

## Summer Newsletter 2015

### CONTACT BGL

Taupo Office  
Freephone 0508 376 0092  
[info@blackburnegroup.co.nz](mailto:info@blackburnegroup.co.nz)

Whangarei Office  
Telephone 09 974 8800  
[northland@blackburnegroup.co.nz](mailto:northland@blackburnegroup.co.nz)

### Directors

Sonya Elmiger (ext 835)  
Mobile: 0273 730 910  
[sonya@blackburnegroup.co.nz](mailto:sonya@blackburnegroup.co.nz)

Mark Blackburne (ext 821)  
Mobile: 021 288 6662

[mark@blackburnegroup.co.nz](mailto:mark@blackburnegroup.co.nz)

### Consultant

Craig Munro (ext 807)  
[craig@blackburnegroup.co.nz](mailto:craig@blackburnegroup.co.nz)

## Employers Christmas period checklist.

1. Ensure you have the right staff cover and you are clear about the payments your staff are entitled to, when working on a public holiday see below
2. Plan your payroll properly, because you may need to issue the pays earlier than usual due to the public holidays.
3. Make sure your essentials keep running: Whether or not you plan to remain open over the Christmas periods, many other businesses – possibly including some of your key suppliers – will be closed. Therefore remember to cater in advance for things such as banking, cash flow, website administration and critical stocks.
4. Ensure you have a clear written communication to all your staff, outlining when they are due back at work
5. Remember to take some time out to recharge your batteries! Spend some extra time out with family, friends and loved ones..

## TAX TALK - TIMELY REMINDERS

If your PAYE, GST or tax payment is due on a weekend or public holiday it can be made on the first business day without penalty. Just make sure the IRD get it on due date.

Tax Payment Dates for December and January

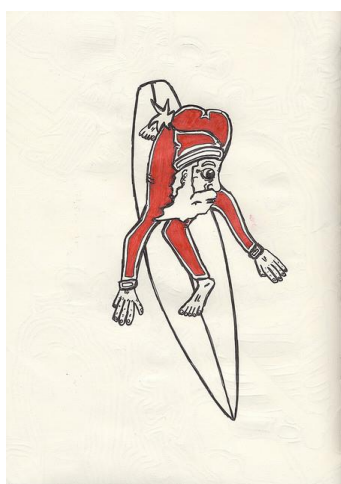
21 <sup>st</sup> December 2015	PAYE for wages paid in November - (due to 20th falling on a weekend)
15 <sup>th</sup> January 2016	GST for the November period and your second instalment of provisional tax.
20 <sup>th</sup> January 2016	PAYE for wages paid in December
28 <sup>th</sup> January 2016	GST for the period ended December

### Flexitax - Cashflow for Christmas

Tax Management NZ (TMNZ) have come up with a new payment option to give businesses more flexibility to manage their cashflow and their tax. Businesses that owe provisional tax can pay variable instalments, based on their cashflow at the time. Businesses can pay in instalments for income tax for the current tax year or the one just gone. It wipes late payment penalties and reduces IRD interest costs. TMNZ charges the business interest calculated on the remaining amount of tax owed every month. And the business has until 75 days after their terminal tax date to make their last payment. Call us to find out more.

## Sensible seasonal housekeeping

1. If your business peaks during the holidays, have your marketing organised and plan your staffing. Is there a planned approach to when everyone is taking their holidays?
2. Have extra business cards or other marketing giveaways on hand - it's a great season for networking. Magnetic car signs can attract enquiries as well
3. Everyone is used to being cash strapped in the New Year but no one ever really prepares for it. Follow up with debtors to encourage payment before Christmas - help your cashflow off to a good start for the New Year
4. Speaking of cashflow - check what tax payments are coming up in January and make sure you're prepared.
5. Are you sending gifts to top clients? Splashing out on an event? What about presents or bonuses for your staff? Call us for a reminder about the rules around entertainment expenses and FBT
6. What needs to happen while you're at the beach? Is payroll all set up for the holiday period? It's worth it to do a double check on your calculations, especially if there are tricky elements in the mix such as holiday pay, schedular payments, on call payments or time and a half rates. Call us if you need a sanity check
7. Do you have something coming up where you'll need professional advice from us or your lawyer? Connect with your advisors before Christmas - most offices shut down for a minimum of two weeks and senior professionals can be away longer
8. Have you done a computer health check, updated your virus protection and backed up your server offsite or to the cloud?
9. If your business is shutting down, make sure your voicemail message and website mention closing date info and emergency contact details. Also, who will be responding to work related emails?



Jingling merry happy bells  
- it's Christmas

The Blackburne Group LP will be closed for the summer holidays from midday on the 23rd of December 2015 and re-opens on the 13th January 2016 at 8.30am

### **Disclaimer**

This publication has been carefully prepared, but it has been written in general terms only. The publication should not be relied upon to provide specific information without also obtaining appropriate professional advice after detailed examination of your particular situation.