



Frank, Jo, Gareth and the team at F T Dooley Ltd would like to wish you a safe and happy festive season. We appreciate your loyalty and support and look forward to working with you again in the New Year.

Our office will be closed on Friday 19th December 2014, and from 5pm on Tuesday 23rd December 2014 until 8.30am Monday 5th January 2015.

This means, we will need your GST information asap this month in order to get the returns processed on time.

SERVICES PROVIDED

- Audits
- Budgeting
- Business Advisors
- Business plans

- Company set up
- Employee contracts
- Estate planning
- Family Trusts

- Financial Statement Preparation
- GST Return processing
- Income Tax returns
- Mediation services

- Succession planning
- Studylink assistance
- PAYE Return processing
- Wages calculations

LOOK OUT FOR OUR
NEW WEBSITE
COMING SOON!!

Vehicle Log Books

Vehicles that have both business and personal use and are owned by Sole traders, partnerships or trusts need to have their associated costs allocated in proportion to the business/personal use.

The business portion of vehicle costs should be calculated from a log book. This log book should be 'representative' of the normal usage pattern of the vehicle over a three month period and have been from recordings made within the last three years.

If you haven't kept a log book on your vehicle within the last three years, we recommend you follow these guidelines:

- Record the initial odometer reading of the vehicle at the start of the three-month period
- For each business related trip, record the date of travel, the distance travelled and a description of the trip
- Record the ending odometer reading at the end of the three month period

From this information, the business use percentage of the vehicle can be established by taking the total distance travelled relating to business as a percentage of the total distance travelled.

An alternative approach is to record the number of business kilometres travelled during each trip and use approved mileage rates to claim a deduction (up to 5,000 km for self employed people). While this approach is suitable if you have a small business or rental property, it is likely to be a time consuming exercise for most.

Company owned vehicles have different rules for allowable deductions. We suggest you contact us if you would like to know more.

How to help us keep your accounting costs down

1. Use our questionnaires as a checklist to make sure everything we need is included when you send your books to us. Providing all information at the beginning cuts out the time associated with picking up and putting down a job which can add up very quickly.
2. Sorting through records is often a very time consuming process. We recommend filing your invoices in date or cheque order. Separating out copies of invoices relating to Fixed Asset purchases, legal costs and large or unusual expenses can save us a lot of processing time.
3. If you use a computer cashbook, we recommend that you print a full list of your transactions for the year 'by code'. This report is handy to check for consistencies with coding and make sure codes contain the correct number of payments (eg 12 telephone payments, 4 rates payments etc). This will save us time re-coding your cashbook.
4. If you process your own GST, regular reconciliations are a must! Checking that your bank account and GST reconciles at the end of each period will ensure that we have no issues following your workings at year end.

Employees Entitlements over the Festive Season

Employees are entitled to a paid day off on a public holiday if it would otherwise be a working day. These public holidays are separate from and additional to annual holidays. If it is not clear that an employee is entitled to be paid for these public holidays, the first question to ask is whether the day would "otherwise be a working day" for that person. This question also applies with alternative holidays, sick leave and bereavement leave.

If the answer to that question is not clear, then consider: what the employment agreement says; the employee's usual work patterns; the employer's rosters or other similar systems; the reasonable expectations of both parties as to whether the employee would work on the day concerned; and any other relevant factors. If you are still unclear, we are more than happy to assist.

Payment for public holidays is based on the employee's relevant daily pay or average daily pay.

- If an employee does not work they should be paid as above;
- If an employee does work the day, the hours worked should be paid at a minimum of time and a half (of relevant daily pay) for the time they ACTUALLY WORK.
- If an employee is working a shift that includes some time on the public holiday, only the time actually worked on the public holiday attracts the minimum time and a half payment, the balance may be paid at the normal rate of pay.

Employees that work a public holiday, on a usual day of work, are also entitled to another day off on pay. This alternative holiday recognises that the employee has missed out on having a day off work on a day of national significance and enables them to take a day off at another time.

An alternative holiday will not apply where an employee:

- works on a public holiday and that day would not otherwise be a working day,
- is on call on a public holiday but is not required to restrict activities, or
- is only employed to work on public holidays

Finally, an employer may require an employee to work on a public holiday when:

- the public holiday falls on a day the employee would otherwise have worked, and
- the employee's employment agreement specifies that the employee will be required to work on the holiday.

Over the Christmas/New Year period the public holidays are:

| | |
|------------------------|-----------------------|
| Christmas Day | Thursday, 25 December |
| Boxing Day | Friday, 26 December |
| New Year's Day | Thursday, 1 January |
| The day after New Year | Friday, 2 January |

Upcoming Dates

| | |
|---------------|--|
| 20 Dec | PAYE period ended 30 November |
| 15 Jan | GST period ending 30 November Provisional Tax due - March & July balance date taxpayers |
| 20 Jan | PAYE period ended 31 December |
| 28 Jan | GST period ending 31 December Provisional Tax due - June balance date, 6 monthly GST filers |
| 20 Feb | PAYE period ended 31 January |

Staff E-mail addresses:

| | |
|-------------------|--|
| Frank Dooley | - frank@ftdooley.co.nz |
| Josephine Dooley | - jo@ftdooley.co.nz |
| Gareth Allen | - gareth@ftdooley.co.nz |
| Rochelle Crossman | - rochelle@ftdooley.co.nz |
| Lynn Brooks | - lynn@ftdooley.co.nz |
| Marg Neighbours | - margaret@ftdooley.co.nz |
| Zach Forsyth | - zach@ftdooley.co.nz |
| Lisa Slee | - lisa@ftdooley.co.nz |
| Lynley Rea | - lynley@ftdooley.co.nz |
| Anna Dooley | - anna@ftdooley.co.nz |
| Rebecca Walker | - becky@ftdooley.co.nz |
| Rosalind Harris | - ros@ftdooley.co.nz |
| Kylie Heslop | - kylie@ftdooley.co.nz |
| Tori Spittal | - tori@ftdooley.co.nz |
| Nigel Keenan | - nigel@ftdooley.co.nz |
| Bronwyn Craddock | - bronwyn@ftdooley.co.nz |