Be a Distinguished Financial Advisor – Bookkeeping Services Specialist™

Knowledge Bureau®
Excellence in Financial Education

WANT TO OPEN YOUR OWN BOOKKEEPING BUSINESS OR START A CAREER IN THE ACCOUNTING INDUSTRY?

Qualified professional bookkeepers are in high demand, especially if they have advanced technical, tax and business skills. Take the first step to your new career and confidently build your practice and your career.

A SPECIAL OFFER FOR YOU

Check out attached application forms and deadlines for the best savings

Everything is included. Learn at your own pace plus enjoy access to the full support you need to complete your courses at superior professional standards. You'll benefit from:

> individual study plans and Knowledge Journal

> online lessons, quizzes and case studies

> valuable professional software, calculators and tools that you can use now and in your business

> easy access to a personal instructor who will answer any questions you may have by email

> testing and an accreditation that will differentiate you from competition

> broadly recognized CE/CPD credits

Join thousands professionals who have discovered that the best way to make more, is to know more through Knowledge Bureau – Canada's premiere online financial educator. Just 6 courses - 180 hours of study - is all it takes!

TAKE A **RISK-FREE TRIAL**
knowledgebureau.com

LEVEL I
ADVANCE YOUR CAREER WITH A DIPLOMA!

Complete 3 courses (90 hours) to earn a Certified Bookkeeping Practitioner diploma!

As a Certified Bookkeeping Practitioner, you'll have the experience and credentials to:

- > provide bookkeeping services to the lucrative small business market
- > successfully manage the books for your own business
- > master payroll, managerial accounting, transition and succession planning for a variety of business ventures.

1

Basic Bookkeeping for Small Business

Many small businesses fail because of financial mismanagement. Avoid the pitfalls by learning the basics you need to manage your books and make the most of what your financial statements can tell you.

- > Understand the basic accounting equation, T accounts, debits and credits
- > Understand business tax structure and remittances
- > Gain understanding of financial statement analysis
- > Prepare trial balances, income statements, and balance sheets
- > Correct accounting errors and inconsistencies in reporting
- > Do basic payroll
- > Analyze and report transactions using GAAP

"The student support was great. The responses to my questions came very promptly, usually by the next day."
Lucile Ryan, Morinville, AB

2

Advanced Bookkeeping for Multiple Businesses

Time is money. With this course you'll become more efficient and be even more valuable to your clients by learning how to manage the books for a variety of business ventures.

- > Focus on a variety of enterprises: from non-profit to for-profit, builders, retail outlets, importers/exporters, farmers, and more
- > Structure a chart of accounts to meet the needs of management
- > Produce a variety of financial reports, manage accounts receivable, accounts payable, and inventory transactions plus understand how accounts are linked
- > Prepare bank reconciliations
- > Maintain the general ledger and related sub-ledgers
- > Understand advanced sales tax issues

3

Advanced Payroll

Can you manage the entire payroll cycle? Can you increase the after-tax results for employees? Find out how with this in-depth program.

- > Understand provincial and federal compliance requirements of hiring and firing employees
- > Manage employee compensation records; complete TD1 and T1213 forms to reduce withholding taxes
- > Account for a variety of compensation plans; taxable and non-taxable benefits, especially for owner-managers
- > Account for termination pay, ROEs, T4, T4 Summary, workers' compensation, employer health taxes and other payroll deductions

Great course to take to brush up on skills and to learn some things you may of not previously known that you thought you did.
Sarah Walker, Regina SK

Overall, receiving this designation has allowed me to provide much better service to my clients. Mary M., BC

TAKE A **RISK-FREE TRIAL**
knowledgebureau.com

LEVEL II
STAND OUT IN THE INDUSTRY WITH A PROFESSIONAL DESIGNATION

Complete the 3 diploma programs plus add these 3 courses to earn your designation (180 hours in total)!

As a Distinguished Financial Advisor – Bookkeeping Services Specialist™ you'll have the valuable experience and credentials to:

> help your clients make better financial decisions and earn greater profits

> guide high net worth clients with the expertise they need to grow their business ventures

> ensure clients avoid costly financial mistakes and improve their financial health

4

Advising Family Businesses

Learn how to successfully work within the unique dynamic of family-operated businesses and discover how to overcome obstacles in financial decision-making for greater profitability.

> Re-define records management to benefit from a longer-term focus

> Create a multi-generational approach that includes retirement, tax, and business transactions in compensation planning

> Set goals for the family, business, and shareholders with a priorities pyramid

> Layer retirement income for owner-managers and their spouses

> Set benchmarks for share structure and exit strategies

> Recognize roadblocks to implementation before they occur

> Develop skills to quarterback an advisor team

> Maximize your value to the client with a longer-term insight into the life cycle of the business.

