

Welcome to the August edition of DAA's monthly newsletter! As always we welcome any feedback, article requests or offerings for the next one. Enjoy!

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CHARTERED ACCOUNTANTS

Provisional Tax Payments

All taxpayers with a March balance date that are liable for provisional tax on a standard three times a year basis will have their first installment of provisional tax due on 28 August 2016.

This installment is always the most challenging as the majority of taxpayers have not yet had their returns prepared and therefore the installment will be based on the previous years provisional tax plus a five percent uplift. If your 2015 income tax return has not yet been filed then it will be based on the 2014 residual tax plus a 10% uplift. While we make every effort to ensure our data base is up to date and matching with Inland Revenue records there will always be a few discrepancies as we deal with hundreds of clients with various tax types. For this reason we ask that all clients have a think about their tax requirements at this time. If you usually pay provisional tax have a look at your latest tax return summary, are you liable to pay on 28 August 2016? If so, did you receive a Payment Slip? If not give us a call and we will double check your liability – remember there are penalties if you don't pay on time and a quick phone call or email now could save you money in the long run. If you are new to business have a think about what level of profit you expect to generate for the 2016/17 tax year. If you trade as a company then any taxes due under the company name need to be paid in advance and an estimate may be necessary. Even if paying tax in your personal name it may suit you to pay some in advance so that you don't face a large terminal tax bill in addition to provisional tax at the end of the year. If you need any advice at all regarding your tax liability for 28 August please feel free to

call or email us at any time.



We are always looking for ways to be more efficient here at DAA as well as making life a little easier for our clients. Therefore, the decision has been made that we will be emailing Provisional Tax Notices from now on. We understand this may not suit everyone so if you would like to continue receiving your reminder notice by post please let Belinda Taylor know
Belinda.Taylor@dodd.co.nz

DAA Prize Draw!

Congratulations to

Pat and Russell Morris

You are this month's winner of DAA's monthly wine draw!
To be in to win next month simply pay any invoice within 10 days of the date issued, it's that simple!

ACC Workplace Health & Safe

The best piece of advice from the recent seminar was "Don't Panic". As usual, the media are blowing this issue way out of proportion. If you are a small business with low risk activities don't feel bullied into spending thousands preparing a 5,000 page Health and Safety Manual in order to protect yourself from all possibilities. You are required to eliminate risk where you can or, if elimination is not possible, limit the

possible risks as much as possible but only for foreseeable risks. If you are based in an office you won't need policies to cover the operation of forklifts and other machinery as you won't be using them. As for the scaremongering that has put an end to many workplace Friday night drinks, employers aren't going to be held liable for idiotic employees.

The following are some examples of common myths about the new Health and Safety at Work Act – for more details and lots of other information relating to the act visit <http://www.business.govt.nz/worksafe/hswa>

- The new law makes health and safety more expensive and more complicated
 - The new law is just a money making exercise for the government
 - Health and safety reps are now compulsory
 - Company directors are now directly responsible for the behaviour of workers along with every nut and bolt in the business
 - A visit from a WorkSafe inspector or an investigation will always result in a fine or prosecution
 - A teacher can't stand on a chair to fix the time on a wall clock
 - We have to cancel school trips and outdoor activities because they are too risky and we'll get fined if someone gets hurt
 - School principals now have to put their homes into a Trust to protect themselves against potential financial penalties
 - The school board is liable for every accident that happens in a school playground
 - It's too risky to let kids climb trees while at schools
 - I can't use a ladder at all when working at height
 - We have to cancel our Friday after work drinks because they're too risky
 - If one of our workers gets hurt while playing indoor soccer at lunchtime, then the business is liable
 - WorkSafe is trying to ban quad bikes
 - The new law just means more paperwork for everyone
 - We can't have kids on the farm anymore
 - You are liable if a recreational visitor has an incident on your farm
 - Health and safety is just common sense
 - I could lose my job if I report a health and safety issue or refuse to work because something is too risky
 - Under the new law, a business can refuse to employ someone with a disability on
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the basis it's too risky

- Under the Health and Safety at Work Act, testing for 'P' is now mandatory for landlords and property owners
- Coat hooks are a hazard and have to be removed
- If a worker gets even a minor injury it has to be reported and you could be in trouble



What a month it has been and we want to acknowledge several clients who have excelled at what they do.

