



CHARTERED ACCOUNTANTS



Time To Think About Payroll

With all the changes to holidays, Kiwisaver and minimum wage over the past few years more and more businesses are switching to using either a computer or DAA to do their payroll rather than trying to do it manually. For most people the biggest reason was to simplify doing pays and spend more time making money rather than wasting it on mundane paperwork.

With the end of the financial year very near now is a good time to think about your payroll requirements for the future. Do you want DAA to do the pays for you through our Payroll Xtreme service or should you swap to a computer program? We say now is a good time to think about it because it will allow time for the solution to be embedded before the new year starts. It is our

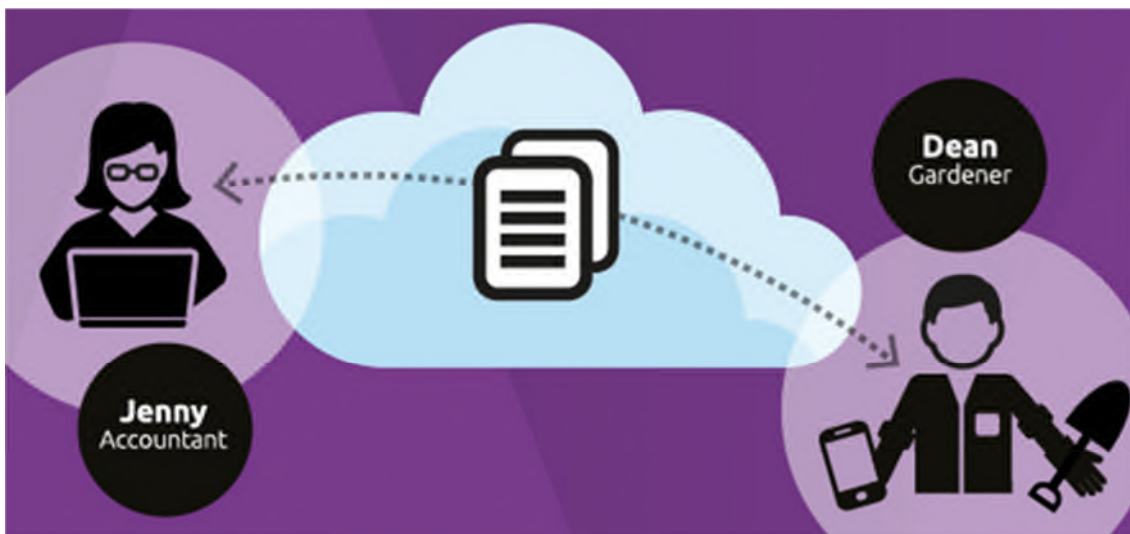
recommendation that you consider one of the two now.

Under Payroll Xtreme we have made it as simple as possible for you to pay staff. All that is required is that the hours of the staff are advised to us, we calculate the pays and send you the pay information and you simply pay your staff accordingly. If this sounds simple it is. For more information on this please contact Natia our Payroll Xtreme specialist.

On the other side why should you computerise? The key reasons are:

- Achieve best practice – follow the right steps with all the necessary checks and balances and harder to make mistakes
- Take less time than manual
- All the leave calculations are done automatically for you
- Monthly reports to IRD are printed and filed electronically
- Printed payslips leading to happier employees
- Tax rates are always up to date

It doesn't matter what size your payroll is as all the above will apply and just imagine how much more time you will have to either make money or do what makes you happy. If you are interested in computerising your payroll please contact DAA and we can take you through the various options out there.



Client Portal

Late last year we let you know that DAA was moving to an electronic data management and email system that allows us to connect you with your information through a secure portal. Through the client portal you will be able to provide electronic signatures to documents, as well as view, save and edit documents, saving you time and making processes more efficient. The client portal will also provide you with access to your documents wherever you are and whenever you need them. DAA has started transitioning to the client portal and we have started emailing invitations for you to set up your own portal to connect with us. When you receive your invitation to connect with your accountant in your collaborative portal, you'll have the choice to login using an MYOB account or a Google login. If you choose to use an MYOB account but don't have one, you can create one from the portal login page.

1. Click the **Sign up** hyperlink to the question *Don't have an account?*. You'll be directed to a **Sign up for an MYOB account** page.
2. Enter your **email** address.
3. Enter your **password** and then re-enter it.
4. Click **Submit**.
5. Return to the portal login page, using your browser tabs/windows.

