auto Ins. • Homeowners Ins. • Group Health Ins.
• Over 25 Years Experience
Call Now For a FREE Insurance Analysis
321-5000

Get Rid of Bad Credit Today!
Get the Shirley Tabb Video
and see
How To Buy A Car With Bad Credit
A FREE Copy of Credit Tips
with each order
Send Check or Money Order for 29.95 plus 3.00 Shipping & Handling to:
Shirley Tabb Video
S.L. Tabb
P.O. Box 31864
Baltimore, MD 21207
Credit Card Customers Call: 301-922-8019
Free Shipping and Handling with copy of this ad.

BAIL BONDING
and Referral Service
Courteous and Confidential Service
Any Court! Anywhere! Anytime!
AGENT ARVEY JONES 332-1243
AGENT MARTEST SHEFFIELD After 5 p.m. 792-9691 332-7388
Call for FREE Consultation
KINDERING, INC.
116 W. Mulberry St.
24 Hour Service

AFRICAN HANDICRAFTS
QUALITY AT A FAIR PRICE!
Authentic, Colourful, Hand-woven crafts and Kiln-dried wood carvings Available NOW — from Africa for the U.S. Importer — small or large orders Welcome.
Buy Quality at very competitive price! Buy original African CRAFTS and CARVINGS
CONTACT: CRITERION LTD. NOW!
TELEX: 2404 CRETIC GH; FAX: (233) 221850; PHONES: 227256/228231; ADDRESS: P.O. BOX 4839, ACCRA, GHANA, WEST AFRICA.

CAREER CORNER

PROFESSIONAL EMPLOYMENT AND CAREER TRAINING OPPORTUNITIES

ADMINISTRATIVE ASSISTANT

Howard County Government is accepting applications for an Administrative Assistant to work in the County Executive's Office providing administrative support to the Executive's Assistant. Duties include: researching and preparing responses to public inquiries; preparing draft letters and reports; and providing coordination on special projects. Requires: The equivalent of a bachelor's degree in business or public administration from an accredited college or university. Must possess demonstrated writing skills, and ability to prioritize work assignments, maintain effective working relationships, communicate effectively both orally and in writing, and provide information to the general public in a variety of areas. Knowledge of County procedures, functions and activities is preferred. Salary range: $25,385 - $36,746/yr. plus excellent fringe benefits.

Howard County applications must be received or postmarked by July 17, 1989. Contact:

HOWARD COUNTY PERSONNEL
3430 COURT HOUSE DRIVE
ELLICOTT CITY, MARYLAND 21043
(301) 992-2035
DEAF TELETYPE ONLY (301) 992-2323
EOE HANDICAPPED M/F

MAINTENANCE SUPERVISOR

To work in its Department of Public Works, overseeing the activities of building maintenance groups. Duties include: supervising and inspecting maintenance staff work; planning work orders; assigning work and establishing priorities; ordering materials and providing materials lists for purchase; maintaining records of time and materials used on work orders; and reviewing completed work for quality and operational satisfaction. Requires: The equivalent of H.S. grad and four years experience in building/industrial maintenance and repair including at least one year at the crew leader level. Must possess strong knowledge of electrical, plumbing and HVAC equipment and repairs, knowledge of supervisory practices, and a Md. State Class D driver's license. Salary range: $29,012-$41,995/yr.

SECRETARY I

To work in its Police Department, Field Operations Bureau, performing entry level secretarial work. Duties include: composing and typing routine letters and memoranda; typing a variety of materials from copy, rough draft or dictating machine using a typewriter or word processor; carrying out routine processes and operating procedures; preparing basic reports of operations; answering inquiries; explaining regulations, procedures and policies to public; and setting up and maintaining recordkeeping systems. Requires H.S. grad or GED preferably supplement by some clerical experience. Applicants must pass a time typing test at 50 wpm (5 allowable errors). Prefer previous word processing experience. Salary range: $17,547-$24,151/yr.

All positions include a comprehensive fringe benefits package. Note: For positions requiring a driver's license, applicants must provide their driver's license number on the application form. Howard County applications must be received or postmarked by July 17, 1989. Contact:

HOWARD COUNTY PERSONNEL
3430 COURT HOUSE DRIVE
ELLICOTT CITY, MARYLAND 21043
(301) 992-2035
DEAF TELETYPE ONLY (301) 992-2323
EOE HANDICAPPED M/F

DIRECTOR OF OPERATIONS

The U. S. Naval Institute, a dynamic 117-year-old membership organization that publishes books and a distinguished monthly magazine, seeks an experienced manager to direct the activities of its modern Operations Center in Annapolis. The successful candidate will be a proven leader, an excellent communicator, and should have solid experience in customer service, accounting, circulation, warehousing, and data processing systems — preferably in a publishing environment. Salary approx. $50k. Send resume to Personnel Officer, U.S. Naval Institute, Annapolis, MD 21402.