A big congratulations to Neville Benny who won the Community Service Award in the Sensational Selwyn Awards held at the end of July. Neville is hard working member of the Springston community and this award is well deserved.

Also well done to Kerry and Rebecca of Selwyn Kids who were one of the nominees for the Small Business Award.

Well done to Angela Hunt and Katie Harrison who received top agent honours for their respective real estate agencies.

Finally a huge congratulations to Homes By Parklane Limited who took out three Silver and one Gold in the Registered Master Builders 2016 House of the Year

Awards. If you are going to build a new home in Canterbury, these are the people to see.



Keeping Staff Healthy Over Winter

Sick leave cost the country more than six million work days throughout 2014 — an average 4.7 days for each employee — at a cost of \$1.4 billion. The most effective way to protect your business against these costs is to encourage staff to take time off when they are unwell. Not many employers encourage this and a lot of Kiwi employees feel guilty taking sick leave, but bugs can be highly contagious and one person taking a day or two of sick leave will help prevent passing it on to other employees. Flu jabs are another way to reduce winter ills. Consider paying for your staff to be vaccinated, either through their own medical centre or by organising a group vaccination session at your workplace. Influenza-like illnesses are worse than just bad colds, and account for 45% of sick days for unvaccinated people each winter.

Encourage good health habits

The healthier people are, the less likely they are to get sick. Things you can do include:

- **Keep warm:** It's hard to be productive when your teeth are chattering. Be vigilant in looking out for those team members who are constantly cold, you may need to increase the temperature in order to save on sick leave costs.
 - **Stay hydrated:** Drinking water is essential for good health, especially when the
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heating's cranked up. Consider having water coolers and encourage staff to fill up often.

- **Clean hands:** Encourage staff to wash and dry their hands often to stop bugs spreading. Consider keeping hand sanitiser in a central location.
- **Keep fit:** Fitter people get sick less often. Think about staff health challenges, eg fun runs and social sports teams.
- **Eat well:** Encourage staff to eat healthily at work to give their immune systems a boost. Think about having a communal fruit bowl and offering healthy snacks like nuts with Friday night drinks.
- **Get outside:** Exposure to sun for even short periods every day boosts vitamin D levels, an important nutrient for immunity. If you're office-based, encourage lunchtime walks in the sun.

Sick leave rules

Winter is the peak time for being off sick from work, so it's important you know the rules. Sick leave relies on a good faith relationship — an employer must be confident an employee is sick, while employees need to know they'll be supported to get well. Once employees have worked for you for six months, they're entitled to at least five days paid sick leave a year — or more if you want. You must also:

- carry over unused sick leave to the next year. If you only offer the bare minimum then you only have to accrue sick leave up to 20 days – your employees who don't use their maximum leave each year then save you further costs by not getting the full allowance for each subsequent year. (see how important it is to help your staff stay healthy!)
- let employees use sick leave to care for a spouse, partner, child, elderly parent or other dependent
- pay staff their normal pay for days they're on sick leave.

If an employee isn't yet eligible for sick leave, or doesn't have enough left to cover their illness, discuss the alternatives such as taking:

- sick leave in advance
 - annual leave
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- unpaid leave.

Proof of illness

If you need proof an employee is ill or injured, you can require them to get a doctor's certificate. They choose which doctor, but who pays depends on how long they've been off sick:

- You pay if they've been off sick less than three full days in a row.
- They pay if it's three or more calendar days in a row. A staff member who is sick on a Friday and Monday is effectively "off sick" for 4 calendar days.

Think carefully before you ask for proof. It's better for staff relations if you only do this with reasonable grounds to suspect an employee's illness isn't genuine.



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