

A GIFT FOR YOUR OWN CHRISTMAS STOCKING

Think about which gifts would reduce those stress levels of yours. It could be ...

- Make an extra contribution to your KiwiSaver.
- Fix something around the home that's been driving you nuts.
- Go into Christmas without owing anything on your credit card.
- Give a little hand to someone you know that needs it. In fact, you don't even have to know them.

The above may not sound that exciting but it just might reduce those stress levels of yours.

**DEALING WITH ANNOYING WORKMATES**

Ten annoying workmate habits ...

- Whistling while you work. It was okay for the seven dwarves, but for the rest of us its annoying!
- Slurping your smelly noodles/stinky tuna or baked beans before the rest of the office has to run for cover.
- Always being late for meetings and then noisily eating a muesli bar when you do arrive.
- Sharing too much personal information. Believe it or not no one cares that much about what you ate for breakfast.
- Asking for help with the same tech problems. If in doubt, try turning it off and on!
- Coming to work sick and spreading it around the office.
- Being messy in communal areas or worse, stealing other people's food.
- Talking loudly on the phone, putting your calls on speakerphone or letting your phone ring, ping and ding all day long on your desk.
- Changing the heating and cooling of the room to suit you.
- Sending 'funny' emails to your workmates constantly.

According to a recent study, 86% of people say that they have at least 1 annoying co-worker. The remaining 14% don't realize that they are the annoying co-worker.

**THE STAFF ROOM**

Here is what some of our staff are up to over the Christmas/New Year break ...

JANETTE is heading to Nelson, Twizel and Mount Manganui.

KELLY is travelling to Sydney to spend Christmas with family.

SUSAN is holidaying in the Sounds.

BEV is heading to Kaiteriteri for a spot of camping with family and friends.

NICOLA will be camping in Nelson with her family.

NITASHA is holidaying in Waiheke Island and Auckland.

MIHAELA will be in Hanmer.

**GIFT CARDS & CLIENT GIFTS****GIFT CARDS**

If you are providing your staff or clients with gift vouchers this Christmas, remember there is no GST that you can claim on these unless the voucher is solely to be redeemed through a specific retailer or business.

CLIENT GIFTS

Any client or staff gift that includes an element of alcohol or food only qualifies for a 50% tax deduction so when entering the transaction through your accounting system this should be coded to 'entertainment.'

**CRYPTOCURRENCIES**

Which of the Bitcoins will come to rule them all? It's a crazy speculative investment.

These currencies are not likely to go away as others will evolve, but until it is better understood, it's only for those with "big balls".



Perriam & Partners

Chartered Accountants & Business Advisors

BEHIND THE BEANS 2017

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CHRISTMAS CLOSING DATES

Please note that our offices will be closed from **THURSDAY 21 DECEMBER 2017** at 5.30pm and will reopen on **THURSDAY 18 JANUARY 2018** at 8.30am.

We will however have a skeleton staff on from **10 JANUARY 2018** should you require urgent assistance or support.

Merry Christmas. Rest up, relax and refresh! And we will see you in the New Year!

**WHAT IS THE ORIGIN OF THE PHRASE THE "64 MILLION DOLLAR QUESTION"?**

It originated from the US radio quiz show, *Take It or Leave It*. On September 10, 1950, *Take It or Leave It* changed its title to *The 64 Dollar Question*.

On both *Take It or Leave It* and *The 64 Dollar Question*, contestants were asked questions. Attempting to make each question slightly more difficult than the preceding one.

After answering a question correctly, the contestant had the choice to "take" the prize for that question or "leave it" in favor of a chance at the next question. The first question was worth one dollar and the value doubled for each successive question, up to the seventh and final question, worth 64 US dollars.

So there you have it ... that's how "the \$64 million dollar question" became a common catch phrase for a particularly difficult question or problem.

TAX DATES & TIMES

Remember to ensure you have set aside payments for Provisional Tax, GST and PAYE in January. It's generally not a great month for a business' cash flow so time to plan now.

- 2nd instalment of Provisional Tax due **15.1.18**
- October/November GST due **15.1.18**
- December PAYE due **20.1.18**

Christmas credit cards ... pay before they start accruing that ugly interest rate!

**NEW ZEALAND'S YEAR AT A GLANCE**
AMERICA'S CUP ... nailed.

JACINDA ARDERN ... show us your teeth. What is in style? Labour!

WINSTON PETERS ... how to win a game with less points!

ALL BLACKS ... still number one.

CAPITAL GAINS TAX ... not yet!

CHRISTCHURCH ANCHOR PROJECTS ... we will all be retired before we can use them!

PIKE RIVER ... finally for the families.

NZ SHAREMARKET ... still humming but how much more?

YOUR SUPPORT ... again, outstanding and so greatly appreciated.

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Purpose With Profit



YEAR ROUND BOOKKEEPING

Staying on top of your records all year round can save time, prevent unnecessary stress and help minimise your accountancy costs at the year end. Make sure you have everything in place before your close down for the Christmas period.

This will also allow you to start the new year feeling more organised and in control ... and that's got to be good for your business!



PHUBBING

The art of interrupting a conversation to read a text message or take a call. Unless you're a heart surgeon on call for surgery, do you **really** need to have your phone in sight?