Equal Opportunity Employer.

CAREER OPPORTUNITY

Are you willing to make a 4-year commitment to learn one of the following trades?

. . . . Sheet Metal
. . . . Plumbing
. . . . Carpentry
. . . . Electrical

Vocational high school diploma or GED preferred but not essential. Must have own transportation. Apply in person on Thursdays from 9-11 a.m. and 1:30-4 p.m. at 5716 York Rd. We are an Equal Opportunity/Affirmative Action Employer. Qualified minority and female applicants are encouraged to apply.

CHIEF FINANCE AND POLICY ANALYSIS OFFICER

Maryland Higher Education Commission

The Maryland Higher Education Commission is seeking applications and nominations for the position of Chief Finance and Policy Analysis Officer. The Commission has statewide responsibilities for program approval and review, budget recommendations, policy analysis, financial aid, and statewide planning for post-secondary education.

The Chief Finance and Policy Analysis Officer is responsible for State student financial aid programs, operating and facilities budget recommendations, and policy analysis and research.

Qualifications:

- an earned doctorate;
- teaching and/or administrative experience on a campus preferred; and
- a minimum of five years experience in State financial aid programs, research and/or budgeting in a State coordinating or governing board.

Salary is competitive and commensurate with experience. Appointment date: September 1, 1989. To assure consideration, applications, including a current resume' and names of three professional references, should be received by August 1, 1989. All materials should be mailed to:

Dr. Shaila R. Aery, Secretary
Maryland Higher Education Commission
16 Francis Street
Annapolis, Maryland 21401

The Maryland Higher Education Commission is an Affirmative Action Equal Opportunity Employer

SENIOR PROGRAMMER/ANALYST
CITY OF MANASSAS, VIRGINIA

Grade 27
Salary $30,913-$34,081

Experienced RPG II programmer to analyze and develop current and long-term software needs. Ability to troubleshoot hardware and software problems and serve as liaison between Data Processing Department and nontechnical personnel. Knowledge of IBM System 36 and IBM personal computers preferred.

Apply in the Personnel Department, Suite 302, 9027 Center Street, Manassas, VA 22110; telephone (703) 335-8268.

No applications will be accepted after 5:00 P.M. on July 5, 1989

THE BALTIMORE COUNTY POLICE DEPARTMENT

is currently accepting applications for police officer and cadet.

Baltimore County is one of the largest accredited police departments in the nation and is seeking applicants who possess the qualities expected of a law enforcement officer in one of the fastest-growing and progressive agencies in the country.

If you are a highly motivated individual with a desire to serve the community, perhaps the Baltimore County Police Department is looking for you. Please contact us at 887-2060. A recruiter will be glad to help you. Again, the number is 887-2060.

REAL ESTATE OFFICER
$28,948 - $38,023

Be a part of the development team as the Mass Transit Administration begins a new Light Rail System from Hunt Valley to Glen Burnie and extends the Metro! You will assist in these exciting projects by acquiring rights-of-way, easement rights, management and disposition of property. Strong negotiating skills are required which include working with property owners, corporations, utilities and government agencies.

A bachelor's degree in Business Administration, Law or Engineering, or a related field and five years of experience in right-of-way, property acquisition and eminent domain is required. Additional professional experience as defined above may be substituted for up to two years of education. Familiarity with commercial real estate and Maryland real estate law if preferred. A valid Maryland driver's license is also required.

The position offers an excellent benefits package.
Qualified applicants should submit resume with title of position clearly indicated no later than July 14, 1989 to:

MASS TRANSIT ADMINISTRATION
EMPLOYMENT OFFICE
300 WEST LEXINGTON STREET
BALTIMORE, MARYLAND 21201-3415

"FOR A COMPLETE LISTING OF ALL MTA POSITIONS OPEN DIAL MTA-JOBS (682-5627)."

EQUAL OPPORTUNITY EMPLOYMENT

HOWARD COUNTY JOB OPPORTUNITIES

Howard County Government is accepting applications for the following positions:

ENGINEER III

To work in its Department of Public Works, Utility Design Division. Duties include: reviewing wastewater treatment plant plans and specifications to ensure technical adequacy and compliance with federal, state and local guidelines; establishing scope of work and schedules, and coordinating designs between the various consultants; coordinating with consulting engineers, treatment plant personnel and contractors to resolve field problems; and reviewing cost proposals and negotiating change orders. Requires: B.S. degree in engineering related to wastewater treatment and four years of increasingly responsible professional engineering experience in the area of wastewater treatment. Md. State P.E. license required within one year, $1600 annual bonus upon possession of license. Salary range: $35,867-$51,937/yr.

