
CONTREN MANAGEMENT CONSULTANTS INC.

DECEMBER 2010 NEWSLETTER

OFFICE CHRISTMAS HOURS

Once again, in the spirit of the Christmas season, our office will be closed to allow our staff to enjoy time with their families. The office will be closed from December 24, 2010 and will reopen the morning of January 3, 2011.



We will be checking our voice messages and emails on a timely basis throughout the Christmas holidays and will respond as required.

OFFICE MOVE

After almost twenty years of operating our office out of the Ruffin's warehouse we have decided to move our offices to Hamilton. We have secured office space at 1030 Upper James St, just down from the Lincoln Alexander Parkway, and should be fully established in this location on January 10, 2011.

We plan on carrying our main Dunnville phone number, 905 774 2977, with us to this office, at least for the first few months. We are not guaranteed a new phone number until the day of installation so we will forward all of our new contact information, including phone and fax numbers, to all of our clients the second week of January.

We will be moving files etc. the last week of December and the first week of January so please excuse any delay in responding to your emails and phone calls. We will be reviewing our messages on an ongoing basis that week.



SIMPLY ACCOUNTING

Simply Accounting has, as always, updated their software package. The latest version is Simply 2011 Pro. They have ceased supporting the Simply 2009 package and any Simply 2009 user will need to upgrade to Simply 2011 Pro in order to receive the payroll updates. Any user of Simply 2010 that has subscribed to the SimplyCare program will continue to receive payroll updates in calendar 2011.

Any Simply Accounting user of an older version who has been upgrading their version by using another companies' payroll updates will need to purchase Simply 2011 Pro with Payroll in order to stay current for 2011. We recommend waiting until the beginning of the new calendar year before updating your accounting system.

Please note that there are personal exemption changes, both Federally and Provincially, income threshold changes, both Federally and Provincially and the Provincial government has lowered some of its' personal tax rates. All Simply owners using the payroll module will need to update their program and payroll support for 2011.



Subscribers to the SimplyCare program will be able to download payroll updates from their website, www.simplyaccounting.com, in December 2010.

TAX FREE SAVINGS ACCOUNTS



A reminder that effective January 1, 2009 all Canadians 18 years and older will be eligible to contribute \$5,000 annually to a TFSA, with any unused contribution room being carried forward to the next year. This means that effective January 1, 2011 you are eligible to contribute **\$15,000** into a tax free savings account.

Any income, gains and/or losses from the investments made in your TFSA will not be reported on your personal tax returns.

Please talk to your investment advisor prior to establishing a TFSA.

PAYROLL INFORMATION

For calendar 2011 the CPP deduction rate has remained constant at 4.95% however the maximum earned income amount has increased to \$48,300. This increase means that the maximum CPP deduction for an employee will be \$2,217.60 for 2011.

For calendar 2011 the EI deduction rate has increased to 1.78% **and** the maximum earned income amount has increased to \$44,200. These increase's mean that the maximum EI deduction for an employee will be \$786.76 for 2011.

If you are using a payroll program (Simply, Quickbooks) you will not need to make any adjustments as a result of the changes to CPP and EI.

Effective January 2007 the CRA no longer provides payroll tables in a paper format and will be limiting the number of CD's. All information for manual payroll calculations will be available at www.cra-arc.gc.ca/txt/bnsns/tpcs/pyrll/t4127/frmls-eng.html

The new basic personal exemptions for 2011 are as follows:

Federal	\$10,527
Provincial	\$9,104



The WSIB maximum insurable earnings for 2011 is **\$79,600**.

Please adjust your personnel information accordingly if you process payroll internally.

Please note that the CRA has an online payroll calculator, which allows an employer to prepare pay cheque's online using the current rates and information. If you are processing payroll for three or less employee's this is an excellent method to provide an accurate payroll calculation and information.

PERMANENCE OF CHANGE SEMINAR – PART 6



It is unbelievable but we are offering the sixth in our ongoing series of seminars for business owners/operators. We have secured accommodations in Mont Tremblant as we have 20 participants and encourage any interested parties to contact the office for further details.

Our dates this year are Feb 13, 2011 to Feb 16, 2011.

STATUTORY PUBLIC HOLIDAYS

A reminder that Christmas, December 25, Boxing Day, December 26, New Years Day, January 1 and Family Day, February 21 are paid Public Holidays in Ontario.



If your employee works any Public Holiday they are entitled to 1.5 times their regular pay plus their Public Holiday pay. Dependent on your companies work schedule you can choose a substitute day for the Public Holiday.

The substitute day needs to be designated within three months of the actual Public Holiday.

We have outlined some scenarios with substitute days. With Christmas and New Years Day falling on Saturdays there are a variety of options to the employer about what days to substitute as the Public Holidays.

If you are normally closed Saturday & Sunday then a good option is to have the Monday, Dec 27 (Christmas), Tuesday, Dec 28 (Boxing Day) and Friday, Dec 31 (New Years Day) as this seasons Public Holidays. This would have the employee's back to work on Monday, January 3, for an entire week of work.

If your business is normally open Saturday (Christmas Day and New Years Day) and you can close on Saturday then your Public Holidays should be Saturday, Dec 25 (Christmas), Monday, Dec 27 (Boxing Day) and Saturday, Jan 1 (New Years Day).

MERRY CHRISTMAS

Keith Gear

Debbie Duffus