

NEWSLETTER



You may have noticed (in the last two months) that we have changed how we share our newsletter with our clients and contacts.

In order to improve our communication and reduce over-sharing, we have been sending a separate email with upcoming events/workshops information.. Our hope is that, by doing this, you will be able to provide you with content that is most relevant to your needs. We then share the regular monthly newsletter in a separate email.

To be able to provide information suited to your needs, we are asking for your feedback. Please take a minute (or two) to let us know what issues or concerns you are struggling with in your business. The following survey asks you to check the boxes of those issues that of most concern to you - and also provides an opportunity to specify issues that aren't already identified.

Thank you in advance for your participation.

Take the Survey



AI UPSKILLING

FOR SMALL BUSINESSES

LEARN HOW AI CAN BENEFIT
AND GROW YOUR BUSINESS

PROGRAM FEATURES

- Online training modules
- Hands-on AI projects
- Expert mentoring



REGISTER TODAY AT
www.CFNanaimo.org/AIUpskilling



Year End To-Do List for Small Business Owners

As the year winds down, December is one of the most important months for small business owners. It is the time to close out your financial year properly, prepare for tax season, strengthen your cash flow position, and set up your business for a strong start in January. Below is a concise guide to help you stay on track.

Year-End Financial Wrap-Up

December is the ideal time to reconcile all bank and credit card accounts, confirm that expenses are captured accurately, and follow up on outstanding invoices. If you manage payroll, ensure year-end adjustments are completed so T4 and T4A preparation is smooth in the new year. Businesses with inventory should complete their year-end physical count.

Tax Planning Before December 31

Many tax-saving opportunities must be completed before the end of the calendar year. This includes considering equipment purchases, making final contributions to employee benefits or retirement plans, and reviewing salary or dividend decisions for owners. Connecting with an accountant now can prevent surprises during tax season.

Strengthening Cash Flow

January and February can be slower revenue months. Reviewing your cash flow forecast early allows you to adjust pricing, negotiate supplier terms, or secure a working-capital buffer if needed. December is also a good time to follow up on overdue accounts while clients are still closing out their own books.

Planning for the New Year

Fresh planning sets the tone for the months ahead. Update your business plan, refine sales targets, and identify growth opportunities. Review your marketing performance to determine where you should invest for the best return. Preparing your January campaigns before the holidays will give you a head start when customers re-engage in the new year.

Team and Operations Check-In

Confirm holiday schedules, statutory obligations, and overtime requirements. December is also a good time for year-end performance conversations and

goal setting. Review your safety procedures and winter preparedness plans, especially for businesses affected by storms or power interruptions.

Customer Engagement and Marketing

Staying visible during the holidays builds goodwill and keeps your business top of mind. Consider sending thank-you messages, sharing promotions, or refreshing key website content. Updating your Google Business profile and planning early January content can help boost visibility during a competitive time.

Technology and Systems Review

Take time to back up your systems, install updates, and review all tech subscriptions. Check cybersecurity measures such as multifactor authentication, password management, and data protection. Eliminating unused software can reduce operating costs in the new year.

Legal and Compliance Review

Confirm that business licences and permits are renewed for January. Review contracts for renewal dates or renegotiation opportunities. Ensure your corporate minute book is current and that resolutions are documented appropriately.

Personal Planning for Owners

Finally, take a moment to review your personal financial goals, insurance coverage, and retirement planning. With a busy year behind you, scheduling rest over the holidays will make it easier to begin January with clarity and momentum.



And remember to take some time to enjoy yourself!!

Adventures in AI

In the few short months since I started using AI at work, I have found a childlike joy in experimenting (playing) with the possibilities the new technology brings. As a reader, one of the things I have enjoyed most is using ChatGPT to mimic other authors. In the example below, I had ChatGPT provide me with a description of Santa Claus written in the voice of several famous authors and based on the description in *The Night Before Christmas*. This is my favourite one.



Charles Dickens:

Ah! Picture, if you will, a most singular and benevolent old gentleman—round of form, ruddy of countenance, and with an eye that twinkled as though lit by the very fire of human kindness. His garments, though of peculiar make, were fashioned with such cheer as to defy the chill of any December's eve: a coat of scarlet velvet trimmed in ermine white, and boots that spoke of many a midnight journey through frost and snow. His beard, vast and silvery as new-fallen snow upon a churchyard gate, fell upon his chest in curls of ancient dignity.

