

Below is the new Membership Structure for the CBA. The Membership Structure was approved by the membership at the Annual General Meeting on September 21, 2005.

Reference letters/testimonials must be included with membership application. Applications without these references will be delayed in processing.

What level of membership is right for you? Our membership structure is based on the number of years of Canadian Experience. For example, if you have worked 3-10 years in Canada in the bookkeeping/accounting industry, then you are an intermediate bookkeeper.

Senior Membership – Fee \$150.00 plus GST/HST

Requirements:

1. 10 years Canadian work experience in accounting or bookkeeping industries only
2. Annual Membership Fee paid to Association
3. Strict adherence to the CBA Code of Ethics
4. Provide 3 letters of references from clients for whom they have done bookkeeping in the last 3 years if self-employed or if employed, a letter of reference from employer. This would include: name, business name, position, years as client, phone number and email address
5. Working Knowledge of the areas below:
 - a. Debits and credits
 - b. Journal Entries
 - c. Bank reconciliations
 - d. Capital assets
 - e. Canadian G.A.A.P.
 - f. Accounts receivable
 - i. Invoicing & Receipts
 - g. Accounts Payable
 - i. Invoicing & Payments
 - h. Depreciation for book purposes and tax purposes
 - i. Payroll
 - j. The accounting cycle in general up to and including Trial Balance (month end process)
 - k. closing entries
 - l. Job Costing and/or inventory
 - m. Due to/from shareholders and its effect on the income statement
 - n. Due to/from associated companies and its effect on the income statement
 - o. Short term/long term interest and its effect on the income statement
 - p. If an entry is made to the balance sheet, what is the effect on the income statement
 - q. How does the income statement and balance sheet tie together
 - r. Year end accountant journal entries

Benefits

1. Full Voting Rights
2. Priority Placement on website
3. Be able to run for the Board of Directors
4. Be a Provincial Representative
5. Access to discussion forum
6. Full access to membership benefits
7. Special offers to members including discounts on courses and software
8. Business Card listing under their name
9. CBA Logo - Senior Member

Intermediate Membership – Fee \$125.00 plus GST/HST

Requirements:

1. Minimum 3 years Canadian working experience in the bookkeeping industry & under 10 years experience
2. Annual Membership Fee Paid to Association
3. Strict adherence to the CBA Code of Ethics
4. Provide 3 letters of references from clients for whom they have done bookkeeping in the last 3 years if self-employed or if employed, a letter of reference from employer. This would include: name, business name, position, years as client, phone number and email address
5. Working knowledge of the areas below:
 - a. Debits and credits
 - b. Accounting cycle
 - c. Financial statement presentation
 - d. Canadian G.A.A.P.
 - e. Journal Entries
 - f. Accrual vs. Cash based accounting
 - g. Accounts receivable
 - i. Invoicing
 - ii. Payments
 - h. Accounts Payable
 - i. Invoicing
 - ii. Payments
 - i. Payroll
 - j. Bank reconciliations
 - k. Capital assets
 - l. Depreciation for book purposes and tax purposes
 - m. Payroll Entries
 - n. Shareholder loans vs. intercompany loans

Benefits:

1. Access to Discussion Forum
2. Designated area on webpage with priority listing
3. Full access to membership benefits
4. Full Voting Rights
5. Be able to run for the Board of Directors
6. Be a Provincial Representative
7. Special offers to members including discounts on courses and software
8. CBA Logo - intermediate member

Junior Membership – Fee \$100.00 plus plus GST/HST

Requirements:

1. Annual Membership Fee Paid to Association
2. Strict adherence to the CBA Code of Ethics
3. Working full or part-time & less than 3 years Canadian. working experience
4. Show proof of employment in an accounting department of a company
5. Letter of reference from employer

Benefits:

1. Full Voting Rights
2. Designated area on webpage
3. Access to Discussion Forum
4. Full access to Member Benefits
5. Special offers to members including discounts on courses and software
6. CBA Logo - junior member

Student Membership – Fee \$75.00 plus GST/HST

Requirements:

1. Annual Membership Fee Paid to Association
2. Enrolled in an accredited Educational Facility
3. Strict adherence to the CBA Code of Ethics
4. Enrolled in a credited institution
5. Provide transcripts

