



What's New at DMC...

Summer Hours:

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

Mason Jar Luminaries: DIY Bug Repellent

MATERIALS

- 2-8 oz Mason jars
- 1-16 oz Mason jar
- 40 drops rosemary essential oil
- 1 lemon
- 2 key limes or 1 lime
- 8 fresh rosemary sprigs
- 3 tea light candles
- 32 oz water



DIRECTIONS

1. Slice lime(s) and lemon.
2. Place 3-4 slices of lime and lemon in each Mason jar.
3. Place 4 rosemary sprigs in the large jar and 2 in each smaller jar.
4. Fill a measuring cup with 32 oz of water, add 40 drops of rosemary essential oil, and stir.
5. Pour water into Mason jars.
6. Take tea lights out of the silver containers and place them on top of the water.
7. Light candles, place the jars outside around the area you're using, and watch your homemade bug repellent work

Records Management for Small Business

Paperwork, files, receipts, contracts, correspondence - without a proper records management strategy business owners are likely to find themselves losing the battle against documentation.

One of the most important tasks that entrepreneurs face, is how to manage the records of their business.

Not everyone shares a passion for personal organization. We might recycle important letters, forget to back up computers or hold onto our tax documents in a storage bin labeled 'in case of audit'. To run a successful business, however, records management is a matter to be taken seriously.

Why does a business need to keep records? Well, according to the CRA: "If you are carrying on a business or engaged in a commercial activity in Canada, you are required by law to keep adequate records. Your records have to provide enough details to determine your tax obligations and entitlements. Also, your records have to be supported by original documents."

The CRA defines records, for their purposes, as: "...accounting and other financial documents that should be kept in an organized way", but it really doesn't stop there.

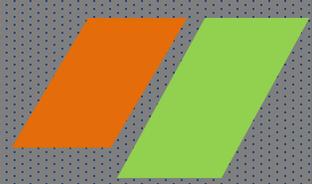
If the thought of making the CRA unhappy isn't enough to motivate you to start a records management system, perhaps a better reason is business continuity. Business continuity, in simple terms, means that your business is able to continue operating without stoppage. A small business owner, it goes without saying, does not benefit from business stoppage...whether that stoppage lasts one hour or one week - either could be devastating in the wrong circumstance. Without proper records a business would have a hard time reaching its customers, suppliers, employees or other stakeholders.

Business can be interrupted in many ways - natural disaster, hacked website, employee/owner illness or death, labour unrest - the list is endless. Many of these risks are out of our hands as business owners - but regardless of whether it can be avoided or not, these risks can be mitigated, namely through good records management.

Before....and after:

Beyond these negative implications, records management can have an enormous positive impact on your business operations. Larger Corporate Pizza Restaurants - for example, probably get more of my business than is deserved. Why? I like that the only information they need from me, in order to deliver my pizza, is a phone number. Their electronic records tell them everything they need to know about me as a customer (address, buzzer #, instructions on how to find my building), ordering takes less than a minute. My favorite local pizzeria, on the other hand, lacks this information, and subsequently makes delivery errors on a regular basis. It would be unreasonable for most small businesses to compare themselves with larger and more technologically sophisticated companies - but it's not unreasonable for customers to expect some effort from even the smallest business.

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Records Management for Small Business

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Here's a list of basic steps you can take to develop a records management system that works for your business:

Understand which documents hold long-term value to your company. An email conversation between yourself and a supplier discussing pricing may hold value. An email from your husband reminding you to pick up the kids on the way home....DELETE.

Learn how long certain records need to be held for. For tax purposes, CRA outlines their basic requirements in their Keeping Records guide. From the Business Owner Toolkit, a useful checklist runs down a number of key business documents, and provides a retention schedule for each.

If you have a hard time keeping yourself organized - delegate some of the responsibility. If you don't have the luxury of employing support staff, friends/family with a keener sense of organization might be able to start you on the right track.

Back it up! Given the low price of mass electronic storage devices (\$69.99 for a 1TB hard drive, the cost of storing most electronic files can literally be measured in nano-pennies. Cloud computing is another increasingly popular option.

Keep paper originals when necessary - otherwise opt for paperless. Take advantage of electronic receipts, e-statements, online invoices and other 'born digital' documents. Most banks will store (and make accessible) your electronic account statements for 7 years. What would be easier: trying to track down a December 2007 purchase by sorting through a stack of paper statements, or 3 clicks to a PDF version of the same document?

Every small business - and by extension every small business owner - inevitably uses the records management system of their own making (some good, some not so good). The right records management system, however, can go a long way towards reducing owner/employee stress, increasing efficiency, mitigating risks and improving the overall image of a business.

Reference: <https://sba.ubc.ca/blog/re>



Summer Holiday Tax Tips

Whatever your plans are for the summer holidays, it's a good idea to think ahead to next April and tax time. That's because what you do in the summer months - whether you're picking up extra work, enjoying yourself, or both - may have unexpected consequences or additional benefits on your next return.

Child Care Camp

While most of us think of child care as something kids need on break, the Canada Revenue Agency doesn't hold the same view. If you pay someone to watch your children while they're out of school this summer, keep the receipts. Deductions for child care expenses depend on your children's ages. You can deduct up to \$7,000 in costs annually for children younger than seven. Care for children ages seven to 16 can be deducted up to \$4,000, and care for children who are eligible for the Disability Tax Credit has a \$10,000 deduction limit. Maximum eligible fees for enrolment in a prescribed program of physical activity you are able to claim in 2016 has been reduced from \$1,000 to \$500 per child 16 years or younger. The children's fitness tax credit has been eliminated for 2017 and future years.

A Few Perks for Housework

If you're looking for extra motivation to work on the house this summer, check your provincial tax department's website. Home improvements made to increase safety for senior citizens in British Columbia are eligible for tax credits, up to \$1,000 in BC. Renovations include installing non-slip flooring, handrails, hand-held showerheads and door locks that are easier to operate.

More Ice Bucket Challenges

The summer of 2014 introduced the world to the Ice Bucket Challenge, an effort to raise awareness and donations for ALS, also known as Lou Gehrig's Disease. If you find yourself doing another charity challenge this year, get a receipt if you also donate money. The CRA lets you deduct up to 75 percent of your net income in charitable donations. There's a thought to keep you warm while you're toweling off!

Renting Out the Cottage?

If you own a cottage or any summer property that you're thinking of renting out, consider the tax implications before posting an ad for a tenant. Although you can write off some expenses associated with renting out a summer cottage, there's a downside. When you rent for income, the cottage changes from a personal-use property to an income-producing property. This is called a deemed disposition, and it can trigger a capital gains tax.

One Summer, Two Jobs

If you're planning to take on a second job this summer, set a little extra money aside for taxes. Employers generally deduct taxes from your pay cheque based only on one job - they seldom take other jobs into account. So you may wind up owing more at tax time if you're in a higher bracket overall. You can ask your employer to deduct a bit more for taxes, but it's generally a smarter idea to put some of that extra money into an RRSP. This reduces your taxable income, which, in turn, reduces your overall taxes for the year.

Saving for Next Year

Family vacations are expensive. Setting up a monthly deposit into a Tax-Free Savings Account (TFSA) is a great way to ensure that you have some extra money saved for a getaway. The interest you earn is tax-free, and you can withdraw the money whenever you need it. The annual limit for 2017 is \$5,500. If you haven't set up a TFSA yet, you can contribute for previous years, too, just as you could with an RRSP.

Reference: <https://turbotax.intuit.ca/tips/summer-holiday-tax-tips>