

Insights and advice from GECA Chartered Accountants, your trusted business adviser. Call us on 0800 758 766.

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The November Edition

With only seven weeks until Christmas, I know you'll all be focused on looking ahead and ensuring clarity around the key pieces of work you want delivered across your business before the break. As you look ahead, it's also important to ensure you consider how you're tracking against your financial year operational plan and longer term strategy – both of which are key to enabling real business success.

Last week, I worked with a group of Directors to create a strategic plan for their business and it was great to participate in the robust discussion and analysis that allowed us to define their key goals over the coming five years. If you're interested in talking about the value a clear strategy and plan can add to your business, give me a [call now](#) on **0800 758 766** or send us an [email](#).

Latest News

D to the Power of 4 – Four Steps to Better Time Management

Time management skills are increasingly important in a world where people seem to rush headlong from one crisis to another. Add in the effect of social media and addictive computer games that can be accessed from anywhere at any time and it's no wonder that some people struggle to fit everything into their days. So what can be done about it?

[Read more.](#)

Xero have added a new Balance Sheet report

Xero have added a new Balance Sheet report. This is part of their ongoing project to add new reporting capability to Xero, which we kicked off with the new profit and loss report last month. Visit [Xero's blog](#) for further details.

Why business cards still matter & how to use yours effectively

With most business being done digitally, you might think that business cards don't matter anymore. But they can offer a lot. Here's why they're still important for business and how you can get the most out of yours. [Read more](#)

e-Documents are coming

Inland Revenue have decided to cut back on paper use. Yes, you read right. Soon Inland Revenue will start making statements, notices and other correspondence available electronically as a PDF from your myIR Secure Online Services account. To find out more [click here](#).

Let's Talk Payroll & Employer Responsibilities

How to manage payroll & employer responsibilities

Do you employ staff? Are you up to date with recent legislation change? Know your stuff? Come along to the GECA offices for a 1 hour presentation of How to Manage Payroll and Employer Responsibilities. We will touch on all of those tricky subjects with a Q&A following.

When: Thursday 20th November, 4.30pm

Where: GECA offices, Level 2, 98 Carlton Gore Rd, Newmarket

Cost: \$20 – bring a friend for free

RSVP is essential, bookings must be received by 14 November

[Click here](#) to find out more or to book your seat now.

Events this Month

Xero are coming to a town near you !

It's that time of year again.

Xero are tiki touring around New Zealand for their annual Road Show, heading to 14 locations near you. Are you a current Xero user or thinking about switching to Xero?

This is a FREE half day event aimed to arm you with the tips & tools for a smooth and productive 2015. For more information on locations or to register [click here](#).

Free Xero Workshops

Interested in attending our next FREE Xero workshop?

[Click here](#) to register your interest.

Video of the Month

What do you know about money & risk?

As part of Money Week last month, the Financial Markets Authority carried out some research into what NZers really knew about money and risk. They took to the streets of Auckland to ask a few people what they knew.

[Click here](#) to read the full article and to watch the video.

For more information about Money Week – [visit their website](#).

Need a hand with your money matters?

[Get in touch](#) today to find out how we can help.

If you have a great video or image you think needs sharing – [send it to us](#) – we would love to hear from you.



Referrals

We value your relationship and we value your recommendations, so tell your friends to either [email us](#) or call us to discuss how we can help them in their business and we will reward you and them with our generous referral system – [click here](#) to ask us more on how this works!



Events

Client education is an important part of what GECA offers our clients, by way of newsletters and client workshops. We regularly run complimentary events for business owners and business people wanting to up-skill and you can see the full program [here](#).



Team Talk

We've been busy completing annual accounts and tax returns for our clients and now is an ideal time for you to send us your information in to us if you haven't done this already. Please [contact](#) us if you need the your Year End Questionnaire resent to you.



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