



**Inside this issue:**

**Page 1**

- Good Luck Carissa
- Welcome to new team
- Automatic tax refunds for wage & salary earners next year

**Page 2**

- Finding the time for catch ups on farm
- The importance of Cyber Security



**MORRINSVILLE**

42 Moorhouse Street, PO Box 23  
[p] 07 889 7153 [f] 07 889 7151

**MATAMATA**

2a Arawa Street, PO Box 51  
[p] 07 888 8002 [f] 07 888 8556

**THAMES**

309b Pollen Street, PO Box 559  
[p] 07 868 9945 [f] 07 868 9942

[e] [mail@cooperaitken.co.nz](mailto:mail@cooperaitken.co.nz)  
[www.cooperaitken.co.nz](http://www.cooperaitken.co.nz)



**WELCOME**

Welcome to the latest lovely faces that have joined CooperAitken.

**Liam Russell** (Morrinsville), **Elizabeth Bourne** (Thames) and **Kasey Van Lierop**(Matamata), who all join our accounting team. **Jan Porteous**, who joins our Tax Team, **Tracey Clark**, who will be assisting with workflow management, and **Jane Caldwell**, who is part of our administration team.



They look forward to dealing with all of our wonderful clients.

**Automatic tax refunds for wage and salary earners next year**

Inland Revenue (IR) expects that next year (April 2019), about 750,000 tax refunds will be automatically generated for wage and salary earners who don't usually apply to get their tax back.

Naomi Ferguson, Inland Revenue commissioner, said it hasn't been mandatory for wage and salary earners to fill out an IR personal tax summary (PTS) but if they had

and it had indicated a refund, they could have filed a return and received that refund.

"In the new system, all wage and salary earners' tax will be calculated and refunds sent automatically," Ferguson said.

This change is subject to legislation before the committee being passed.

[READ MORE HERE](#)



## Finding the time for regular catch ups on farm

Calving is well underway and mating is looming up. Add in all the other variables that you cannot control, such as weather and the differing issues that can result from that. Then someone says "Maintain the communication on farm", and you feel "Just how is that done? How do you find the time?"

You know from experience that maintaining communication is key, but with calving, impending mating, banks, weather, etc, when is there time to sit down and talk? Ideally, the best way is to start with regular meetings right from week one. Start out with the right habits before it gets busy and they will be easier to maintain. However, if that hasn't happened, then the next best plan is to start now.

Taking half an hour to chat to staff regularly about what is needed and what is going on is well worth the investment. It allows staff to ask questions, know what is expected of them, and to get on with their work once they are on farm. They will feel more able and capable to get on with things with that extra communication.

Sounds hard to find the time, but the reality is, it can be quite simple. Yes, there is a lot to be done, but notwithstanding some sort of an emergency, then you and your staff do need to have a break at some part of the day. A chance to recharge with a cuppa and a snack.

Why not turn one of these breaks into a coffee meeting once a week? You can talk farm and help each other with what is happening. What is expected and what urgent things need attention first, and then whatever else follows. Have a note book and keep track of these meetings, as you will find they help with everyone knowing what to do and being more able on farm. Staff with this support and knowledge are usually then able to get more done.

The experience from most rural employers I talk with is, not a question of "How do you find the time?" It's usually more a question of "How could you not find the time?"

Remember most staff actually want to do a good job – and to feel they are doing a good job! This can be hard to achieve

when don't have this regular communication with the boss

One catch up a week over a coffee break (that you both need to have) could be the difference between being flat out on farm or flat out on farm and having staff issues

If you have any questions or would like some help with an employment issue, call me. John at CooperAitken Ltd on DDI 07 889 8838.

**John Brosnan, Human Resources Adviser**  
DDI 07 889 8838 [john@cooperaikent.co.nz](mailto:john@cooperaikent.co.nz)



## DAFFODIL DAY 31 AUGUST 2018



Hackers are evolving faster than technology, and the stakes are extremely high. Cyber security and protecting yourself is more crucial than ever.

To create more awareness around the importance of cyber security, we would like to pass on some advice we've recently received for keeping savvy with frauds and scams.

Here are some tips.

**Tip #1**  
**Keep software up to date**  
Software security is a must in today's environment. Make sure you have some

yourself from any harmful risks. Also be mindful of any software that is no longer supported, and the exposure this could create for you and your PC.

**Tip #2**  
**Avoid phishing scams**  
Scammers often pose as the people we trust most ie. IRD, Charity's, Banks etc. Be cautious of email addresses and if they are legitimate. For example, [xxxx@ird.govt.nz](mailto:xxxx@ird.govt.nz) vs [xxxxx@ird.com](mailto:xxxxx@ird.com) – the second example is not the NZ IRD!

A helpful tip is to hover your cursor over the senders email address to see the actual origination. Sometimes the email address can be masked to look more trustworthy.

**Tip #3**  
**Practise good password management**  
As easy as it is to keep the same password for everything, try to create unique and strong passwords. Creating a unique password with a mix of letters, numbers, symbols, lower and upper case makes it harder to guess, and be sure to store them somewhere safe. Highly sensitive and critical information should also be controlled by two factor authentication.

**Tip #4**  
**Be careful what you click or open**  
Be cautious of any links or attachments that don't look trustworthy, particularly if they are asking you to log in to something, or provide personal details. Take the time to consider the content before opening and take notice of the email address, company and name of whom it's come from.

**Tip #5**  
**Use mobile devices safely**  
Considering how much we rely on our mobile devices, making sure you're protected is crucial. The trend is for people to have their "life controlled and accessed through their phone", but be mindful and consider what would happen if someone stole or took control of this. An increasing trend is for phone numbers to be transferred to another phone to gain full control of the phone. Also consider having a pin or password to unlock you device, and don't leave your mobile lying around in public places.

**Tip #6**  
**Keep your login for websites and apps secure**  
Often websites will ask if you'd like to 'Stay logged in' or 'Keep me logged in'. Anyone then using this computer or app on your phone has your access. Say 'No' to storing details, and remember – log out, log out, log out!