Benefits:

1. Designated area on webpage
 2. Access to Discussion Forum
 3. Access to Member Benefits
 4. Special offers to members including discounts on courses and software
 5. CBA Logo - student member
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Associate Membership – Fee \$200.00 plus GST/HST

Requirements:

1. Annual Membership Fee Paid to Association
2. Strict adherence to the CBA Code of Ethics
3. Designated accountant working in public practice

Benefits:

1. Membership transferable to another member of the firm
2. Access to Discussion forum
3. CBA Logo - associate member

Affiliate Membership – Fee \$300.00 plus GST/HST

Requirements:

1. Annual Membership Fee Paid to Association
2. Strict adherence to the CBA Code of Ethics
3. Works with or markets the bookkeeping industry including trainers

Benefits:

1. Membership transferable to another member of the firm
2. Upon consent from Head Office, promotional materials included on webpage and/or in quarterly newsletter
3. CBA Logo - affiliate member
4. Weblink & Email Link

CANCELLATION POLICY

All Membership Applications must be submitted with full payment of the membership fees. Any applicant denied Membership in the CBA will be refunded monies paid less a \$35.00 administrative fee. Any cancellation of membership by a member will be refunded less a \$35.00 administrative fee and the remainder of the membership dues on a pro-rated amount once a letter is received in writing cancelling membership. Memberships that are suspended or expelled **WILL NOT** be entitled to any refund.



MEMBERSHIP STRUCTURE & APPLICATION FORM
 Web Application at www.c-b-a.ca/apply.htm
Application will not be processed until fees are paid in full

Please **TYPE** your name as you wish it to appear on your membership certificate and all correspondence. **Handwritten forms will be returned unprocessed. FORMS MUST BE TYPED**

1 PERSONAL INFORMATION

FIRST NAME _____ INITIAL _____

LAST NAME _____

HOME MAILING ADDRESS _____

CITY _____

PROVINCE _____ POSTAL CODE _____

HOME NUMBER _____ FAX NUMBER _____

MOBILE NUMBER _____

2 BUSINESS INFORMATION

BUSINESS NAME (If Self-Employed) _____

SELF-EMPLOYED SINCE _____

EMPLOYER'S NAME _____

BUSINESS OR EMPLOYER'S MAILING ADDRESS _____

CITY _____

PROVINCE _____ POSTAL CODE _____

BUSINESS NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

WEBSITE URL _____

SERVICES YOU PROVIDE TO YOUR CLIENTS BESIDES BOOKKEEPING

3 EMPLOYMENT HISTORY

Please **COMPLETE** employment history for your last 3 employers. If self-employed for the last 10 years or more, just give the length of time self-employed.

1) _____

EMPLOYER _____

DATES EMPLOYED (Month & Year Only) _____ TITLE _____

2) _____

EMPLOYER _____

DATES EMPLOYED (Month & Year Only) _____ TITLE _____

3) _____

EMPLOYER _____

DATES EMPLOYED (Month & Year Only) _____ TITLE _____

4 EDUCATION & TRAINING

HIGHEST LEVEL OF FORMAL EDUCATION _____

NAME OF UNIVERSITY/COLLEGE GRADUATED FROM _____ YEAR GRADUATED _____

WHAT CANADIAN DESIGNATION DO YOU HOLD?

<input type="checkbox"/>	CA
<input type="checkbox"/>	CGA
<input type="checkbox"/>	CMA
<input type="checkbox"/>	RPA
<input type="checkbox"/>	OTHER – PLEASE SPECIFY

BOOKKEEPING CERTIFICATES OR COURSES COMPLETED

HOW LONG HAVE YOU BEEN A BOOKKEEPER

HOW MUCH CANADIAN EXPERIENCE DO YOU HAVE?

DO YOU HAVE ANY OF THE FOLLOWING SOFTWARE CERTIFICATIONS?

