



AUGUST 2017 UPDATE

JULY HAS BEEN WET, COLD AND WINDY, A WARM WELCOME TO OUR AUGUST NEWSLETTER

FROM OUR OFFICE

Thanks to all the clients who have sent their 2016-2017 account information to us early, it is much appreciated - For those Clients who havent - HERE'S A REMINDER.....

Along with your Account information we need to receive a copy of the annual questionnaire that we sent to you by post earlier this year.

It needs to be filled out as far as possible and signed which gives KTS permission to handle your accounts, which is an IRD requirement.

THIS QUESTIONNAIRE IS AVAILABLE ON OUR KTS WEBSITE IN 2 VERSIONS:

As a printable form which can be printed out , filled in manually and given to us with your accounts.

CLICK HERE FOR THE PRINTABLE FORM

As an on-line form, which you can fill out online, enter your digital signature, save and email to us.

CLICK HERE FOR THE ON-LINE FORM

To see the instructions on filling out the on-line form - click [HERE](#)



Tax Calendar

August 28th 2017
1st instalment 2018
Provisional Tax
(March balance date)

Windows 10 tips and tricks

- Find a file by clicking on the magnifying glass symbol on the toolbar. Type in the name of the missing file and if it exists, you will find it.
- Press Alt + Tab and it will show you all the open programs so you can choose which one you want to go to.

JURY SERVICE

What to do if your Employee has been summonsed for jury duty

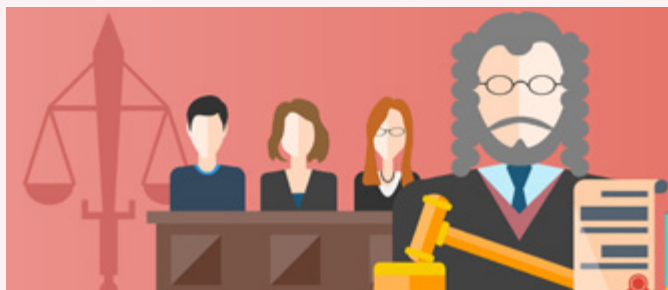
If your employee has been summonsed for jury duty it is important you talk with them about how long they might be off work due to a trial, some trials can last a day or two however other trials may last the whole week or longer which could affect your business.

You are legally obliged to release your staff member if they have been summonsed for jury duty. If work is busy during the time they have been summonsed and it would have a detrimental effect on the business, you can ask that their service is deferred for another time within the next year.

If you are asking your employee to defer their service you must provide them with a letter that they give to the Court to support their request for deferral. The Court then decides if a deferral is granted.

On any day that your staff member is not selected as a juror for a trial then they are expected to go straight back to work where possible.

A juror is paid an attendance fee by the Court for their service, some employers choose to make up the difference of this and the employee's normal rate of pay so that an employee is not losing money by being on the Jury.



Want well-trained staff? Thought of hiring an ex-prisoner?

A criminal record isn't traditionally the kind of experience bosses look for when hiring new staff. But savvy business owners know that released prisoners can be a huge source of untapped and work-ready talent — particularly in industries short of skilled labour.

Many ex-offenders have attributes that make them ideal job candidates, including resourcefulness, resilience, loyalty, and a strong desire to work. Most have also upskilled in job training programmes while in prison.

So the next time you're recruiting, hiring an ex-offender can help you, your business, your community — and your new worker — win big.

Trained talent

Too few qualified workers in your industry? Released prisoners could be suitable candidates for your job vacancies. The Department of Corrections studies market trends to identify industries short of skilled labour. This data focuses programmes to improve prisoners' employment skills, training and formal qualifications in these areas. Current examples include:

- construction
- farming and horticulture
- catering
- grounds and asset maintenance.

One of Corrections' main goals is to reduce reoffending. Research shows ex-prisoners who find sustainable work are less likely to reoffend.

[to read more - CLICK HERE](#)

Fring Benefit Tax on work-related vehicles

You must pay FBT on a work-related vehicle, if it's available for private use.

It doesn't matter that the vehicle is a commercial vehicle and not a car, nor that it's been sign-written to comply with Inland Revenue requirements.

What matters is whether the travel to and from home is necessary in, and a condition of, employment.

A plumber usually goes to different jobs every day. It would be impractical to return to the employer's premises so the employee's home becomes a place of work.

The employer should give a written instruction to the employee about taking the vehicle home and state it is not to be used for private purposes.

We recommend getting the employee to sign confirming he/she understands the instruction.

If you comply with this, no fringe benefit tax has to be paid.

The work-related vehicle exclusion is applied on a daily basis. If the employee has unrestricted private use on work days but is not allowed to use the vehicle on days he isn't working, the fringe benefit tax liability can be reduced proportionately.



Relocation: Is it the right move?

Moving your business to new premises can unlock new opportunities. But it can also be stressful for you and your staff and disruptive to customers. Make sure you know why you're moving and have a plan.

Consider your current situation

- Why am I moving?
- How will moving affect staff and customers?
- How will it help the business?

Plan your move

- Where you want to be located
- How big you need your workspace to be
- How much you want to pay

Consider Business continuity planning

- Which business activities can and can't stop
- Each person's role in shifting premises
- A timeline and checklist for must-dos.

TIP

Moving your business takes time
Relocating a 500sqm workspace
can take about six months
and at least a year for a larger place.

[For the full article - CLICK HERE](#)