Welcome to IPBC's TOPICS and TIPS Newsletter

It is our commitment to provide timely and informative content to our members and the public. Your feedback is welcomed and encouraged on topics, content, and inquiries.

Website and E-mail Services

What image are you portraying to your prospective clients? In this day and age, your clients are expecting you to have a website at the very least. IPBC has teamed up with Bookkeepers Web Design to help you get a website set up quickly, easily, and for very little money. Check out their website at www.bookkeeperswebdesign.ca

If you are looking for a more professional image and increased revenue, a website should be the first place you start.

If you believe that you don’t need a website, at the very least get a professional email address like jane@janedoebookkeeping.com

Visit www.bookkeeperswebdesign.ca/plans/bwd-email for more information.

Save $$ on Fuel

Are you driving to client’s work sites? Save 2.5 cents a litre on Shell fuel as an IPBC member. The savings alone can pay for your membership.

Visit www.ipbc.ca/membership/toolbox.aspx#ShellTriton for more information. Members, visit "My Desktop" to find the application on the Special Offers page.
Take the Basic Bookkeeping for Business Course

Of Special Interest to Tax and Bookkeeping Services, Small Business Owners

Differentiate yourself with specialized knowledge in this growing area!

Every business must manage documentation, prepare financial statements and provide financial data to ensure tax compliance. Learn how to expertly analyze day-to-day transactions for proper recording into manual and computerized accounting packages. This course teaches you how.

Learn more ...

Enrol Now
Start Any Time

100% Capital Cost Allowance for Computers, for a limited time only

In Canada's Economic Action Plan, the federal government introduced a temporary tax measure to support Canadian businesses: a 100% capital cost allowance write-off available on computers bought after January 27, 2009, and before midnight, January 31, 2011.

To be eligible, the computer equipment purchased must be new and situated in Canada, and it must be used in
The words, "I don't like you", rang through my head for decades. It wasn't the classroom bully who said it. It wasn't my best friend who uttered those words. It was my Dad. I was just 12 years old. I still remember the shock of realizing that the man who was supposed to love me no matter what, didn't like me.

Looking back, I really can't blame Dad. I was a precocious, selfish, ungrateful 12-year-old. We were in Hawaii at the time and I was making my parent's life miserable on their holiday. However, what's so funny is that at 49, Dad still doesn't "like me" and at 88 years of age, I don't expect Dad to change his opinion of me. I am the one who needed to change the need for my Dad's approval.

People often tell me they're worried people won't like them. Consequently, they sacrifice their ideas, beliefs, values, and dreams in hopes that the people around them will agree with them and support them. Unfortunately, it just doesn't work that way.

I realized many years ago that no matter what I did, people wouldn't like me. There was really no getting around that fact. I could go down one path and some would approve. Others would disapprove. Chose another path and you are faced with the same dilemma.

I recently received an email from a successful professional who has decided to live a dream. Her parents and friends aren't being overly supportive. That can be challenging when we have been raised to believe that a parent's disapproval (no matter how old we are) means we are wrong. It can take courage to make a decision that doesn't get rave reviews from the family, community, or culture.

The pressure can be strong to succumb to everybody else's desires and opinions. However, that will never create your amazing life. Your dreams are unique and special. They were given to you. They were not given to your mother, father, husband, wife, or best friend. Those dreams are yours and yours alone.

When you get that you will never have 100% approval, no matter what you do, you can let go of the fear, doubt, and guilt around doing what feels right for you.

Will there be some residue of those emotions the first few times you walk in the opposite direction of what you are "expected" to do? You better believe it. It took me 3 years to decide to leave the religious organization I was raised in. It was the toughest decision I ever made. Looking back, it was also the best. Yet, 11 years later, I still get flack from my family over the decision in the form of silence, ostracism, and at times outright criticism. Nothing has changed for them but my life has gone from slavery to complete and total freedom - something I had never before experienced.

