

DMC Welcomes New CGA, Melanie Schroeder

Melanie received her CGA in 2000 and her Bachelor of Accounting Science in 2005. She worked in both industry and public practice, gaining a broad experience base in accounting until late 2010. After returning to school to further her education in coaching and counseling, she now brings all these skills and experience back to accounting, where her passion is helping clients succeed in their businesses. She loves working as a team and supporting fellow team members to be successful, helping them to grow, and develop their strengths.

In her free time Melanie enjoys riding her bike, walking in the forest, volunteering, and spending time with her friends and children.

DMC Welcomes New Bookkeeping Supervisor, Kristin Thompson

Originally from Campbell River, Kristin moved north in 2012 and joined the Dean Mason team in May 2013. With an extensive background helping entrepreneurs navigate their day to day business needs, she is happy to help businesses with her bookkeeping skills. She has enjoyed working in many different industries over the years, helping organize and systemize their operations.

When not working, her husband, three kids and two dogs keep her busy!



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CRA – PRINCE GEORGE OFFICE CHANGES, *BEWARE!*

When we submit payments, forms, and elections to the Canada Revenue Agency on your behalf, we deliver the item to the local office and have our copy of the document/payment date stamped. This date stamp has been used to prove to CRA when payments were made or items had been delivered.

We have been informed that due to changes at the CRA Tax Services Office, the payment window and the date stamp will be removed as of October 1st, 2013.

This leaves us with having to change how we deal with your important documents and payments. We will still be requiring proof that these payments and documents have been sent for your security and ours. So we are coming to you, our valued client, with a few different options. If you could please review these options and let us know at your earliest convenience how you would like us to handle this for you.

Option #1

- **The client will have all required information and signed cheques to us so we can complete the GST/Source Deductions/Corporate Tax two days prior to the due date and we will courier the payments/forms to CRA for a fee of \$30.00 each.**

Option #2

- **We can provide the proper bookkeeping information to the client and leave it up to the client to pay the GST/Source Deduction/Corp Tax payment either online or at their financial institution. This will leave the client responsible to make the payments on time and to retain proof of the payments.**

Option #3

- **The client will have all required information and signed cheques to us so we can complete the GST/Source Deductions/Corporate Tax two days prior to the due date and we will make the payment for you at your financial institution for a fee of \$50.00 each.**

Please note that all paper filed T1's will be couriered for a fee of \$30.00, and any letters or elections will be sent via registered mail and will be charged back at its original cost.

We understand this a frustrating cost to incur for day to day business practices, but please understand that we have your security and best interest in mind.

Again, if you could please take the time in reviewing the three options and let us know how you would like us to handle your payments and documents. If you have any questions or concerns about this, I would encourage you to contact us and we can assist you.

Maximize Your Business Income Tax Deductions

Small Business Tax Tip # 1:

Maximize your Capital Cost Allowance claim.

Purchase necessary equipment and technology now rather than waiting for the new tax year to start. Although you'll only be able to claim 50 percent of the normally allowable Capital Cost Allowance on your new assets, you'll still be increasing your Capital Cost Allowance for this tax year – and setting yourself up for an increased CCA claim in the following tax year.

Small Business Tax Tip # 2:

Delay disposing of depreciable assets.

If you're planning to dispose of depreciable assets, such as manufacturing equipment or computer equipment, don't dispose of them until the new year. Otherwise, you'll be reducing your Capital Cost Allowance Claim for this tax year.

Small Business Tax Tip # 3:

Delay or defer income.

Any income your business receives in January rather than December will reduce your business income for this year – thereby reducing the tax on your income. Delaying or deferring income makes especially sound tax sense when your business income is higher than usual, or when the tax rates in the coming year are going to be lower.

Small Business Tax Tip # 4:

Increase business expenses.

Another way of "managing" your income for the year is to increase your business expenses. Think about your upcoming needs for products or services and fill them now. Review the categories of potential business expenses, and see if your expenses are "low" in any one area. It's certainly never too late, for instance, to do some more advertising or promotion for your business.

Small Business Tax Tip # 5:

Make your maximum RRSP contribution.

This is the best available tax deduction for any business set up as a sole proprietorship or partnership. In any given year, you can contribute up to 18 percent of your earned income, and your RRSP contribution is deducted directly from your income.

Small Business Tax Tip # 6:

Maintain your calendar year reserve.

Thinking of winding down your business operations? Rather than closing down your business before the end of this year, wait until next year, so the remaining portion of your calendar year won't be taxed until the following year. That's right; staying in operation for a few more weeks will defer this income inclusion for a year.

Reference: <http://sbinfocanada.about.com/od/taxinfo/a/yearendtaxtips.htm>

Matt Brown and Miranda Paterson will be participating in the GoodLife Fitness Victoria Half Marathon, October 13, 2013. The half marathon will begin at Menzies Street, is 21.0975 km long, and has a time limit of 6 hours. Hope the weather is agreeable, good luck!

DMC Welcomes new Accounting Technicians, Michael MacRae and Roze Mikic

Michael joined DMC in June, 2013 after graduating from UNBC with a Bachelor of Commerce degree, majoring in Accounting. Michael was born and raised in Vancouver; and he moved to Prince George in 2010 where he is pursuing his CPA designation. Outside of the office, Michael can be found working on new creations in the kitchen, riding his bicycle, or working on his vehicle.

Born and raised in Prince George, Roze also joined DMC in June, 2013 after achieving her Bachelor of Commerce degree, majoring in Accounting, from UNBC. She plans to start the CPA program in the Spring. In her spare time, Roze enjoys outdoor activities, spending time with her family, boyfriend, and bull terrier, Romeo.

B.C. passes anti-bullying legislation

The BC government has passed Bill 14, which will expand the definition of violence, and require employers to have formal prevention plans in place by November 1, 2013.

Through Bill 14, workers' compensation will be expanded to include diagnosed mental disorders caused by significant work-related stressors, including bullying and harassment.

Due diligence for employers requires that they:

- Develop unambiguous anti-harassment and anti-violence policies
- Train employees and management in these policies
- Set out a process for investigating complaints that is fair, thorough, unbiased, and objective

Reference: www.bill14.ca



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