



### Summer Hours

Please note that for the month of August our office hours are 8:30am to 4:00pm Monday through Thursday. We will be closed on Fridays.

### What's New at DMC...

Please join us in welcoming Dylan Thideman and Lisa LeVoir to our team!



#### Best Lemonade Ever

- 1 3/4 cups white sugar
- 8 cups water
- 1 1/2 cups juice from lemons

In a small saucepan, combine sugar and 1 cup water. Bring to boil and stir to dissolve sugar. Allow to cool to room temperature, then cover and refrigerate until chilled.

Squeeze lemons, remove seeds from lemons, but leave pulp. In pitcher, stir together chilled syrup, lemon juice and remaining 7 cups water.

Reference: [allrecipies.com](http://allrecipies.com)

## Going the Extra Kilometer: Keeping a Logbook

If you plan to claim all that driving you did for business purposes, the first thing you'll want is a logbook. Without it, the CRA can reject business expenses claimed for the long hours you spent behind the wheel. But how do you properly record all those trips?

1. **Detail your drive.** The CRA has a few things they want so they can make sure your claims are reasonable and have receipts to support them. For each trip your full logbook should list:
  - The date of the trip
  - Your destination
  - The purpose of the trip
  - The number of kilometers driven

The only other thing you'll need is a record of the odometer reading at the start and end of the fiscal period. With this information, you can calculate what annual percentage of your vehicle expenses are related to the business. If you're using multiple vehicles during the year, keep separate logbooks to avoid confusion.

2. **There has to be an easier way!** And there is, after your first year of keeping a full logbook. The CRA allows you to use a simplified logbook which only requires three months of recorded logs. By comparing your simplified log to the same three months recorded in your full log, you can see if the simplified record is reliable. The formula provided by the CRA is:

$$\begin{aligned} &(\text{Sample year period \%} \div \text{Base year period \%}) \\ &\quad \times \text{Base year annual \%} \\ &= \text{Calculated annual business use} \end{aligned}$$

3. If your use is within 10% of the full logbook's year, you can use the simplified logbook's three months as representation for the whole year. For a more detailed explanation and example of how to do the calculation, please click on the CRA link at the bottom of this post.
4. **Can I throw this thing out? It's getting dusty.** Normally you'd hang on to supporting documents and records for six years after the tax year they relate to, but the logbook is a special case. You need to keep the full logbook for six years after the tax year you last used it in the calculation for a simplified logbook.

If you've followed these rules, you should be on the road to claiming your motor vehicle expenses without a hitch!

References: <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/sole-proprietorships-partnerships/business-expenses/motor-vehicle-expenses/motor-vehicle-records.html><https://www.thebalancesmb.com/how-to-keep-a-logbook-to-claim-motor-vehicle-expenses-2948622>

We would like to give kudos to one of our new employees, Eric Gebert, for writing all of the articles for this newsletter, thank you Eric!



## Emails: How to Stay Safe

Just about everyone has received a scam email, whether it be an unknown, distant relative desperate to give you money or the government insisting you send your social insurance number to them. Falling for these scams is already a big headache in our personal lives, but the consequences are multiplied when your workplace is targeted. As we become more reliant on computers, it's important to become familiar with how to protect ourselves from scams.

### Strengthening the Weakest Link

Fortunately, most email services and anti-virus programs are designed to block malicious emails, links and attachments. Unfortunately this means scammers have resorted to targeting users, who can override all these protections.

This makes training your employees to recognize and handle malicious emails correctly all the more important. So what are some good tips to start with?

1. **Confirm, confirm, confirm.** Often scammers will have an email address that looks like gibberish or isn't the email address of the company that they claim to represent. If you still aren't certain whether it's a scam or not, phone or send an email to a contact provided by the official company website for confirmation. Do not use any contact provided in the questionable email.
2. **Disguised links.** A link isn't always what it seems, this is because scammers can create text that links to a site different from what it says. For example, here is a link to DMC's homepage: <https://www.dmca.bc.ca/> Here is a link that looks identical, but goes to our post on CRA scams: <https://www.dmca.bc.ca/> Scammers can do the same thing, but link to sites that will infect your computer with viruses and malware. An easy way to check where a link will go is to hover your mouse cursor over the link. This will show you the actual address where the link will take you, usually found at the bottom of your internet browser window. If it doesn't look right, don't click it.
3. **Honesty is the best policy.** Sometimes we click before we think, but that doesn't mean it's the end of the world. It can be embarrassing to own up to being tricked by a scam, but hiding it only makes the mistake worse. Training your employees to let you and their coworkers know about a scam can make it easier to contain and root out anything malicious that was installed.
4. **Free Wi-Fi isn't always free.** Some scammers will connect to free Wi-Fi and run a program that intercepts and reads whatever is sent over the network. This doesn't just include emails, but can also be passwords, logins and other personal information. If you plan on using free Wi-Fi, a good idea is to have software installed that encrypts anything you send over the network.

Sources: <https://rippleit.com/email-security-best-practices/><https://www.istonish.com/insights/blog/7-email-best-practices-to-keep-employees-safe-from-phishing>

## Desks: Taking a Stand

As we strive to make the workplace a happier, healthier place, we've introduced the standing desk. Improving posture, blood flow and other health benefits are some of the rewards from a change in desks. It might be a strange thing to think about, but there are wrong ways to sit, and the same applies to standing at your desk. So before you take a seat and give up on standing desks, let's look at a couple of mistakes to avoid.

1. **Variety is the spice of life.** Just as you wouldn't go straight from your daily morning jog to doing cross-country marathons, you shouldn't go from sitting all day to standing all day. It's recommended to start at spending a total of two hours each day standing, and eventually moving up to four hours of standing each day at your desk. Try to change between sitting and standing somewhat often, otherwise you're missing out on the benefit of keeping yourself moving. It's better to be moving around a bit rather than rooting yourself to the spot. So if listening to some music is what it takes keep you from standing still, then bring on the tunes.
2. **Learning to stand, again.** How you stand matters, all the way from your head to your toes, so let's start at the top. Your monitor should be positioned so the top of it is level with or below the height of your eyes. This applies whether you're sitting or standing, as it keeps your head from being tilted too much which tenses your neck while also straining your eyes due to the angle. You'll want to keep your back in its natural S-curve and your hips upright. As for your arms, try to keep your elbows in at least a 90-degree angle, if not more when using the desk. This may not work with the desk height required to keep the monitors at the right level, in which case an adjustable monitor stand can be helpful. And finally the feet, which as mentioned, should be moving around fairly frequently. To help with this goal and provide some cushioning, an anti-fatigue mat can make all the difference.

With these tips in mind, perhaps you'll take a moment to stand up and see what all the fuss is about.

Reference: <https://www.varidesk.com/active-office-resources/top-standing-desk-mistakes>