Some people will criticize you because they are honestly convinced you are wrong. However, until they walk in your shoes, breathe your breath, and live with your soul, how could anyone be so dogmatic as to be 110% convinced of anything? Seriously, we have NO idea of what is going on in another person's head. Most people don't have a very good clue of what is going on in their own head - never mind anyone else's!

Others will be outspoken because they are downright jealous of what you are choosing to do. They, too, want what you are going after but they are living with their own limitations and fears. They are stuck. You going after what you want only serves as a harsh reminder of how much they dislike their life. So they feel better when they judge your decisions.

Get over the idea that you are going to have 100% support from your cheering section with every decision you make. And if you find that you are getting little to no support from your associates, friends, or family, then that could be a big clue that you need to attract people who are more supportive into your life. Surround yourself with people who do like you for you who are striving to be and are willing to help you get there. That can be a huge asset in creating your amazing life!
WANT TO USE THIS ARTICLE IN YOUR EZINE OR WEB SITE? You can, as long as you include this complete blurb with it: Jan Janzen is a non-denominational minister, healer, and business coach. She is the author of four books and 8 CDs for the spiritual entrepreneur. To receive Jan's complimentary ebook: 10 Secrets to Living the Life of Your Dreams, visit www.janjanzendaily.com

Partner Spotlight: Enterprise

Enterprise Magazine is written to help Canada's small and medium enterprises (SMEs up to 499 employees) survive and thrive with advice from the experts. Each issue focuses on topics such as finance, marketing, technology, HR, networking, and much more. You can obtain your personal subscription by visiting www.enterprisemaq.com today.

National Phone Conference

Thursday Nov 17th at 11:30am Pacific Time

Growing Your Bookkeeping Business: What it takes to move beyond the clerical backwater

Presented by Sandi Holst, from The Holst Equation www.holstequation.com

Time: 11:30am PT - 12:30pm Pacific Time

Cost: Free for both members and non-members. Toll charges to access the call will be your responsibility or, you may use a VOIP connection.

Topics include:
- A bookkeeper's value in today's business
- Finding your Niche is key to Growth
- Steps in moving to the next level
- Staffing, Contracting, and setting your standards
- Understand your new role as a business owner
- Procedures for protecting your company

Due to the poor audio experienced by some, and the many unanswered questions, Sandi has revised her presentation to include your questions and will be returning on November 17th.

This webinar is being recorded and will be available on the member's portion of the website

https://www2.gotomeeting.com/register/148883147
Upcoming Phone Conferences

Wednesday November 24th
How to deal with difficult clients
Presented by Debbie Reynolds of About Face Image Consultants Ltd.

Wednesday December 1st
Vehicles-Tax Tips
Presented by Eileen Reppenhagen

We will be taking the rest of December off -- Have a Happy Holiday and we will see you in 2011!

Welcome New Members

IPBC welcomes the following members who joined us in October:

Alberta
Cassandra Ratke, Calgary
Darlene Nelson, Calgary
Diana Froom, Okotoks
Rebecca Fersovitch, Beamont
Toni Scott, Red Deer

British Columbia
Elizabeth Thomas, Surrey
Jane Wong, Garibaldi Highland
Louise Emerson, 100 Mile House
Alexandra Horn, Victoria
Anne Filippone, Vernon
Fayedene Reynen, Campbell River
Helene Markmann-Hanes, Nanaimo
Linh Dang, Vancouver
Susan Olheiser, Castlegar
Teya Klavora, Vancouver

Manitoba
Brian Conway, Winnipeg

New Brunswick
Lise Gaudet, Dieppe
Nicole LeBlanc, Memramcook

Ontario
Alison Bonello, Grand Valley
C. Gail Clayton-Brown, Kanata
Galit Sugar, Toronto
George Mathews, Toronto
IPBC congratulates the following members who became Certified Professional Bookkeepers in October:

