

WELCOME TO OUR SPRING UPDATE

Our warm regards to all of our clients coping with the recent State of Emergency. If we can be of any assistance, please call. We understand these are trying times, but hope the stunning influence of spring may allow some respite.

The upcoming GST change and the processes for a smooth transition are the focus of this update. Please contact us if you have any questions or require further support with administering this change.



SOFTWARE UPGRADE - On 1 October GST increases to 15% and it is essential for any accounting software to be upgraded before transactions from this date are entered.

For clients using MYOB products we can order the relevant upgrade and install this on your system. We have MYOB upgrades available at below recommended retail prices (see table below). Xero will be updated automatically.

New Product Name	Old Product Name	Retail + GST
Cashbook	Cashbook	\$99
BusinessBasics	BusinessBasics	\$99
AccountRight Standard	Accounting	\$199
AccountRight Plus	Accounting Plus	\$399
AccountRight Premier With Payroll	Premier With Payroll	\$499
AccountRight Premier Without Payroll	Premier Without Payroll	\$399
AccountEdge	AccountEdge	\$399

For further information please contact Quentin McKie phone 03 343 0046 or to place an order please email claire.watt@aingertomlin.co.nz

PAYMENTS OR INVOICE – It is important to determine if you are registered for GST on an 'Invoice Basis' or on a 'Payments (or Cash) Basis.' If you are unsure, check your pre-printed GST return.

For those on an 'Invoice Basis' there is no change - continue to prepare your GST return as you have always done.

Clients on a 'Payments Basis' are required to prepare a one off 'GST rate change adjustment calculation sheet' (GST105). You should receive this form shortly and we will send an update outlining key points to assist with filing this.

GST BUSINESS READY CHECKLIST - We have created the following checklist which you may find useful when preparing for the GST change. It is also available as a download on our website.

What to prepare now for the 1 October GST change:

1. Accounting software updated to latest version
2. Review pricing structure for post 1 October sales
3. Ensure all customer and supplier invoices are entered into your accounting system
4. Ensure cashflow estimates, budgets and spreadsheets have been updated for post 1 October activities including GST calculation
5. Review all recurring invoices and payments and obtain or issue new tax invoices where applicable
6. Ensure all monies receipted are banked on 30 September 2010
7. Process all credit notes and sales returns as they are required
8. Review and write off bad debts

1 October Activities:

1. Complete bank reconciliation up to 30 September 2010
2. Change over to new sales pricing
3. Review accounting system, including GST codes on:
 - Chart of Accounts
 - Inventory
 - Customers and Suppliers

Post 1 October Activities:

1. Reconcile customer and supplier balances
2. Complete GST return and any adjustments (Payments Basis only)
3. Lock the accounting system after the GST return is completed
4. Ensure all pre 1 October credit notes are issued with 12.5%

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