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With not long until year-end for 31 March balance dates, we encourage you to spend a few minutes this week reading our annual accounts checklist on Page 3.

Also below are changes that you need to be aware of from 1st April.

Payday Filing – see page 2 for information on this and if you have any questions please contact us now – don't leave it till April.

Minimum Wage changes - the minimum wage increases to \$17.70 an hour on 1 April 2019 — an increase of \$1.20. The starting-out and training minimum wage rates increase from \$13.20 to \$14.16 per hour (remaining at 80% of the adult minimum wage) and the Government has set indicative rates of \$18.90 per hour from 1 April 2020 and \$20 per hour from 1 April 2021 for the minimum wage.

Domestic Violence Leave – The Domestic Violence – Victims' Protection Bill comes into law from April 1. Check out Page 3 for more information on this and the possible impact on your business.

Leanne, Becks & the Team

Life Flight
Community
Partner 2019


AN ASSOCIATION OF INDEPENDENT CHARTERED ACCOUNTANTS



Get in quick to get your invoices paid

Cash flow is often a problem for small businesses. They could do a lot to improve it. Here are some suggestions about collecting bills:

1. Send your invoices as soon as you can. Never wait until the end of the month.
2. If it's a large bill, see if you can get progress payments (include this in your quote).
3. Email your invoices. A tradesman did a job worth \$15,000. He emailed the bill at 9.34pm and the bill was paid within seven minutes. Many people like to pay quickly. They also like to action their emails quickly. Take advantage of this.
4. No law says a person must pay their bill on the 20th of the month following receipt of invoice. It was just a handy convention from many years ago. You can make your terms what you like. Why not make them as short as possible, like "please pay this account within one week of receipt".

Payday filing starts 1 April



Are you ready to implement the new rules about when you are required to file your PAYE figures?

The 1st April is when payday filing becomes compulsory.

Payday filing means you need to:

- File employment information every payday instead of monthly by an Employer monthly schedule (IR348).
- Provide new and departing employees' address information, as well as their date of birth - if they have provided it to you.
- File electronically (from payday compatible software or through myIR) if your annual PAYE/ESCT is \$50,000 or more.

Remember, the due date for payment remains the same at the 20th of the month (or 5th and 20th of the month for twice-monthly filers).

How do I payday file?

There are three ways to file electronically - direct from payroll software, file upload from myIR or onscreen via myIR.

You can also continue to send paper forms – these must be with IRD within 10 working days of your payday.

How do I shift over to payday filing?

1. Review your payroll processes and plan and schedule when to shift.
2. Ask your software provider when they'll have payday filing compatible software (Xero and MYOB already do).
3. If you're using myIR to file, let the IRD know you're switching to payday filing in myIR.

Need to know how payday filing works for schedular payments, shadow payrolls, employee share schemes and holiday pays?

Let us know if you have any questions and we'll talk you through it.

Office Equipment

We have several items sitting in storage we would like to move on.

If you need (or know anyone who needs)

- Chairs
- Blinds
- Desk dividers
- Fireproof safe

Please contact Rebecca at the office on 06 370 0918



Heard about the new Domestic Violence - Victims' Protection Bill? *Here's what it means for you.*

Imagine trying to work while juggling court, counselling, and your family's needs following a domestic violence incident. This is the situation for thousands of Kiwis, but it's set to improve with the new *Domestic Violence - Victims' Protection Bill* coming into effect on 1 April 2019. The law enables people affected by family violence to apply for specific leave and flexible working arrangements to help them keep their jobs during a challenging time.

As an employer, you need to be aware of what leave and flexible working arrangements victims of domestic abuse are entitled to, what you have to do, and how to support your staff.

10 days' domestic violence leave

Employees will be able to apply for up to 10 days' domestic violence leave per year to deal with the effects of domestic violence, such as court appearances, doctor visits and looking after children.

- Employees need six months' continuous employment to be entitled to this leave and entitlement does not accrue from year to year.
- Staff don't need to provide proof they have been affected by domestic violence, but employers can ask for proof before agreeing to the request.
- If an employee fails, without reasonable excuse, to provide proof, their employer isn't required to pay for any domestic violence leave.