- Korin Hinch, CPB
- Sandra McLachlan, CPB
- Joey Wood, CPB
- Dan Reynen, CPB
- Patrick Page, CPB
- Lise Gaudet, CPB
- Nicole LeBlanc, CPB
- Diane Pinkerton, CPB
- Marilyn Reist, CPB

**IPBC NEWS DESK**

From The Executive Director's Desk

Imagine networking with some of the top bookkeepers in the country. Imagine the chance to be on the fast track to a more lucrative practice . . . to being a Certified Professional Bookkeeper (CPB) . . . and to receiving greater professional recognition inside and outside of this network. Regional Meetings are a vital part of that formula for success.

They're a unique chance to combine learning - a guest speaker shares expertise that's sure to make your work a bit easier - with fun and powerful networking. Most meetings are free to attend.
ALBERTA

CALGARY

Date: Wednesday November 17th, 2010

Time: Dinner and Networking start at 6:00 PM
     Meeting starts at 7:00 PM (meetings start and end precisely on schedule)

Location:
Horizons Bistro
Coast Plaza Inn
1316 33 Street N.E.
Calgary, AB

Each attendee is responsible for his or her meal and beverages

Regional Developers: Allan Stenbeck, CPB, Wendy Morrison, CPB, and Shelley Brown, CPB

Topic: Networking and an Introduction of your local IPBC Board of Directors and Executive Committee
Non Members are welcome to attend two meetings to evaluate IPBC
To register for this meeting, contact Gordon@ipbc.ca

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RED DEER

Date: Thursday November 18th, 2010

Time: 6:00 PM to 8:30 PM (meetings start and end precisely on schedule)

Location:
ABC Restaurant
2085 Gaetz Ave
Red Deer, AB

Each attendee is responsible for his or her meal and beverages

Regional Developer: Valerie Strome, CPB

Presenter: Carmen Grayson, CPM

Topic: Payroll-Taxable Benefits
Non Members are welcome to attend two meetings to evaluate IPBC
To register for this meeting, contact Gordon@ipbc.ca

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EDMONTON

Date: Thursday November 18th, 2010

Time: 6:00 PM to 8:30 PM (meetings start and end precisely on schedule)

New Location:
Garden Terrace Restaurant- Parlor Room
Garden Terrace Restaurant- Parlor Room
Four Points by Sheraton Edmonton South
7230 Argyll Road
Edmonton, AB

Each attendee is responsible for his or her meal and beverages

Registration Fee: $30, includes dinner -- Please register by November 10th
Registration is by PayPal...click here to register
If you are having trouble registering, email leslee@ipbc.ca

Regional Developers: Lynn Magnaye, CPB, and Joanne Williams, CPB

Topic: Networking Session
Non Members are welcome to attend two meetings to evaluate IPBC

BRITISH COLUMBIA

LANGLEY

Date: Thursday November 18th, 2010
Time: 6:00 PM to 8:30 PM (meetings start and end precisely on schedule)
Location:
Ricky's Restaurant
8720-204th Street
Walnut Grove, BC

Each attendee is responsible for his or her meal and beverages

Please note that a 15% service fee is added to all group attendee's meal costs and there is a $10.00 minimum order

Regional Developer: Tina Lakey, CPB
Presenter: Sean Hiebert, from Fractel Computer Services

Topic: Protecting your business through proper computer management
Non Members are welcome to attend two meetings to evaluate IPBC
To register for this meeting, contact Gordon@ipbc.ca

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NANAIMO

Date: Monday November 8th, 2010
Time: 6:00 PM to 8:30 PM (meetings start and end precisely on schedule)
Location:
ABC Country Restaurant
6671 Mary Ellen Drive (near Woodgrove Mall)
Nanaimo, BC