5

Debt and Cash Flow Management

Gain the skills you'll need to proactively help clients plan for and manage their financial health by reporting on improvements in debt and savings over time.

> Integrate debt and cash flow data collection into periodic record keeping

> Construct a cash flow management plan using tax-efficient software and calculators

> Manage credit as part of your role to assess probable credit worthiness

> Track different forms of debt including mortgages and personal loans, revolving credit, car loans and leasing

> Analyze the effect of debt on business planning and present solutions

> Prepare cash flow analysis and financial assessments using the Knowledge Bureau's calculator and interview tools.

6

Managerial Accounting

Helping your clients make the best possible financial decisions is at the heart of your career success. This program will boost your skills so that you can analyze and explain financial reports and provide the guidance your clients need to grow their business more purposefully.

> Understand the role of the managerial accountant and how to approach basic account analysis

> Understand basic budgeting components, assumptions, forecasts and formats, sales and cash flow budgeting

> Record and analyze transactions related to fixed asset acquisitions and dispositions

> Gain a working knowledge of cost accounting

> Report to business owners periodically using professional software and online analysis tools

> Assemble commentary and analysis for annual reviews with bankers and other lenders.

Registration Form: Online Courses

TOLL-FREE: 1-866-953-4769 EMAIL: registrar@knowledgebureau.com

For full curriculum details and online registration see knowledgebureau.com

STEP 1: Identification

Name	Company	Returning Student ID #
Address	City	Province
Postal Code	E-Mail	Referred by
Phone with Area Code	Fax	Current Designations/ Licensing

Maximum Study Time:
Each Certificate Course: Take up to 4 months Diploma Program: Take up to 1 year Designation Program: Take up to 2 years

STEP 2: Choose Your Courses

☐ **DFA-Tax Services Specialist™**
- ☐ T1 Professional Tax Preparation – Basic
- ☐ T1 Professional Tax Preparation – Advanced
- ☐ T1 Professional Tax Preparation – Proprietorships
- ☐ Final Returns on Death of a Taxpayer
- ☐ Cross Border Taxation
- ☐ T2 Corporate Tax Preparation for Micro Businesses

☐ **DFA-Bookkeeping Services Specialist™**
- ☐ Basic Bookkeeping for Small Businesses
- ☐ Advanced Bookkeeping for Multiple Businesses
- ☐ Advanced Payroll
- ☐ Advising Family Businesses
- ☐ Debt and Cash Flow Management
- ☐ Managerial Accounting

☐ **MFA-Business Services Specialist™**
- ☐ T2 Corporate Tax Preparation for Micro Businesses
- ☐ T2 Corporate Tax Preparation for Small Businesses
- ☐ Fundamentals of Succession Planning
- ☐ Tax Planning for Corporate Owner-Managers
- ☐ Business Valuation for Advisors
- ☐ Accounting for Business Growth and Transition

☐ **MFA-Real Wealth Management Specialist™**
- ☐ Elements of Real Wealth Management
- ☐ T1 Professional Tax Preparation – Basic
- ☐ T1 Professional Tax Preparation – Advanced
- ☐ Tax Strategies for Financial Advisors
- ☐ Business Valuation for Advisors
- ☐ Final Returns on Death of a Taxpayer

☐ **MFA-Retirement Income Specialist™**
- ☐ Elements of Real Wealth Management
- ☐ Advanced Tax–Efficient Retirement Income Planning
- ☐ Insurance Strategies for the Small Business Owner
- ☐ Portfolio Risk Management in Retirement
- ☐ Cross Border Taxation
- ☐ Tax Strategies for Financial Advisors

☐ **MFA-Succession and Estate Planning Specialist™**
- ☐ Fundamentals of Succession Planning
- ☐ Advising Family Businesses
- ☐ Insurance Strategies for the Small Business Owner
- ☐ Business Valuation for Advisors
- ☐ Final Returns on Death of a Taxpayer
- ☐ Investment Strategies in Charitable Giving

These courses are newly updated to the latest Budget, Tax and Economic changes.

NOTE: It is possible to vary course selections. Call us for a consultation.

*The MFA™, DFA-Tax Services Specialist™ and DFA-Bookkeeping Services Specialist™ are registered certification marks of Knowledge Bureau™

STEP 3: Choose Your Payment Option

Plan A: Tuition – Full Payment: SAVE THE MOST!

