

# Beyond the Farm Gate – Rural Newsletter



BROWN GLASSFORD AND CO LTD

Your Focus : Your Business...

Our Focus : Your Business...

Christmas 2015

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## KEY TAX DATES COMING UP

### 15 January 2016

- 2<sup>nd</sup> instalment of 2016 provisional tax due for March balance date taxpayers (use tax code INC and year 31/03/2016)
- GST due for the period ended 30 November 2015

*Note : If Brown Glassford & Co Limited prepare your GST returns for you, please have your source data to us before the 23<sup>rd</sup> of December, so that we have sufficient time in which to prepare your returns.*

## WORKFLOW

If you have not brought in your 2015 end of year information, can you please arrange for this to be done before the 23<sup>rd</sup> December 2015, so that we can make a start on these in the New Year.

## HOLIDAY WAGES

If an employee normally works on the day of the week that a public holiday falls, the following applies: if they take the day off on the public holiday then the employee gets paid their relevant daily pay, however, if the employee works the public holiday, they then get paid time and a half for the day worked plus an alternative day off at the relevant daily rate.

Employers make a number of deductions from employee's salary and wages including PAYE, Student Loans, Kiwisaver Deductions as well as Child Support deductions and Court Fines. These deductions are still required to be taken from holiday pay paid out during the year.

If you pay a lump sum Christmas Bonus, there are particular rules around calculating PAYE on these at a flat rate depending on the employee's annual income. Other deductions such as Student Loan, Child Support and Kiwisaver are also deducted from these payments.

**To all our clients, business associates and supporters, the Brown Glassford team wish you and your families a wonderful festive season and an exciting and successful 2016 year.**

## CHRISTMAS HOURS

Please note that our office will close at 1.00pm on Wednesday 23<sup>rd</sup> December 2015 and reopen on Monday the 11<sup>th</sup> January 2016 at 8.30am.

Should you need to contact us urgently during this time, you can contact Peter, Paul, David or Graham on their mobiles. These are as follows:

Peter 027 439 3246  
David 021 222 0198

Paul 021 263 6669  
Graham 027 437 3199