Each attendee is responsible for his or her meal and beverages

Regional Developer: Sharon Unwin, CPB

Presenter: Owen Carr, Assessment Officer- Nanaimo, from WCB

Topic: Worker's Compensation

Non Members are welcome to attend two meetings to evaluate IPBC

To register for this meeting, contact Gordon@ipbc.ca

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VICTORIA

Date: Monday November 8th, 2010

Time: 6:00 PM to 8:30 PM (meetings start and end precisely on schedule)

Location:

The Pantry Restaurant

Unit 202, 3214 Douglas Street

Victoria, BC

Each attendee is responsible for his or her meal and beverages

Regional Developer: Avis Michalovsky, CPB

Presenter: Dan Reynen, CPB, owner of Reynen Business Services Ltd

Topic: Moving to a Paperless Office

Non Members are welcome to attend two meetings to evaluate IPBC

To register for this meeting, contact Gordon@ipbc.ca

MANITOBA

WINNIPEG

Date: Tuesday November 9th, 2010

Time: 6:15 PM to 8:00 PM (meetings start and end precisely on schedule)

Location:

Smitty's (Polo Park)

1017 St.James Street (by Ellice)

Each attendee is responsible for his or her meal and beverages

Regional Developer: Charlene Hiebert, CPB

Presenter: Sherri Garrity, of Corporate Fugitive

Topic: How to design the extraordinary business that's custom fit for you
If you’ve chosen self-employment instead of the traditional career path, you’ll want to be sure you set your business up so that it doesn't feel like a job! Sherri Garrity will share how to avoid common business and marketing mistakes and how to design or make over your business so that you can enjoy it while you profit.

Non Members are welcome to attend two meetings to evaluate IPBC

To register for this meeting, contact Gordon@ipbc.ca

ONTARIO

OTTAWA

Date: Monday November 8th, 2010

Time: 6:00 PM to 9:00 PM (meetings start and end precisely on schedule)

New Location:

Perkins Restaurant

1130 St. Laurent Avenue (beside the St. Laurent Shopping Centre)

Ottawa, ON

Each attendee is responsible for his or her meal and beverages

Regional Developer: Linda Vogel, CPB

Presenter: Service Canada

Topic: Records of Employment

Non Members are welcome to attend two meetings to evaluate IPBC

To register for this meeting, contact Gordon@ipbc.ca

Upcoming Regional Meetings:

ALBERTA

Grande Prairie - November 24th - TBA

BRITISH COLUMBIA

Vancouver - November 18th - Dealing with Difficult Clients, presented by Deborah Reynolds, owner of About Face Image Consultants Inc

Prince George - November 25th - TBA

South Cariboo - November 24th - TBA

MANITOBA

Winnipeg - November 9th - TBA

NOVA SCOTIA

Halifax - November 16th - TBA

ONTARIO

Leamington - November 16th - TBA

Kitchener - November 24th - TBA

Cobourg - November 24th - TBA

Toronto - November 29th - IT for small business presented by: Frank Beljo from I.T. Mission Inc.

St. Catharines - November 30th - TBA
**Do you have a Website?**

If you are an IPBC member, you should proudly be displaying the IPBC logo along with a link, so your visitor can learn a little about your professional association. Membership in IPBC gives you an edge over your competition.

Show the world that you belong to a professional association for professional bookkeepers by adding the IPBC logo to your web site and e-mail signature with a link to IPBC's Mission Statement page.

In Outlook, click 'Tools', followed by 'Options', 'Mail format', 'Signatures', and 'New' or 'Edit', depending if you already have a signature. Then copy and paste the logo below into this spot. Click 'OK'.

Feel free to contact us at techsupport@ipbc.ca with any questions.

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**Do you have a story to share, or words of wisdom?**

The purpose of the IPBC newsletter is to assist Canadian bookkeepers with tools, ideas, and resources to make your business efforts easier, and to help your business grow by delivering timely and thoughtful information. Do you have a story to share? Words of wisdom? Pass them along to us.

Email info@ipbc.ca

IPBC makes every effort to ensure that all content is correct, however, IPBC recommends independent verification before acting on the information contained herein.

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