



**CHARTERED ACCOUNTANTS**  
AUSTRALIA + NEW ZEALAND

## SEASONS GREETINGS

**2016 has been another busy year for YRW and our business community. In the last six months across the region indications are that there continues to be significant business confidence and growth.**

We were also pleased to see a further lift in Fonterra's payout to \$6 per kilogram of milk solids in November 2016, assisting dairy farmers who have experienced a difficult season production wise as a result of very wet spring and winter months.

With the year end upon us we wish you all a Merry Christmas and a very prosperous New Year.

*Steve Read*  
Steve Read  
Principal

*Raimarie Pointon*  
Raimarie Pointon  
Principal

*Eric Woudberg*  
Eric Woudberg  
Principal

*Natalie Milne*  
Natalie Milne  
Principal



### CHRISTMAS DATES

**Closing 5.00 pm**  
**Thursday 22nd December**  
**2016 – Opening 8.00 am**  
**Monday 16th January**  
**2017**

If you have a situation arise during our closure period that requires our immediate attention, please phone:

Steve: 027 570 1172

Eric: 027 448 0983

Natalie: 027 277 0362

### A FRIENDLY REMINDER

A reminder to all clients that have not yet sent their 2016 records in, please do so as soon as possible to ensure that your work is completed by the 31st March 2017 deadline for filing 2016 Income Tax Returns with the IRD. Please do not hesitate to contact our office should you need assistance determining what records are required.



### CONTACT US:

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# COMPANY ADMINISTRATION SERVICES

**The Company incorporation process and Companies Office administration seems relatively straightforward to many, but just because you may be up to date with Companies Office requirements does not necessarily mean your Company is complying with the Companies Act 1993.**

YRW provides quality Company administration services to our clients ensuring that our Company clients remain compliant in all aspects of Company law.

The Company administration services we provide include:

- Incorporation of new companies
- Maintaining Company Registers
- Preparation and filing of Annual Company Returns with the Companies Office

- Preparation of all required Directors and Shareholders Resolutions
- Any changes that may be required, including documenting and registering changes to company Shareholders and Directors.

As part of our Annual Company Return procedure we also complete a Personal Property Securities Register (PPSR) search to ensure that the securities registered against your Company are current and correct.

We have recently commenced using the Companyworks software package to enhance the Company administration services we currently provide. Companyworks is a cloud based company secretarial service that offers integration with the New Zealand Companies Office (soon to be full integration), a document storage system and shareholding management plus many more features.

This service has been implemented for all of our Company client's to replace the manual company registers that have previously been maintained.

Above the standard subscription, Companyworks has an additional interactive service that allows all internal and external parties that are granted access by the Directors of the Company the ability to upload, download and share Company documents (including annual financial statements and tax returns produced outside of Companyworks). With this additional service minutes and resolutions can be signed and approved digitally, so there would be no requirement for sending out documents in hard copy and waiting for them to be returned. There is an additional subscription cost incurred to establish the interactive service (where you can choose to invite other Shareholders, Directors, your Solicitor and other advisors as required).

If you would like to find out more about upgrading your Company's subscription to the interactive version please contact Raimarie Pointon (extension 711) to discuss further.

## HAVE YOU GOT AN IRD MYIR ACCOUNT?

**Every taxpayer is able to register for a myIR (secure online services) account that enables you to manage Inland Revenue matters online, including updating your address or bank account details and filing your GST return.**

If you are currently using Xero as your accounting system, you are able to file your GST Returns with the IRD from Xero provided you have a myIR account.

From early next year there will be a new section in myIR called "My GST". This section, including the GST return, will look different. You'll be able to do some new things including:

- Arrange your GST payment at the same time as you submit your return. You can do this by authorising a direct debit from your bank account or using your Visa or Mastercard credit or debit card. There's no need to do a separate payment by internet banking. You'll also be able to schedule the payment for the due date.
- Attach documents to secure mail.
- Request an amendment to an already filed GST return, making it easier and quicker to do.

If you don't already have a myIR account you may wish to register. To do so, please visit <http://www.ird.govt.nz/online-services/ir-online-services-register.html> or contact our office for assistance.

# EVENT NEWS

YRW continues to support a range of local business community initiatives and organisations including:

## NZ GARDEN & ART FESTIVAL TRUST

Senior accountant James Sherson was appointed as a Trustee and Treasurer for this exceptional local initiative in 2015. James played a valuable role this year in assisting with the organisation of this popular event, which many of our clients will have enjoyed.



Trustees Pictured (from Left): Coraleigh Parker, Mandie Taylor, Ross Brown, Nikki Burley (Chair), Marilyn Cleland, Katherine Sandford, James Sherson

## 2016 BAY OF PLENTY EXPORT NZ AWARDS

YRW client, the New Zealand Manuka Group, was awarded the Page Macrae Engineering Innovation in Export award in recognition of the business displaying outstanding innovation in exporting. Executive Director of the New Zealand Manuka Group, Phil Caskey, also received the Beca Export Achievement award for the material contribution he has made to the businesses export success. Well done New Zealand Manuka Group and Phil Caskey!