Pay in full and save over 25% when you enrol in the Designation Program. Taxes extra.	Regular Tuition $795 SAVE until March 15:	Total Fees	Plan #
☐ Designation Program 6 courses - 180 CE/CPD credits	6 x $595	$3570	A
☐ Diploma Program 3 courses - 90 CE/CPD credits	3 x $665*	$1995	B
☐ Certificate Program One course at a time - 30 CE/CPD credits	1 x $795	$795	C
☐ Hard Copy Textbook	# Courses x $85	$_____	D

*Alumni–use this rate for your next course, unless you continue in the Designation Program.

Plan B: Tuition – EZ-Pay Student Financing

Note: Hard Copy – Pay in Full Only (see D above)	Total Tuition plus finance fee of $25 per course	Pay Now	Plan #	Monthly Payments *Add taxes to 1st payment
☐ Designation Program	$3720		E	12 x $285.50
☐ Diploma Program	$2070		F	6 x $296.00
☐ Certificate Program	$820		G	2 x $262.50

Note: Taxes Extra

Payment Plan Worksheet

☐ Plan A: Tuition - Full Payment

☐ Plan B: Tuition - EZ-Pay Student Financing

FULL PAY TUITION FEE PLAN – PAY NOW: (A, B, C, D)	$ ________
EZ-PAY PLAN (1st payment only): (E, F, G)	$ ________
SUBTOTAL	$ ________
GST/HST (885004713RT001)	$ ________
TOTAL DUE NOW:	$ ________

Monthly charges will begin on the 15th; there is a $45 fee for credit card declines. All taxes extra. For Refund Policy, visit www.knowledgebureau.com

Choose a Payment Method

☐ Cheque/Money Order

☐ Credit Card ☐ Visa ☐ MasterCard ☐ Amex

Card Number ____________________

Expiry Date ______ / ______ Amount $ ____________

Name on Card ____________________

Signature ____________________

Mail to: Knowledge Bureau, 187 St. Mary's Road, Winnipeg, MB R2H 1J2

☐ I agree to receive update notifications by Knowledge Bureau Report, email, invitations to workshops to support my studies, and transcripts on my progress as a student with Knowledge Bureau.

EDUCATIONAL CALENDAR

PLAN YOUR PATH TO PROFESSIONAL DESIGNATION

As a Master Financial Advisor (MFA) or Distinguish Financial Advisor (DFA)

Register online at
www.knowledgebureau.com
or call 1-866-953-4769

Want In-Class Interaction? Consider a "Blending Learning" Option

WINTER SEMESTER ONLINE - Continuous intake; start anytime. Take up to four months to complete one 30 hour online course.	December 15 to March 15	Each course 30 CE credits	Required: 180 hours to designate. Choose either 6 online courses; or "blended learning": 4 courses & 6 workshops or 5 courses & 2 DACs.
WINTER WORKSHOP Deadline: December 31	January 20 > Winnipeg January 21 > Calgary January 22 > Vancouver January 25 > Toronto	Earn 10 CE credits	Topic: Advanced Personal Tax Update for Tax Advisors, Bookkeepers and Financial Planners.
SPRING SEMESTER ONLINE - Continuous intake; start anytime. Save on tuition by the deadline.	March 15 to June 15	Each course 30 CE credits	Choose Your Next Online Course in the DFA -Tax or Bookkeeping Services Specialist™ or MFA™ Program. **Deadline: June 15.**
SPRING WORKSHOP Deadline: May 15	May 24 > Winnipeg May 25 > Calgary May 26 > Vancouver May 31 > Toronto	Earn 10 CE credits	Topic: 2016 Federal Budget Update, and Tax Efficient Retirement and Estate Planning.
SUMMER SEMESTER ONLINE - Continuous intake; start anytime. Save on tuition before deadline.	June 15 to September 15	Each course 30 CE credits	Choose Your Next Online Course: DFA -Tax or Bookkeeping Services Specialist™ or MFA™ Program. **Deadline: September 15.**
FALL WORKSHOP Deadline: October 15	October 25 > Winnipeg October 26 > Calgary October 27 > Vancouver November 2 > Toronto	Earn 10 CE credits	Topic: High Net Worth, Family and Business Planning.
FALL SEMESTER ONLINE - Continuous intake; start anytime. Save on tuition before deadline.	September 15 to December 15	Each course 30 CE credits	Choose Your Next Online Course: DFA -Tax or Bookkeeping Services Specialist™ or MFA™ Program. **Deadline: December 15.**
13TH ANNUAL DISTINGUISHED ADVISOR CONFERENCE (DAC)	November 6 to November 9	Earn 15 CE credits	Theme: SOAR HIGHER: PLAN FOR YOUR GREATER POTENTIAL

For a free personal educational consultation, call toll free 1-866-953-4769 or registrar@knowledgebureau.com. See course curriculum details at www.knowledgebureau.com.

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