

Beyond the Farm Gate – Rural Newsletter



BROWN GLASSFORD AND CO LTD

Your Focus : Your Business...

Our Focus : Your Business...

Spring 2018

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PAYDAY FILING

Just a reminder that Payday filing will be mandatory from 1st April 2019 where instead of filing an employer monthly schedule and deduction form (IR348 & IR345) every month, employers will file employment information every payday in line with their normal payroll cycle. We will sent out an email regarding this closer to 1st April 2019 with recommendations of online payrolls you can use to facilitate this.

2017 FARM STATISTICAL SURVEY

The 2017 farm statistical survey, which is compiled in conjunction with PS Alexander & Associates Ltd, is available on our [website](#). This includes statistical information for the 2017 financial year for Dairy Owner-Operated Irrigated and Non Irrigated, Sharemilker Irrigated, Sheep & Beef Hill Country, Sheep & Beef Down & Flatlands and Mixed Cropping farm types.

BANKLINK



We are committed to maintaining the highest levels of security for your data. This means that we occasionally need to upgrade our servers. On 14 January 2019, we will be upgrading the servers that deliver bank feeds to BankLink and BankLink Books.

What does this mean for you?

To continue receiving bank feeds, you may need to upgrade your Operating System (OS).

Operating System	Action Required
Windows 8 Windows 8.1 Windows 10 Server 2008 R2 Server 2012 Server 2012 R2 Server 2016	No action required
Windows 7	Install Service Pack 1 (SP1)
OS older than Windows 7 SP1 or Windows Server 2008 R2	Speak to your IT professional about an OS or Server upgrade. Your current OS or Server will no longer access BankLink after 14 January 2019

STAFF NEWS

ARRIVALS

Kristen Haigh

Kristen joined Brown Glassford as a chartered accountant in June. Kristen has worked for other accounting firms and has a great deal of experience working with Xero. Being a small business owner herself, Kristen enjoys helping clients figuring out ways to use their accounting programmes to their best advantage. When not working on her own business Kristen spends time breeding and competing on her show jumping horses. We welcome Kristen to the Team.

ACC & ARROWFORM

You will have recently received a letter from Brown Glassford regarding contracting the services of ACC Specialist, Arrowform Limited, to conduct a thorough review of all our clients' ACC invoices for any refunds due. Over the years, ACC's complicated invoicing processes has resulted in many businesses and individuals being overcharged for ACC levies. Tracking down those overcharges is not easy, which is why we have contracted the services of Arrowform. They have developed a cost effective process using specialised tests and computer systems to identify any overcharges made by ACC.

We encourage you to participate in Arrowform's ACC review. Many of the refunds go way back, and we want to ensure all our clients have had their account thoroughly checked for any refunds that are rightfully due to them. Arrowform runs a "no result, no fee" system, so if they cannot get a refund for you then they do not charge anything. If they do get a result, the fee is 33% (including GST) of the refund, part of which they share with us to cover our costs in setting up and administering the review process. Generally, they will bank any refund into their Trust Account, deduct the review fee, and then forward the balance to you. With regard to client confidentiality, Arrowform only has access to your ACC invoicing information. Our agreement with them includes full confidentiality clauses, which, they take very seriously. We trust that you will be comfortable with this process, and we encourage all clients to participate.

If you require another copy of the authorisation form or have any queries, please contact our Project Manager on this, NICOLA FRENCH, either by phone (03 365 0881) or email (nicola.french@brownglass.co.nz).

ANTI-MONEY LAUNDERING AND COUNTERING FINANCING OF TERRORISM ACT 2009 (AML/CFT ACT)

From the 1st of October 2018, Accountants are now obliged to comply with the requirements of this Act. This means we are now required to formally identify all clients before providing certain services, "Captured Activities", for them. You will now need to bring identification and proof of address documentation to your next meeting with us, or if you are in the area and want to drop in. To save you time and money please take some time to prepare this before our meeting and bring the original documents along with you.

The simplest forms of acceptable identification are:

- ▶ Passport – this is adequate on its own
- ▶ NZ Drivers Licence **plus one** of either:
 - Bank Credit Card (embossed and signed)
 - SuperGold card
 - Bank account statement (original)
 - Any statement issued by a government agency (original)
 - Birth Certificate

The simplest documents acceptable to confirm your address are your most recent (any one):

- ▶ Rates or Utility bill
- ▶ Bank statement or letter from your bank
- ▶ Car registration
- ▶ IRD notices
- ▶ Letter from an employer
- ▶ Insurance policy documents

There many other forms of suitable identification. If you are unable to provide the above, just give us a call and we will be able to assist you.

We are also required by law to fully understand the reasons and background to the work we will be undertaking for you. We will need to ask you questions in relation to this and on some occasions request further documentation.

Please be aware, we must complete the above before we can provide services for you. Please call in advance if you have any questions.

✓	Check list for your meeting
	Identification – original documents must be sighted by our staff
	Address confirmation – originals where possible (most recent)
	ID and Address confirmation for all people involved
	Call us on (03) 365 0881 if you are unable to provide the above and we will advise alternatives
	Any documentation relevant to the work we will undertake for you

Below are the Act Definitions of the "Captured Activities" where we are required to formally identify you.

Undertaking any of the following activities results in being captured by the Act:

- a) Act as a formation agent of legal persons or legal arrangements (i.e. creation of Partnerships, Trusts, or Companies).
- b) Arrange for a person to act as, a nominee director, nominee shareholder or trustee in relation to legal persons or legal arrangements
- c) Manage client funds (other than sums paid for professional services), accounts, securities or other assets
- d) Provide real estate agent work to effect a transaction
- e) Provide a registered office or a business address, a correspondence address, or an administrative address for a company or partnership, or for any legal person or legal arrangement (unless that service is provided solely as an ancillary service to the provision of other services that are not captured).
- f) Engage in or give instructions on behalf of a client to another person for:
 - Any conveyancing to effect a transaction (see section 5(1) for more detail)
 - A transaction within the meaning of section 4(1) of the Real Estate Agents Act 2008
 - A transfer of beneficial interest in land or other real property
 - A transaction on behalf of any person for buying or selling or transferring of a business or legal person and any other legal arrangement; or
 - A transaction on behalf of a client in relation to creating, operating, and managing a legal person, and any other legal arrangement

These do not apply to current arrangements so where Brown Glassford is your company's current registered office, we do not need to make the formal identification, however if you are intending on setting up a company, with Brown Glassford to be the registered office, both of these new activities will be captured by the act.

MYCOPLASMA BOVIS

For those of you who have been unfortunate enough to be affected by the M Bovis outbreak our deepest sympathies. Dealing with MPI and Crown Law regarding compensation can be trying and it is important than any compensation claims are clear, complete and supported by evidence. If you need any help with your compensation claims, please do not hesitate to contact us.

MYOB CLASSIC

As of **30 September 2019**, MYOB will no longer provide features, patches, compliance updates or product support for AccountRight Classic. This includes updates for any future Windows operating systems. This change is almost 12 months away, but MYOB realise this will be a big change for many clients and that's why they've put together lots of information and support which you can find [here](#). They also want to be clear on what this decision means, and what it does not.

ART IN A GARDEN

We are again offering a limited number of free tickets to clients to attend Art in a Garden this year (25-28 Oct). Please contact Emily either by phone (03 365 0881) or email (emily.eddy@brownglass.co.nz) if you would like any tickets.