Click **Sign in** using your MYOB account and enter the details you've just created

Depreciation Rollover Relief for Quake Victims

Are you a business in the upper South Island or greater Wellington area facing a potentially big tax bill due to depreciation recovery? There is now relief for those in these areas affected by the earthquake and aftershocks.

With assets being replaced and insurance being paid out, these assets are

deemed sold and therefore your business will incur depreciation recovery on these assets. Depreciation recovery is taxable income which results in a larger unexpected tax bill for your business. Given the nature of the circumstances, expecting those affected by the earthquakes to meet the increased tax obligations is 100% unrealistic. The Government has agreed to help rather than cause hindrance by putting in place the 'depreciation rollover relief.' This allows your depreciation recovery to be deferred to give you time to get your business back on its feet.

The Government has done its part, now it's our turn. If you feel you may be affected and want to take advantage of this policy, have a talk to us so we can put in the work for you to ensure you aren't left with a big tax bill but at the same time meeting all of your future tax obligations.



Computer Safety

Using computers in this day and age for efficient and effective business is practically a requirement for any form of success. However from time to time there are threats of phishing attacks which could be devastating if you get hit. Phishing is when someone send an email or other form of communication which tricks you into giving away your passwords which in turn gives them control of your IT systems. The issue is, that a lot of these emails look official and from a business you know. The only thing you can do is keep on high alert

for these types of emails so here's some tips to help you distinguish real from fake:

Remember that Inland Revenue and software companies such as MYOB and Xero will never send you an email asking for your password or login details or an invoice as an attachment unless requested specifically.

- Look at the email addresses. Emails that you use regularly, you will become familiar with. Phishing scammer will use email address of business you are familiar with but if you notice a slight difference in the email address, avoid the email as it is likely to be a scam.
- Hyperlinks are the same as emails. Scammers will use hyperlinks of businesses you are familiar with but they will contain one or two different characters. In some email systems you can hover over the link where it will show you the full link address to see if any of those different characters are hidden.
- Have an up to date virus scanning and anti-spyware software installed on your machine at all times. Anything you might not pick up, it is likely that the software will.

There is no fast rule for avoiding phishing scams and attacks and reality is they are very common. So we urge you just to be careful. If it looks even remotely dodgy, it probably is.



Four Strategies to Boost Your Sales

Is sales an area your business is struggling with? Is increasing your sales one of your 2017 goals for the business? Because here are four strategies you could use to boost your sales right now.

1. The Better Way: continually look for better ways to do things and it doesn't have to be extravagant. Back in the 80's there was a book published called "Everything men know about women" and it was blank pages. How do you market blank pages? The author decided not to go the mainstream way at the book store due to competing with actual words, but to market it in women's clothing shops. This book sold over a million copies all because she found a better way to sell and finding this made her more successful. Change is hard, but sometime you need to think and step outside and beyond the box of what your business does on the regular to look for new opportunities.

2. The Unique Competitive Advantage: is there anything you can think of that people who work unusual hours might benefit from if some business for example change their hours of operation? There was a dentist, 'Vampire

Dentist' in Los Angeles that had hours of operation from 6pm to 6am only. This business chose to target shift workers who cannot attend during normal business hours. This dentist practice thrived for many years. So have a think, is there anything completely out of the ordinary that your business could do to attract a new type of target market?

3. Million Dollar Quotes and Proposals: How do you do your quotes within your organisation? A quote could just be a bunch of numbers, prices or quantities on a piece of paper. Have you thought about making it a million dollar quote where the client think this is fantastic and too good of an offer to refuse? This can be achieved by simply building the quote with the client. Make them realise what their current situation is. Move on to the ideal outcome, what is it, that if all is achieved successfully, they will have? From this strategy, you have point A (where they are) and point B (where they want to be) so all that is left is give your recommendations with prices and you are left with a million dollar proposal.

4. One Minute Referrals: This one is simple – ask every person you meet for an introduction to someone else who may have an interest in what you offer. You can return the favour by offering introductions also which will put you in good a good position for networking. After all, more clients means more sales.

Try some of these out in your own business during the year, after all “continuous improvement is better than delayed perfection.” – Mark Twain



Name: Belinda Taylor

Position: Workflow Manager

How long at DAA: Nearly 2 years

Interests: Reading, V8 Supercars

Favourite part of job: Annoying Kerry

Motto or personal mantra: My best is good enough

I'm proudest of: My children

Pet Peeve: People who make promises but never stick to them

Favourite Vehicle: Any V8 Holden

Top business tip: Keep your records in orders. This saves a lot of time and frustration at the end of the financial year.



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