More flexibility at work

To support staff affected by family violence, you are required to provide flexible working conditions, such as changes to:

- The location of their workplace
- Their duties at work
- The extent of contact details the employee must provide to their employer
- Any other term of employment that needs variation to enable the employee to deal with the effects of domestic violence.

Stay open-minded and make a plan

Now's the time to think about how you'll approach requests for domestic violence leave. It's a good idea to put together a practical plan to ensure you respect and protect your staff members' privacy throughout the process. Keep in mind you could get requests for leave for a range of reasons including physical, sexual and psychological abuse, harassment, threats, intimidation and financial abuse.

Business Bites

Checklist for annual accounts

If you have a 31 March Balance Date your 2019 questionnaire will be with you shortly. Here are some tips to make sure we get everything we need:

- Answer all questions in our questionnaire.
- Make sure you have everything we have asked for in the questionnaire.
- Sign the completed questionnaire.
- Arrange for a stocktake if needed.
- Count cash in the tills and petty cash at the end of the last working day of your income year.
- Work out your debtor's balance as at the end of the financial year. Note any bad debts – can they be written off?
- Work out money you owe your creditors at balance date.



**Please remember -
if we have queries
about your information
we need these answered
to complete your work.
Prompt replies save us time
and means your work will
be completed quickly
and efficiently.**



SOSA Sponsorship



Southey Sayer is proud to have sponsored the TE ESNZ Endurance North Island Championships which took place at Whareama Domain from the 1 to 3 February this year.

Also, a special mention and congratulations our client Ana Whitehead who won the Junior Championship.

Leanne's Fellowship

Leanne has been awarded a top accounting honour, recognising outstanding service to her profession and community.

She is among 188 chartered accountants worldwide, and 84 in New Zealand, to have been awarded a Chartered Accountants Australia and New Zealand Fellowship in December 2018.

Southey Sayer Wairarapa Koru 2018/19 Season



The Southey Sayer Koru's (Women's Wairarapa Cricket Team) finished their final 40 over game of the season going down to Hawkes Bay in a close result with only 4 runs separating the two sides. Hawkes Bay finished on 200 runs for the loss of 5 wickets, not a bad effort from the Southey Sayer Koru's considering 118 of those runs came from White Fern Jess Watkin. Star performances for the Koru's came from Kerry Tomlinson who finished with 79 runs and Melissa Hansen who had impressive bowling figures of 2 wickets for 21 runs off 4 overs. This result ultimately decided the competition winner with the Koru's having to settle for 2nd.

The team then travelled to Levin to round off their season in a T20 tournament. The Southey Sayer Koru's got off to a fantastic start with a comprehensive win over Nelson, bowling the side out for 46 runs with Olivia Roseingrave finishing with 5 wickets for 11 runs off 5 overs. The Koru's only needed 13 overs to eclipse Nelson's total of 46 runs. Impressive wins over Manawatu and Hawkes Bay would follow with contributions coming from the entire squad in two great team performances. These results meant the Koru's would go on to play Taranaki in the tournament Final. Taranaki batted first finishing with 108 runs. The Koru's struggled with the bat and were all out for 78. This meant the team again had to settle for a 2nd place finish, again!

The Southey Sayer Koru's can look back on their 2018/19 season and be both proud and optimistic of hopefully taking it one step further next summer.

We would like to congratulate the team on a successful season and are very pleased to continue to be their naming sponsor for their 3rd season. We are continuing our sponsorship of the Koru's for the 2019/20 season as well.

SOSA Easter Hours

We will be closed from 5pm on Thursday 18th April and will reopen at 8:30am on Wednesday 24th April.
Have a safe and Happy Easter!

An Important Message

While every effort has been made to provide valuable, useful information in this publication, this firm and any related suppliers or associated companies accept no responsibility or any form of liability from reliance upon or use of its contents. Any suggestions should be considered carefully within your own particular circumstances, as they are intended *as general information only*.