<input type="checkbox"/>	ACCPAC CONSULTANT
<input type="checkbox"/>	MYOB CERTIFIED CONSULTANT
<input type="checkbox"/>	QUICKBOOKS PROADVISED
<input type="checkbox"/>	CERTIFIED QUICKBOOKS PROADVISED
<input type="checkbox"/>	SIMPLY ACCOUNTING SOLUTION PROVIDER
<input type="checkbox"/>	SIMPLY ACCOUNTING CERTIFIED CONSULTANT
<input type="checkbox"/>	OTHER:

LIST ALL ACCOUNTING SOFTWARE PROGRAMS YOU SUPPORT:

ARE YOU A STUDENT WITH THE KNOWLEDGE BUREAU'S DISTINGUISHED ADVISOR PROGRAM? GIVE DETAILS ON PROGRAM AND WHEN STARTED

5 OTHER MEMBERSHIPS

Please list any other memberships that you have:

MEMBERSHIP STRUCTURE & APPLICATION FORM
 Web Application at www.c-b-a.ca/apply.htm
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6 MEMBERSHIP RATES & PAYMENT

CBA Membership Dues are payable in advance for annual membership. Each membership is active for twelve full months from the date of approval. Membership is granted on an **individual basis** and **is not transferable**. Every applicant must be performing bookkeeping services or studying bookkeeping/accounting to qualify for membership.

The rates listed below are the current rates and are subject to change without notice. There is a \$35.00 administrative fee for any cheques that are returned, no matter what the reason. A certified cheque, money order or payment by credit card will be required to replace the returned cheque. **NO EXCEPTIONS.**

Level of membership is based on years of Canadian Experience. The CBA has the authority to place the applicant/member into the correct level of membership.

NEW MEMBER APPLICATION

<input type="checkbox"/>	SENIOR MEMBER – Over 10 years Canadian experience \$150.00 1 YEAR (Plus GST/HST)
<input type="checkbox"/>	INTERMEDIATE MEMBER – Three to Ten years Canadian experience \$125.00 1 YEAR (Plus GST/HST)
<input type="checkbox"/>	JUNIOR MEMBER – Under Three years Canadian experience \$100.00 1 YEAR (Plus GST/HST)
<input type="checkbox"/>	STUDENT MEMBER - Enrolled in an Accredited Educational Institution \$75.00 1 YEAR (Plus GST/HST)
<input type="checkbox"/>	ASSOCIATE MEMBER – Designated Accountant in Public Practice \$200.00 1 YEAR (Plus GST/HST)
<input type="checkbox"/>	AFFILIATE MEMBER – Works with or Markets to the Bookkeeping industry \$300.00 1 YEAR (Plus GST/HST)

WEBPAGE & EMAIL LINKS

<input type="checkbox"/>	EMAIL HYPERLINK \$ 25.00 1 YEAR (Plus GST/HST)
<input type="checkbox"/>	WEBPAGE LINK \$ 25.00 1 YEAR (Plus GST/HST)
<input type="checkbox"/>	EMAIL & WEBPAGE LINK \$40.00 1 YEAR (Plus GST/HST)

NET PAYABLE \$ _ _____

GST/HST \$ _ _____

TOTAL AMOUNT PAYABLE \$ _ _____

NOTE: Any application that is paid by cheque, will have not be processed for a minimum of 10 business days until the cheque has cleared the bank.

PAYMENT METHOD (Choose One)

<input type="checkbox"/>	CHEQUE AND/OR MONEY ORDER (\$35.00 NSF FEE)
<input type="checkbox"/>	MASTERCARD
<input type="checkbox"/>	VISA

Referred by: _____

7 CREDIT CARD INFORMATION

NAME ON CREDIT CARD _____

CREDIT CARD NUMBER _____

EXPIRY DATE _____

I HEREBY AUTHORIZE THE CANADIAN BOOKKEEPERS ASSOCIATION TO CHARGE MY CREDIT CARD FOR MEMBERSHIP FEES

I AGREE TO THE AUTHORIZATION OF PAYMENT

I DISAGREE TO THE AUTHORIZATION OF PAYMENT

Application will not be processed if you disagree to the authorization of payment.

8 CANCELLATION POLICY

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9 ENDORSEMENT AND SIGNATURE OF APPLICANT

I hereby make application for membership in the **Canadian Bookkeepers Association** and agree to be governed by the CBA Code of Ethics.

SIGNATURE _____

DATE _____