

Happy New Year to everyone and it is that time of year when you need to gather together your end of year information and get it to our office. We need you to sign and complete the questionnaires enclosed and ensure they are included along with the relevant supporting documentation when you send them to us. If you wish to meet with either Jonathan or Leonie prior to your work being started please ensure you make an appointment.

If you do not receive all the checklists you require they are available to download from our website along with our Terms of Engagement. This is a change from previous years when it was attached to your checklist as it has been expanded to encompass new requirements. www.dentheath.co.nz

Use of Home

If you wish to have a claim for costs for using your own home in relation to your business you MUST complete the relevant section in the checklist or we will not be able to make any claim in your accounts.

Staff

We are fortunate to still have both Linda and Tracy with us but Irene has left us and we have welcomed Maria into the fold. Maria will be working with both the audit and accounting sides of our business.

Accounts

Some of you will be aware that there have been numerous changes to financial reporting requirements within the past year and most of you will notice some differences in the format of your financial statements due to these new requirements. These will be discussed with you at the time of signing your accounts.

New Requirement by the Companies Office

New Zealand companies incorporated will now have to provide the following information:

- the date and place of birth of every director (this information will not be publically viewable)
- have at least one director that either - lives in New Zealand or - lives in Australia and is a director of an Australian incorporated company
- details of their ultimate holding company, if applicable.

The above requirements have been brought in to prevent the misuse of the Companies Register and to give the Registrar of Companies extra powers which include the ability to issue notes of inactivity or warning against companies on the register, to identify controllers of companies, and to de-register companies and prohibit persons from managing companies in certain circumstances.

You should find a form included in this envelope for you to fill in and return to us if required.

Xero

Should you be considering using an inhouse accounting package such as Xero please talk to us first so that you can be certain you are making the best decision and we can help with the set up and training.

We look forward to our annual catch up with everyone in the coming year and please do not hesitate to contact us if you would like any assistance or have any questions,

Regards

Jonathan Dent and Leonie Heath