Are you a Phubber? Researchers have identified the following which would suggest you are:



- You check your phone during meetings.
- You use your phone in meetings.
- You place your phone in a position where it can be seen when you're together.
- You use your phone while talking to others.
- If your phone rings or beeps, you pull it out even if you're in the middle of a conversation.
- You glance at your phone while engaged in conversation.
- You're constantly on the phone even when you're in the company of other people.

VISITORS TAKE PRIORITY

Have you ever been in that infuriating situation where the receptionist with whom you are talking is interrupted by the telephone and invariably engages in conversation?

Telephones are hugely important to your business but a caller on the other end of a telephone should not get priority over someone who has made the time and effort to actually visit your business at its premises.

Your telephone answering system could make provision for the receptionist to immediately diverts any incoming calls when a visitor arrives, so that the visitor receives 100% of the receptionist's attention during that very important "greeting stage".



WHY DO WE KISS UNDER THE MISTLETOE?

A tree in the living room, mince pies with our tea, and Santa coming down the chimney are all staples of the Christmas experience, yet we seldom stop to ask why. Discussion of the origins of such festive customs tend to stall at "wasn't it all invented by the Victorians? Or the Germans? Or was it Coca Cola?"



In fact, many traditions date back to ancient times and have been influenced along the way by everything from religion to pop culture. Below, we explain why we kiss under the mistletoe.

- Its original usage was far from romantic. The parasitic plant was viewed by ancient cultures as a cure for ailments such as menstrual cramps and spleen disorders.
- Eating the berries caused vomiting and stomach pain because they contained toxic substances.
- Druids viewed it as a symbol of life as it grew even during the winter.
- It was consumed to increase fertility and used to decorate houses during summer and winter solstices.
- In Norse mythology, mistletoe had connotations of love and friendship. It is unclear exactly where the link between Christmas and mistletoe arose, however.
- By the 18th Century, the practice of hanging mistletoe at Christmas began in Britain. It was bad luck if you refused to kiss someone under the mistletoe.

THREE SECONDS TO IMPRESS

Telephone service can make or break a sale or engagement. A few seconds is all it takes for a potential customer to dial your number. That's just about the time your business has to create an excellent first impression.

In many instances, phone calls from clients and potential customers are your first point of contact. How you or your team deal with a phone call makes a lasting impression. You need to make sure it is a very positive impression and you get it right every time.

Do you think of the phone as a potential sale or as an interruption? Whatever your attitude, it will shine through the phone line. Just as excellent business systems can make your business a success, so too you need excellent telephone answering systems. Write your system down and make sure all your team know and understand why it's important.

Think about how and where the telephone will be answered and by whom and what about the back up plan when the "greeter" is busy, or when no one is available to take the call.

You need to think about all these situations. Remember ... you only get three seconds to impress!

1... 2... 3...

BEFORE YOU MAKE A MOVE, FIRST COUNT TO 10

A pause to reflect can take the emotion out of decisions. The "10-10-10 Rule."

The idea is that when you face a conflict about a decision, or action in work or in your private life, you should take a moment to ask yourself:

- How will I feel about it in 10 minutes?
- How will I feel about it in 10 months?
- How will I feel about it in 10 years?

The 10-10-10 method works to enable better decision making by training your brain to think beyond short term emotions.

Consider Warren Buffett's suggestion that you imagine the stock market will close for ten years. Would you want to own a particular share investment for ten years, having no way of selling it in that time?

The 10-10-10 rule is better because even with a high quality crystal ball, the outlook over a decade is cloudy and a lot can happen in the medium term—from ten minutes to ten years!

The rule can also help once you've bought an investment. So often a share price will reflect short term emotion, to our detriment. If a company announced an earnings shortfall which resulted in an immediate share price fall, we might be tempted to sell before the price fell further.

But, in pausing to ask how we might feel about this short term earnings blip in ten months or ten years we might be more inclined to buy than to sell. Particularly if we stop to consider why earnings had fallen, perhaps it was to shore up future earnings.

The magic of 10-10-10 is that it allows perspective in any decision as to the insignificance of downsides and the potential size of upsides ... a simple but powerful idea all can employ.



GET SMART FOR 2018

- Take stock
- Challenge
- Grow
- Lifestyle
- Where to?

Decide where you want to head in 2018 and nail it!

That's "good thinking 99."



HOW TO GET THE MOST OUT OF YOUR DAY

It goes without saying that effective time management is essential for running a successful small business. You've only got a certain number of hours in which to run your business and those hours need to be allocated amongst a number of competing areas of responsibilities.

Effective time management involves planning, delegation and elimination of bad time wasting practices. Many people find goal setting a useful way to get things done. You need to prioritise the most important tasks and then plan daily, weekly and monthly goals to achieve them.

You've probably heard this idea before and while you try and set goals and work towards them you just can't seem to get away from all the seemingly urgent crises or problems that confront you on a daily basis.

Next steps ... prioritise your time. If you can:

- Prioritise the most important things to do.
- Set daily, weekly and monthly goals.
- Plan time each day to work on them.

If you are already doing this then you are probably doing better than most of us. But prioritising and goal setting does not always get you past the daily crises and the problems. The priorities you list may simply be more daily problems to work on. To move beyond that, you need to change the way you prioritise your time.

To reduce the crises and problems hitting you on a daily basis, aim to spend most of your time working on the important but not urgent matters ... the planning, preparing and creating to reduce the crisis and problems hitting you on a daily basis.



CHRISTMAS FUNNY

