

## THE BENEFITS

- ✓ Certificate of Membership
- ✓ Code of Ethics (copy suitable for framing)
- ✓ Professional recognition
- ✓ Members Only discussion forum on bookkeeping, taxation and other subjects
- ✓ 'Certificate of Proficiency in Bookkeeping'
- ✓ Current bookkeeping news
- ✓ Listing in Members Directory with option of email and weblink at an additional cost
- ✓ Access too industry resources – including opportunity to apply for scholarships
- ✓ Bookkeeping articles on topics to help your business grow and succeed
- ✓ Discounts on financial software
- ✓ Low-cost continuing education opportunities
- ✓ Authorized use of CBA Membership logo on all of your marketing materials
- ✓ 100% tax deductible Membership Fee
- ✓ Many discounts from national companies on services and products you use
- ✓ Annual Conference
- ✓ Career site on our web site
- ✓ Additional benefits added on a regular basis
- ✓ Errors & Omissions Insurance at reasonable rates



Canadian Bookkeepers Association



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info@canadianbookkeepersassociation.com

Visit us on the internet at  
[www.c-b-a.ca](http://www.c-b-a.ca)

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## THE ASSOCIATION

The **Canadian Bookkeepers Association** (CBA) is a national, not-for-profit organization committed to the advancement of professional bookkeepers. Membership in the CBA provides bookkeepers with the resources to succeed in an ever changing environment. Our association creates excellence through knowledge and is growing rapidly, representing a comprehensive financial management approach to business for any size company.

The majority of all CBA revenues are used to develop Members Benefits and to further the Mission of the CBA.

Membership in the CBA will provide you, and your company, with resources to succeed in an ever changing environment. Our Membership is growing rapidly each day and represents companies in each of Canada's provinces and territories.

**MEMBERSHIP IS AN  
INVESTMENT IN YOUR FUTURE**

## HISTORY

The Canadian Bookkeepers Association was formally known as the Canadian Bookkeepers Alliance until 1998. CBA began accepting members in early 2003.

February 9, 2004 the Canadian Bookkeepers Association was incorporated as a not-for-profit association. Membership growth has far exceeded what was originally anticipated. We are thrilled with growth of the Association.

We have grown with each milestone into the National not-for-profit organization we are today with members in almost every province and territory.

## THE BOARD

The Board of Directors consists of 7 members: President, Vice-President, Treasurer, Secretary, and 2 Directors-at-large. The Directors are elected for a 2 year term, The President is nominated annually at the Annual General Meeting.

We also have two advisors to the Board from Intuit Canada and Simply Accounting.

The Provincial Representatives are appointed by the Board of Directors. The CBA is divided into British Columbia, Alberta, Saskatchewan & Manitoba, Ontario, Quebec, Atlantic, and the Territories. The Provincial Representatives interact with the membership and assist the Board of Directors in determining policy.

## MEMBERSHIP

Membership is granted on an **individual basis annually** for those applying for Senior, Intermediate, Junior & Student memberships. Associate and Affiliate memberships may assign an individual. Our Membership is growing rapidly each day.

Our Members are from all aspects of the accounting industry, including Bookkeepers who are freelancers, employed in businesses, & students. Also, Certified General Accountants, Certified Management Accountants and Certified Payroll Specialists.

## THE FEES

Membership is renewed annually on the anniversary of your induction as a member. Membership fees are payable upon application. The CBA Board of Directors establishes the annual fees each year based upon the estimated costs of operating the association.

For more information, please visit our web site at [www.c-b-a.ca/apply.htm](http://www.c-b-a.ca/apply.htm)

## THE MISSION

- ◆ To promote and increase the awareness of bookkeeping in Canada as a professional discipline.
- ◆ To support national, regional, and local networking among CBA members.
- ◆ To provide education on leading-edge procedures and technologies that enhance the industry, as well as, the Canadian bookkeeping professional.
- ◆ To support and encourage responsible and accurate bookkeeping practices throughout the Canadian provinces.

## CODE OF ETHICS

The CBA members are professional bookkeepers who operate their business with integrity and ethics. Members are required to abide by the CBA Code of Ethics.

- ◆ A CBA Member shall, at all times, demonstrate a commitment to professionalism and diligence in the performance of his or her duties.
- ◆ A CBA Member shall not engage in any illegal or unethical conduct, or any activity which would constitute a conflict of interest.
- ◆ A CBA Member shall, at all times, exhibit the highest level of integrity in the performance of all professional assignments and will accept only assignments for which there is reasonable expectation that the assignment will be completed with professional competence.
- ◆ A CBA Member will comply with lawful orders of the courts and will testify to matters truthfully and without bias or prejudice.
- ◆ A CBA Member, in conducting business, will obtain evidence or other documentation to establish a reasonable basis for any recorded transaction.
- ◆ A CBA Member shall not reveal any confidential information obtained during a professional engagement without proper authorization.
- ◆ A CBA Member will reveal all material matters discovered during the course of business which, if omitted, could cause a distortion of the facts.
- ◆ A CBA Member shall continually strive to increase the competence and effectiveness of professional services performed under his or her direction.
- ◆ A CBA Member will conduct his or her business practices in a professional manner as expected by other Canadian Bookkeepers Association Members