Pictured (from Left): Raimarie Pointon, Phil Caskey, Sharyn Caskey and Natalie Milne.

## YOUNG READ WOUDBERG, LINKT, AWARDS AND BALL

YRW were proud to be the principal sponsors of the LinkT Awards and Ball that was held in October. The Awards recognise the achievements of Tauranga's young people in business. Natalie Milne was a judge of the Young Read Woudberg Young Business Owner of the Year award and was suitably impressed by the entrepreneurial spirit of the award winner Ryan Fowles, director of RZG Construction Limited. Ryan also received the Priority One Young Innovator of the Year award for the use of a robotic total station in the business.

## WESTPAC BUSINESS AWARDS

Raimarie Pointon was head judge and financial assessor of the 2016 Westpac Business Awards. The 2016 awards were a huge success with a significant number high calibre entrants. We congratulate the award category winners, which were as follows:

- Westpac Tauranga Business of the Year 2016: EmployNZ
- Cooney Lees Morgan Manufacturing/ Logistics Award: Modern Office & Office Furniture Warehouse
- Bay of Connections Social Enterprise Award: EmployNZ
- Tourism Bay of Plenty Tourism and Hospitality Award: Pacific Coast Lodge & Backpackers
- Gartshore Retail Interiors Retail Excellence (Large) Award: YOU Travel
- Gartshore Retail Interiors Retail Excellence (Small) Award: Furnish
- Trustpower Customer Service Award: Fresh One
- Vodafone Digital Innovation Award: Waipuna Hospice
- YOU Travel Service Excellence Award: Nurtured at Home
- ACC Workplace Safety Award: Z Retail Outlets
- Ballance Agri-Nutrients Business Innovation Award: Modern Office & Office Furniture Warehouse
- University of Waikato Management School Corporate Leadership Award: Sanford Ltd
- Powerco Excellence in Business Leadership Award: Tom Roper



Pictured: Head Judge, Raimarie Pointon and daughter Angela Campbell

## TAURANGA CHAMBER OF COMMERCE REGIONAL BUSINESS WOMEN'S CONFERENCE

YRW principal Natalie Milne is on the Business Women's Network committee which is busy planning the bi-annual conference to be held at Trinity Wharf on the 19th and 20th of May 2017. With a number of fantastic key note speakers already confirmed the event looks set to be as successful as the 2015 conference. Make sure you save the date as this event is one not to be missed!

# Staff News

## Arrivals

We are thrilled to announce an increase in staffing levels to ensure we have the best resources available to continue to provide excellent support for our clients.

Lisa Heslop has been employed as a senior accountant. Lisa has extensive experience in business advisory services and we are thrilled to have her as part of the YRW accounting team.

Claudia Fischer and Shelley Dorset have joined YRW as graduate accountants and have settled into the office well.

## Departures

Reluctantly we bid farewell to Debbie Savill, a valued member of our accounting team for over 10 years. We wish Debbie and her husband Kelvin every success with their business.

We also were sad to farewell Tracey Harrison, as she made the difficult decision to leave the firm to commit more time to their family business.

## YRW Technology Support

Advanced notice of exciting new developments in this space with the appointment of Lindie Williams to head this service. Lindie Williams joined the firm at the end of November and will be taking care of client accounting software solutions and support, as well as looking after our internal IT systems.



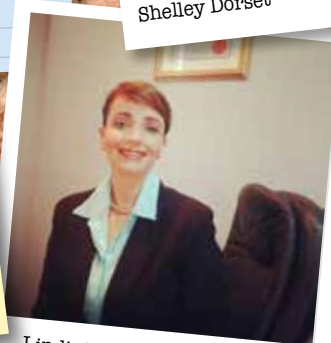
Lisa Heslop



Claudia Fischer



Shelley Dorset



Lindie Williams



Eric Woudberg continues to impress on the fitness front. Eric joined forces with Holland Beckett Lawyers and completed the swimming leg of the Sovereign Tri Series Tin Man. The team finishing up in a commendable 12th place overall. (Pictured).

Accounting Manager, Glen Lindsay, and his wife Kate welcomed their first child in July 2016. A beautiful little girl Matilda. (Pictured).

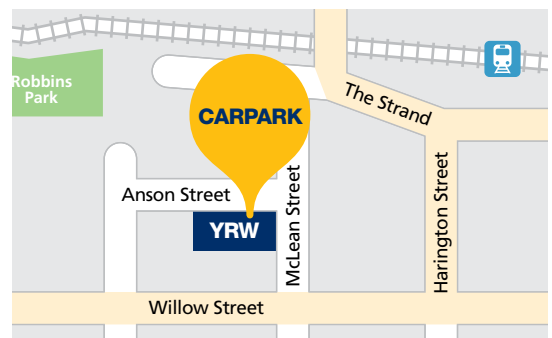


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**VISIT US:**  
**Carparking**  
 We have six client carparks available underneath our building with entry from Anson Street. Please feel free to use them when visiting our office.



**IMPORTANT:**  
 This newsletter is intended to be of a general nature only and should not be relied on in making business or personal decisions without first seeking advice from this office.