There was about him an air of genial mystery, a spirit that seemed to carry both the laughter of children and the hush of holy wonder. When he laughed—oh, such a laugh!—it rolled out like a peal from the steeple bell on Christmas morning, shaking off gloom and sorrow wherever it reached. His very presence was a benediction upon hearth and heart alike, for he came not seeking praise or recompense, but to scatter joy with a liberal hand—bestowing gifts as though generosity were the simplest business of mankind.

To see him at his work—his sleigh gliding o'er housetops, his reindeer spirited and sure, his countenance aglow with delight—one might fancy he were some kindly apparition from the pages of a dream, summoned forth by the prayers of hopeful children and the goodwill of humankind. In short, he was the very embodiment of Christmas cheer: a specter of gladness wrapped in fur and frost, whose coming made the coldest night warm with wonder.

Rate this article.



Don't miss.....

On October 27th this year, the Globe and Mail published an article entitled:

How to Start Using AI as a Your Small Business: 5 ways

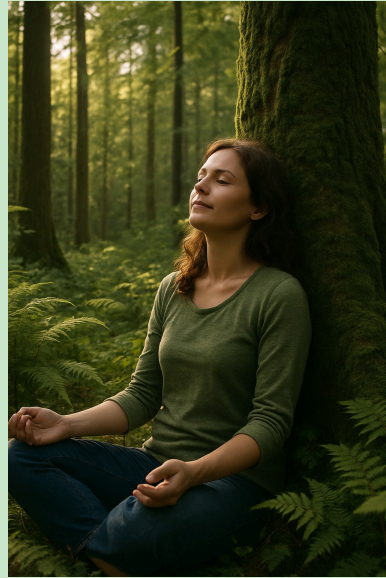
Please feel free to access the [Globe and Mail article](#) and get inspired!!

Wellness

Month 3: Nutrition For Focus: Fuel your brain and body for steady performance.

- Swap one snack or beverage each day for a healthier choice (fruit, water, nuts)
- Pre snacks in advance so they're easy to grab
- Keep a water bottle within reach at your desk.

Goal: Support consistent energy levels and sharper concentration throughout the workday.



Startups, businesses, social enterprises and non-profits located in the Community Futures Central Island service area are free of charge. For more information on the webinars below, click [here](#)

- Dec 2 Money Nerves: Pricing, Invoicing, & Collections without Meltdowns
- Dec 3 Thriving as a Disabled Entrepreneur
- Dec 4 Intro to Meta Business
- Dec 5 Social Media Strategy: Engaging Your Audience
- Dec 9 Sell Without the Ick: How to Love Selling
- Dec 11 Instagram Ads
- Dec 12 Digital Networking: Building OnLine Connections

In addition, MyCommunityFutures offers a library of on-demand webinars covering all aspects for running a business. Click [here](#) for more information.

REMINDERS



Entrepreneur in Residence Program

- Are you looking to start a business and have questions that you need help with?
- Have you recently started a new business and now need some guidance or help with things that have you scratching your head?
- Are you already in business and wonder how to increase your sales or profit margins?
- Are you looking to expand or grow your business but are unsure if it is the right time?



If so, you are a perfect candidate for the Entrepreneur in Residence Program. The purpose of the Entrepreneur in Residence program is to allow prospective entrepreneurs and current business owners in the Central

Vancouver Island region access to invaluable advice from a successful entrepreneur. The Entrepreneur in Residence will provide counsel, offer advice and discuss business best practices. And, best of all, they will work with you on your schedule with mutually agreed upon appointments. Work on your business; get small business help. The perfect solution, now!

Community Futures is committed to the success of small and medium sized business and subsidizes this program so more can participate. The cost to participants is:

- \$175 for 6 sessions; or
- \$300 for 12 sessions

Sessions are 1 hour in length but can be combined into fewer meetings, are mutually set up between coach and applicant, and must be completed within a 6 month period.

For more information and to check out our line up of coaches, visit our [website](#).



Looking for funding or grants?

The Provincial Government provides a one stop shop for information about programs and funding available to citizens and businesses that can save you money.

[The B.C. Benefits Connector](#) not only provides information on benefits available to assist small business owners, it also includes information on supports available for families with children, renters and homeowners, seniors, and for those struggling with other issues.



Community Futures Central Island | #106 - 205 Jensen Avenue East | Parksville, BC V9P 2H1 CA

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



Try email marketing for free today!