



## 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 through  
Thursday. We will be closed on Fridays.*

### How to Make the Most of the Slow Season

Slow times of year vary from business to business. Whether your slow time is summer or winter, it's important to keep your momentum going with tasks that keep you engaged. Slow times are the perfect opportunity to get things done that you would normally not have time for. Here are some examples:

- Engage with co-workers and employees
- Connect with customers/clients
- Review and update policies and manuals
- Organize your work space
- Clean up your emails
- Create a marketing plan
- Update your skills and knowledge – take a workshop or course
- Take in some networking events
- Take an inventory of office supplies

## Work-Life Balance Tips for the Summer

There's a debate surrounding the official start of summer. Does it kick off on the Solstice or after the splash of that first glorious cannonball? Whenever you choose to celebrate the season, there's just something special about the feeling of summer. Longer days lead to more possibilities, and lightness seems to find its way into everything. How can we be expected to work when the sun is shining on so many opportunities just outside the window? Unsurprisingly, it can be especially difficult to find the perfect work-life balance during these months. Here are a few tips for balancing your office life and personal time this Summer:

### **Plan, Prepare, Prioritize**

From last minute barbecues to pool parties, the list of summertime activities fills up quick. Before long, this constant barrage of fun can make your schedule slip and slide away from you. Burning the (roman) candle at both ends can lead to strain professionally and personally. To avoid this "Summer Shock," do your best to plan ahead! Plot out any time off you may be taking, prioritize your opportunities and make sure family, friends and coworkers are all on the same page. Everyone needs a little spontaneity during the season; but a little bit of planning goes a long way towards setting yourself up to be able to find and embrace those moments!

### **Vacations Come in All Sizes**

When the vacation itch hits, it hits hard. In the excitement of the moment, it can be easy to let your plans get out of hand. Soon, a weekend away at the beach turns into a fifteen-stop journey! Organizing such an endeavor (especially with the whole family) can end up causing more stress than its worth. Keep in mind that vacation time should be a relaxing occasion to recharge; you don't need to conquer the world in one trip! If this sort of undertaking sounds daunting, plan shorter trips that are more manageable and build in chunks of open time to ensure you'll find moments of peace. Remember, a vacation is whatever you make of it, whether it's a one-day hike or a month-long journey.

### **Let Tech Work for You...Then Turn it Off!**

Smartphones, tablets and virtual office tools allow for increased flexibility for work teams. Try to find ways to set yourself up for success by using technology to your advantage. For example, applying a thorough vacation automatic reply to your e-mail account ensures that your personal time is being communicated clearly to coworkers. You can even work in a few video conferences at the start and end of your vacation time to stretch out your time away from the office.

However, it's important to note that while technology can help us stretch our legs during the summer, it also helps the office to follow along for the trip. There's nothing worse than being buried in your phone while memories are happening right in front of you. To avoid this, establish times to disconnect entirely; turn off your devices completely if you need to! These tools should be used help you find better stability between home and office, not drag you deeper into the stress of your work.

We may all have a different idea of when the season really starts, but the feeling of summertime is undeniable. Find your own way to recharge for the colder months ahead by planning trips that work for you!

<http://www.medixteam.com/currently-employed/work-life-balance-tips-summer/>

## Cloud Accounting & Bookkeeping: The Way of the Future

By 2020, 78% of small business owners will be using cloud accounting; however, many small business owners are not leaping into the cloud for their accounting and bookkeeping needs. Cloud accounting is quickly becoming a reality of the future and should be embraced by the small business owner.

Simply put, cloud accounting simply means storing and accessing your accounting and bookkeeping data over the Internet instead of on a computer hard drive or USB stick. Cloud accounting has several benefits to the small business owner; these benefits will vary from company to company depending on the required solutions.

The six main benefits of cloud accounting are:

1. **Cloud accounting allows the ability to automate those manual accounting & bookkeeping processes.** Cloud accounting allows for automatic bank feeds to ensure that the your records are kept up to date. Cloud accounting automation also allows for accountants and bookkeepers to save time and increase their efficiency when working on your quarter end and year ends and to focus their energies on helping you grow your business.
2. **You can access your accounting and bookkeeping information wherever you are and on any device.** With your accounting and bookkeeping records on the cloud, you can access them and use them whenever you need to. No longer will your accounting and bookkeeping records be stored on a computer hard drive at your office or your accountant's/bookkeeper's office. You can make business decisions and monitor your company while marketing your company and making sales.
3. **You can upload your data in real time.** The real time reporting associated with cloud accounting allows for business owners to make decisions based upon "real time data" and not data that was prepared three months ago. This means that you can make decisions regarding pricing and inventory strategy based on information that is up to date.
4. **Cloud accounting allows you to easily scale to meet your growing business demands** Whether your are a small or large business, owners are always looking to grow your businesses. Dealing with the increase in transactions is easy with the cloud accounting solutions, as it is easily adaptable with little to no upgrading required.
5. **You can go paperless with your accounting and bookkeeping records.** With cloud accounting, you have the ability to "snap" a picture of a receipt and have it up-load into your cloud based accounting software. The ability to go paperless helps with reducing the amount of physical space that is required for storage and reduces storage related expenses (i.e. rent).
6. **You can mix it up with other cloud solutions** Cloud accounting allows for small business owners to integrate their project management software, e-commerce stores, invoicing systems and much more with their accounting and bookkeeping software. The integration of all the software systems you use into the cloud allows for you to be confident that your information is always up to date with the state of your business, reduces the work load that you are required to do and allows for greater oversight of how your business is achieving it's goals.

Interested in leaping into the cloud and reaping the benefits? Contact our bookkeeping department for more information on how your business can enter the cloud at [kristin@dmca.bc.ca](mailto:kristin@dmca.bc.ca)

Prepared by Adrienne Johnston



### Rosemary Ranch Chicken Kabobs

Ingredients:

- ½ cup olive oil
- ½ cup ranch dressing
- 3 tablespoons Worcestershire sauce
- 1 tablespoon minced fresh rosemary
- 2 teaspoons salt
- 1 teaspoon lemon juice
- 1 teaspoon white vinegar
- ¼ teaspoon ground black pepper
- 1 tablespoon white sugar
- 5 skinless, boneless chicken breast halves  
– cut into 1 inch cubes

Directions:

In a medium bowl, stir together the olive oil, ranch dressing, Worcestershire sauce, rosemary, salt, lemon juice, white vinegar, pepper, and sugar. Let stand for 5 minutes. Place chicken in the bowl, and stir to coat with the marinade. Cover and refrigerate for 30 minutes. Preheat the grill for medium-high heat. Thread chicken onto skewers and discard marinade. Lightly oil the grill grate. Grill skewers for 8 to 12 minutes, or until the chicken is no longer pink in the center, and the juices run clear.

Reference: <https://www.allrecipes.com>

