

# Newsletter

**ACTIVE**  
CHARTERED ACCOUNTANTS

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The information in this newsletter is of a general nature and should be used as a guide only. Before acting on this information please consult our office.

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## What's News

- Christmas Hours
- Reminder for your Records
- Team News
- Client News
- Employers Assistance Limited



## MERRY CHRISTMAS & BEST WISHES FOR A GREAT 2010

The team at Active Chartered Accountants would like to wish you and your family a safe and happy Christmas.

Our office will close at 12 noon on Thursday 24 December 2009 and re-open on Tuesday 05 January 2010.

John can be contacted on:

021 898 029 or

[action@active2001.co.nz](mailto:action@active2001.co.nz)

## REMINDER FOR YOUR RECORDS

We are waiting for some of you to forward us your records for the year ended 31 March 2009. Those of you who haven't done so, would have recently received letters from us requesting this information. We do require this as soon as possible, as we need to have your tax returns completed and filed with the Inland Revenue before 31 March 2010.

THERE ARE SEVERE PENALTIES FOR NOT FILING YOUR RETURN ON TIME, SO PLEASE GET THAT INFORMATION IN TO US AS SOON AS POSSIBLE, AND AVOID ANY PROBLEMS IN THE NEW YEAR.





## TEAM NEWS

### Administration Assistant

We have a new Administration Assistant, Carol Gillingham. Carol has been with us for a few months and has settled in to the role really well. Carol works full time and is the main point of

contact when you ring. Many of you have probably already spoken to her on the phone, and will enjoy her bubbly friendly manner. We are enjoying having Carol as a very positive team member.

### Christmas Function

The Active team have just had a most enjoyable Christmas function. We went to Tolsi in the Cuba Mall and had a wonderful meal - including great fun trying to pass our surprise gifts, whilst attempting to listen to story instructions from John. A good night out to end the year, and thank the team for their hard work throughout 2009.

## CLIENT NEWS

### Reimage of McDonalds Newtown

Our Congratulations to Wilhelm Maas, the franchisee of McDonalds Newtown, who has recently completed a reimage of his restaurant. With the completion of this big project the store is looking very sharp and stylish. There is now a McCafe in store, offering delicious coffee in a modern, relaxed atmosphere. As a real point of difference, Wilhelm has added some stunning photographic work to his decor - showcasing some personal images of his family and the sports teams he supports.

Wilhelm has embraced the many changes McDonalds is offering in food and the environments they're creating for customers to enjoy. He is shortly embarking on a major reimage of his Basin Reserve store. As a very enthusiastic franchisee, Wilhelm is keen to continually develop his stores and prides himself on offering a high standard of service and product.

If you're in Wellington, or fancy a drive - stop in to the new look Newtown restaurant and enjoy a coffee, or perhaps a refreshing fruit frappe or iced chocolate, on a beautiful warm Wellington day. Wilhelm & his teams are located at 190 Riddiford Street, Newtown, or Adelaide Road, just across from the Basin Reserve.

### ENJOY THE LAUGH: MERRY CHRISTMAS

How do you know Santa is a Man?  
A Woman isn't going to wear the same outfit year after year.  
Why was Santa's little helper depressed?  
Because he had low 'elf' esteem.  
What do lions sing at Christmas?  
Jungle Bells.

## CLIENT NEWS

If you're travelling away over the holidays, don't forget to ensure your car's all okay before you hit the road.

We have two clients that can give your car the once over before you go. For those on the Kapiti Coast and in the Porirua region, give Warren a call at Jeffery Mechanical Services in Porirua. For anyone in the Hutt or Wellington region, Grant at Contour Brakes in Lower Hutt, is the man to see.

### Jeffery Mechanical Services

Situated in Prosser Street, in Porirua, Warren can offer all the service and expertise you need to ensure your vehicle is in top shape. He's working up until Christmas Eve, so it's not too late to book your vehicle for a service. Warren prides himself on offering good customer service and takes a genuine interest in the customer's needs.

To contact him phone (04) 237 6818

Or call in at 8 Prosser Street, Porirua

### Contour Brakes

Grant and his team at Contour Brakes can complete all the work required to make sure your vehicle will give you no problems over the holidays. For those who take the train from the Hutt to work, Contour Brakes are happy for you to drop your car off in the morning and they'll have it ready for you when you come home. A great way to combine another task at this busy time of the year. They're open until Christmas Eve, so if you're quick can still take bookings for your service work.

Their contact details are (04) 566 0902

Or call in to 32 Birch Street, Lower Hutt



*You don't want this to happen!*

## EMPLOYERS ASSISTANCE LIMITED

A job description should always be an integral part of your employment agreement and should be attached as a separate schedule at the end of the agreement document. A well defined job description will make not only your life easier, but your Employees' life easier too. When your Employees know and understand exactly where their tasks and responsibilities start and finish then there will never be cause for confusion.

A job description does not have to be a huge document; it can be simple & concise. It just needs to be understood by all parties concerned, to ensure it works for everyone.

For assistance with employment contracts and job descriptions you can go to

[www.employers.co.nz](http://www.employers.co.nz)