FINGERPRINT TECHNICIAN

To work in its Police Department. Criminal Investigations Bureau identifying and classifying inked rolled finger and palm prints. Duties include: using various chemical processes to develop latent finger and palm prints from mobile evidence brought to the laboratory; caring for and maintaining fingerprinting equipment; maintaining various files including finger and palm print file by classification using the Henry System; assisting in the processing of arrested persons; and possibly processing physical evidence at crime scenes. Requires: H.S. grad or GED and successful completion of an approved fingerprint classification course and one year of technical experience identifying aand classifying prints. Must possess Fingerprint Classification certificate issued by an approved training agency and a Md. Class D driver's license. Salary range: $21,060-$29,717/yr.

FLEET MAINTENANCE SUPERVISOR

To work in its Department of Public Works, overseeing the activities of technicians and mechanics engaged in maintenance and repair of County vehicles at its Maintenance Center in Dayton. Duties include: supervising mechanics, inventory personnel and other maintenance personnel; coordinating the inspection and servicing of the fleet of County vehicles; setting up work schedules and assigning work; training personnel; ordering materials, tools and parts; overseeing maintenance of perpetual inventory system; coordinating contracted services of vehicles including meeting with vendors and approving payment; devising and implementing new procedures, forms, check-lists, etc.; and maintaining records of work completed, parts used, time on job, etc. Requires: The equivalent of H.S. grad and four years of experience in vehicle maintenance activities including at least one year as a vehicle repair crew leader or auto service manager. Must possess Md. Class D driver's license. Prefer knowledge of computerized inventory control systems. Salary range: $29,012-$41,995/yr.

Need A Position FILLED!
The AFRO-AMERICAN
Career Corner
Can Help You Find That Special EMPLOYEE
Mail Your AD Today:
Baltimore AFRO-AMERICAN
628 N. Eutaw St.
Baltimore, Md. 21201
(202) 332-0080

CLERICAL INFORMATION SPECIALIST

Responsible for providing information to the community and students regarding credits and non-credits courses via telephone calls and in-person visits. HS or equivalent; 45 wpm typing; 12-18 months office experience; detail oriented; CRT experience preferred. Monday-Thursday, 3:00 p.m. to 7:00 p.m.; Friday, 10:00 a.m. to 2:00 p.m. Annual salary $7,445. Excellent fringe benefit package. Call CATONSVILLE COMMUNITY COLLEGE, 455-4252. Qualified women, the minority and handicapped persons are encouraged to apply.

COORDINATOR OF TECHNOLOGY TRANSFER

POSITION: COORDINATOR OF TECHNOLOGY TRANSFER
(This is a restricted one-year appointment with future appointments dependent upon continued funding)

QUALIFICATIONS: Bachelor's Degree in either Business, Engineering, Public Administration, Urban Planning, Science, or related area required. Master's Degree in one of these fields preferred; sales/industrial management background required in a technology intensive environment; desired: economic development awareness, thorough knowledge of the New River Valley Business and Industry or a commitment to gain such knowledge.

DESCRIPTION: The Technology Transfer Coordinator reports directly to the Director of Economic and Technology Development and will be responsible for the following functions: a) Conducting detailed research on specific segments of the high-technology industries in Northern Virginia in order to select and differentiate areas that should become targets for the marketing of the Appalachian Region. This function will be in cooperation with George Mason University and will require travel. b) Serving as a catalyst to bring existing companies in Appalachia into contact with Northern Virginia companies that want to subcontract work. c) Working with local and state governments to develop a flexible financial services program in order that the region might gain a competitive edge in attracting industry. d) Developing a public awareness program, highlighting the ARC Technology Transfer Program as a model for cooperative effort between the public and private sector for the promotion of economic development representatives. f) Supervising the preparation and maintenance of accurate budgets, detailing grant income and/or expenditures as required by funding agencies as well as the VCCS budget offices. g) Working with the New River Valley Economic Development Alliance and other economic development agencies and a liaison for programmatic coordination h) Working with local industries to expand their market and competitive capabilities to enable them to attract and retain new customers.

STARTING DATE: August 16, 1989, or sooner.
SALARY: Dependent upon experience and academic qualifications. $31,801 - $43,158
APPLICATION DEADLINE: A resume, letter of application explaining qualifications, state application form, official transcripts, and three letters of reference must be submitted by 5:00 p.m., July 14, 1989.
APPLY TO: Personnel Office
New River Community College
Drawer 1127
Dublin, VA 24084

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

June 28, 1989

New River
COMMUNITY COLLEGE
P.O. Drawer 1127 Dublin, VA 24084