

ACCELERATE

December • 2017 | Issue • 007 | Season's Greetings!

THE MONTHLY NEWSLETTER FOR GROWING BUSINESSES

HIGHLIGHTS FROM 2017

Wishing you a safe and happy Christmas and a prosperous new year!
Our office will close at 12pm on Friday 22 December and reopen in the New Year on Thursday 11 January. Thank you for all your support this year.

SEASON'S GREETINGS!

This is our last newsletter for the year. We know you are probably busier than ever so we will keep it short.

Are you still tacking up the tinsel while thinking about everything on your to-do list? Do you have all your reindeer in a row or is your sleigh skidding into the silly season? Check your cashflow to make sure the business is in good shape for December and January tax dates.



David with his Grandson George

Everyone's favourite time of year is here again which means we get to look back over the year that was.

We had two new babies arrive this year - Luella Saunders was born in September, which means Megan is out of the office on maternity leave - one of the best reasons to be on leave we think! Along with Lulu, George Steele arrived in October, making David a Grandad for the first time! However, David still refuses to believe that he may be getting older...

Cheryll Spice joined the Ferguson clan, marrying Jake in February and our favourite German, Carolin, married her beau, Marley, in March.

Livvy Dark moved to Auckland to take up make-up artistry and the lovely Kim Isaacs took her place in reception.

Nicole Jensen did a short stint in the office as a fill in before she headed off to icier pastures in Canada for her big OE.

You may have noticed that you are receiving a lot more correspondence from us via email, this is an attempt to move with the times and become more paperless for the future. So please let us know if you change email address (just as you would if you moved house).

Our Xero user groups that we have run this year seem have been a success and we intend to keep these flowing into 2018. Don't forget to give us feedback about these sessions and let us know if there is something specific you would like to see next year.

The team enjoyed learning to row on Lake Karapiro for the Christmas function which was hosted by St Pauls Collegiate - Mahe was also on the lake training, he was too scared to race us though....Paul's team took out the victory on the day.

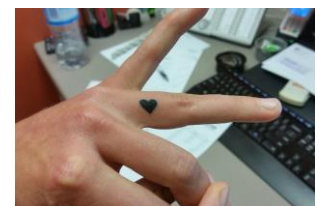
And finally, we are looking for a new team member - if you know someone that has accounting experience, specifically with Xero, we want to hear from them, check out our blog on the website for full details.



DPA Christmas Function - Rowing on Lake Karapiro



Lil sweetie Luella Saunders



Carolin's wedding ring



Cheryll & Jake on their wedding day

PRESENTS AND PARTIES

Are you planning a Christmas event for your clients? Is gift-giving on your to-do list?

Take a minute to refresh yourself on what is deductible as a business related expense.

Presentes

Are you thinking of gifts for clients, business associates or team members?

If gifts consist of food or drink, you can only claim 50% of the expense as a tax deduction. If gift baskets or hampers contain some food or drink and some other goodies, the food or drink items are 50% deductible but the other gift items are 100% deductible.

Note that when you claim the tax deduction, you need to apportion the expense between the 100% deductible items and the 50% deductible items. Let us know the details.

Parties

The basics: an expense is business-related if you spend the money to help your business earn income. Business-related expenses are generally fully deductible. If the expense does not help your business earn gross income, it is a private expense, not claimable as a deduction. Purely promotional events put your brand out there and are a marketing expense for the business. But entertainment events such as Christmas parties inhabit a grey area sometimes.

You will need to make a GST adjustment for any entertainment expenses which are 50% deductible. This will be required when your income tax return is filed. We can help you with this.



Are you planning a promotional event open to the general public? Sponsoring the local Santa parade?

The event will be 100% deductible as a business expense. However, if the event is not open to the public, but by invitation to customers, business associates or team members, you can only deduct 50% of the costs.

Are you planning an event for charity? A Christmas party at the local hospital? Serving Christmas dinner at the local homeless shelter?

Entertainment supplied for charity is 100% deductible.

Are you celebrating a spectacular year and taking your team to Raro for a weekend?

Entertainment enjoyed outside New Zealand is 100% deductible. However, if your team contributes to costs (for airfares or anything else), make a note to reduce your expense claim by the amount of the contribution.



BUSINESS HEALTH CHECK

Things to do this month:

- Check your cashflow and tax position, using the tips in this newsletter.
- Get together with your team to make sure you cover everything needed if your business is closing over Christmas. Review your worksite and equipment for safety and security. Back up your client and financial data on all IT systems and run any anti-virus updates.
- Let clients and suppliers know your closedown details or limited opening hours. Consider whether your office or website needs signage giving a contact number if the office will be unattended. Keep it general as you don't want to flag too good an opportunity for thieves.

KEY TAX DATES DECEMBER 2017 & JANUARY 2018

| DATE | CATEGORY | DESCRIPTION |
|-------------|-----------------------------|--|
| 20 December | PAYE | Small employers return and payment Large employers return and payment |
| | RWT | RWT return and payment due for November |
| | NRWT / Approved Issuer Levy | Payment and return for November |
| 15 January | PAYE | Large employers returns and payments |
| | Provisional Tax | Instalment due |
| | GST | Return and payment due for November |
| 22 January | PAYE | Small employers return and payment Large employers return and payment |
| | FBT | Third Quarter return and payment due |
| | RWT | RWT return and payment due for December |
| 29 January | NRWT / Approved Issuer Levy | Payment and return for December |
| | GST | Return and payment due for December |

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