



Around the Office – Summer 2019



BROWN GLASSFORD AND CO LTD

Your Focus : Your Business...

Our Focus : Your Business...

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Directors & Staff would like to take this opportunity to wish you all a very Merry Christmas and Safe & Happy New Year and look forward to working with you all again in 2020!

*Please note our office will close at 5:00pm on **Friday 20th December 2019** and reopen at 8:30am on **Monday 13th January 2020**.*

KEY TAX DATES COMING UP

15 January 2020

2nd instalment of 2020 provisional tax for March balance date taxpayers.

If you believe you have tax payment coming up, please check your email inbox for your tax letter.

IRD UPDATES

Provisional & PAYE Tax Payments

A reminder to try and make all tax payments on time as clients who are making late payments will automatically fall out of the Safe Harbour rules and be subject to Use of Money Interest from the first provisional tax date. Inland Revenue have also advised they will be charging an immediate \$250 penalty for any PAYE Returns filed late.

PIR

Inland Revenue are currently sending out letters to some clients advising they may be using an incorrect Prescribed Investor Rate (PIR). For those clients whom we are receiving these letters for, we will calculate the correct rate you should be using and advise you accordingly.

MyIR Electronic Correspondence

The majority of Inland Revenue's correspondence is now being sent electronically so it's important if you do receive an email notification, to open this and see what it relates to as it may be concerning the late filing of a GST or PAYE Return or another issue which you need to follow up on if you prepare your own GST, PAYE, etc.

IRD Moving on From Cheques

Due to the declining use of cheques as a method of payment, from **1 March 2020** IRD will no longer accept cheque payments from customers who have other payment options available. Taxpayers who have a tax agent will be considered able to use other payment options as we can arrange payment through myIR on your behalf. Alternative payment options can be found [here](#).

STAFF NEWS

Diana George joined Brown Glassford in July and has recently completed her Bachelor of Business (Accounting). Diana will be working alongside Angela in a new role Bookkeeping and Payroll service which looks after clients PAYE, payroll and payment of monthly invoices. When not at work, Diana enjoys spending time with her husband and two children, travelling, cooking and being part of the greater community.

Keren Thompson joined us as an accountant in September. Keren has been working in CA firms since 1989 in the Bay of Plenty and enjoys the farming aspect particularly. Keren has 3 children and lives with her partner in Rolleston.

Sonia Brown joins us in the role of Accounting Services Manager. She brings with her over 10 years of experience working with a large variety of clients and is looking forward to building on her farm accounting knowledge. Outside of the office she is kept busy by her two children.

Shantilli Grant has just joined our team last week, replacing *Nicola French*. Shantilli hails originally from Tauranga where her family had a sheep & beef farm. She is enjoying living in Christchurch with her 2 young sons who keep her very busy.

We would like to thank Nicola for her contributions to Brown Glassford over past three years and wish her well in her new endeavors.

BG INVOICES & STATEMENTS

We are now going to be sending our monthly statements a couple of days after we send out our invoices. We used to send the statements out at the end of the month but by changing this to the beginning of the month after invoices have been sent out, clients can then see current and overdue invoices due on the 20th of the month. Payment date is still the same – due on the 20th of the month following the date of the invoice.

XERO – MENTAL HEALTH INITIATIVE

Some of our staff recently attended the 2019 Xero Roadshow where they launched a new initiative for all Xero users – The Xero Assistance Programme (XAP) for small business wellbeing. The programme is expertly run by a world leader in mental health, Benestar. XAP gives you access to face to face, telephone or online counselling in a way which suits you which can help in all aspects of life; physical, mental, social and financial. Xero subscribers on a starter, standard or premium plan are eligible for 3 free sessions per issue through this service. Visit xero.com for more details or how to become a Xero subscriber.

BOOKKEEPING & PAYROLL SERVICES

With the introduction of Payday Filing, Brown Glassford are now offering a new Bookkeeping and Payroll service for clients. As mentioned above, Diana and Angela look after this service and can assist clients with their PAYE, payroll and payment of monthly invoices. If you are interested in utilising this service please contact us to discuss further.

EMPLOYMENT LAW

There has been a recent prosecution of NZ Mountain Hunting and the company director who were fined just over \$80k for poor record keeping. A former employee complained staff were required to work an average of 12 hrs per day for a flat rate of \$150/day (less than minimum wage). MBIE requested the usual employee records, including employment agreements, wage, time and holiday/leave records, but the employer could not provide much of this. The failure to keep proper records meant that the labour inspectorate could not calculate if money was owing to the employees. MBIE said *“it’s unbelievable that after 25 years in business, the employer took no steps to set up compliant systems.”* Fines imposed were \$55k for the company and \$27,500 for the director. This could easily have been avoided by using some of the good accounting software which is available and the recommendation made by an Employment Lawyer is to leave DIY payroll alone – especially given the potential costs of getting it wrong.

2019 ACCOUNTING RECORDS

Just a reminder for those clients who have not yet sent us their year end financial information, if you could please try and get this in before Christmas, we can then make a start on your work in the New Year.

NEW ZEALAND BUSINESS NUMBERS (NZBN)

The NZBN came into effect in 2016. All New Zealand businesses can register for an NZBN, whether a sole trader, partnership, company or trust. NZBN’s have been created to make doing business faster. It is a searchable register of “primary business data” which includes the key business information you are likely to share with other businesses and government agencies, i.e. trading name, contact details, website and email.

Many government agencies are regularly using NZBN’s to quickly and easily identify businesses. In the near future, when you update your details on the NZBN register it will automatically updated with every government agency.

There are some exciting features in the pipeline designed to making doing business easier, such as e-invoicing. E-invoicing allows invoices to be electronically sent from a suppliers accounting system to their customers accounting system, no need for emails or sending a paper invoice when dealing with other NZ businesses!

If you don’t already have an NZBN we recommend you register for one so you are ready to go when these exciting new services are released. If you aren’t sure if you have an NZBN you can search the register at <https://www.nzbn.govt.nz>

To register your business for an NZBN go to <https://www.nzbn.govt.nz/get-an-nzbn/>

For more information about NZBNs and how they can benefit your business check out <https://www.nzbn.govt.nz/whats-an-nzbn/about/>

TWO STEP AUTHENTICATION (2SA)

Two Step Authentication (2SA) is a method of confirming a user’s identity by using two or more identification factors when logging into your account - an authentication code as well as your email address and password. The authentication code is generated by an app which can be installed on your smartphone or computer, and the code is refreshed every thirty seconds. This provides an extra layer of security against phishing and other scams and reduces the risk of cybercriminals gaining access to your account. We recommend setting this up for all Xero and Figured logins. If you would like to read more about this, please [follow this link](#) or contact us and we can talk you through how to set it up.



The Brown Glassford Touch Team, the BGs