



April 2008

# HHA News

We hope you enjoyed our first edition of HHA News, we have had some positive feedback and some great ideas, thank you and we will certainly be taking some of them on board as this Newsletter is to keep you informed of what is happening.

Our website is nearly live we just have a few pages left to complete, keep us in your favourites and check out every now and then.....[www.helenhenderson.co.nz](http://www.helenhenderson.co.nz)



## Introducing Office Connections

Office Connections is a new company that will be working closely with HHA Associates in helping businesses that require a wide range of administration support such as:

- Accounts
- IRD paye, GST, tax filing
- Banking
- Wages
- Quotes
- Business Plans
- General Typing
- Setting up of office systems
- Covering staff while on holiday

## Who will run Office Connections?

Shilo King will manage Office Connections from the HHA Associates Ltd Geraldine office. Shilo has 10 years accounting experience made up of 3 years with a local Geraldine business and 7 years with Alpine Energy.

If you think that Office Connections can be of assistance then please contact us on 03 693 1121 or drop Shilo an email on [shilo@officeconnections.co.nz](mailto:shilo@officeconnections.co.nz)

**Freight Management**  
**Stop Press!**  
We are delighted to announce that we are able to connect to Navman and Team Talks – Xlerate products.  
Please contact Andrew or Helen to discuss your requirements.

## Personnel & Wages

### IMS Payroll Partner

The IMS Payroll changes effective from 1<sup>st</sup> April 2008 encompass a change in tax rates and the introduction of Kiwi Saver Employer Contributions. IMS ran several Seminars on Kiwi Saver in March which were well attended. The change over at 1 April have meant a very busy time for HHAs and the IMS help desk and we do thank you for your patience with emails and phones.

If you have not received a check list from HHA for your payroll end of year processing please contact us on [office@helenhenderson.co.nz](mailto:office@helenhenderson.co.nz).

Other great enhancements in the latest 3.10 upgrade are secure emailing of payslips and tax ready reckoner now includes Kiwi saver calculations

### Tips for your End of Year Process

- Remember any pay run that has a **'payment date'** in April 2008 is your first pay run in the new PAYE year.
- You have the opportunity to delete any terminated employees when opening this first pay run. We do recommend that you only delete employees with a finish date **prior** to 31 March 2007. This will ensure that if you are requested from by ACC for an earnings record while this employee was employed by you last year you will still have this information.
- Kiwisaver Employer Contributions only apply from the 1<sup>st</sup> FULL pay period in April 2008.

- Remember that we do offer 'Health Check' service where either Shirley or Julie will visit your office for one hour and check the settings in your payroll.

Shirley and Julie wish you well in your new PAYE year and look forward to continuing to offer you support for IMS Payroll Partner.

## Intersoft Systems Ltd

### Small Business Expo – Christchurch

The team from HHA Associates Ltd and representatives from Intersoft Systems Ltd will be in Christchurch from **20<sup>th</sup> May – 22<sup>nd</sup> May** 2008. Together we have a stand at the Small Business Expo being held at the Christchurch Convention Centre. The three day expo for small business owners brings together every kind of product and service required by a business owner or manager. A dynamic event feature leading international business brands through to local service providers. It's all in one place at one time. Attendees can check out the latest business products and services on the market; renew, set up or benchmark existing contracts from telecommunications to office stationery; find a business mentor; get free advice on issues ranging from taxation to human resources issues and network with thousands of other business owners.

HHA Associates Ltd will not only be supporting Intersoft Systems Ltd, but will also have our full range of business software packages that we support, from payroll to freight management. If you are interested in having a look at some of these software packages come on down and see the team at the Christchurch Convention Centre.

## Willis, White & Co Limited

In the February 2008 edition of HHA News we gave you a small introduction to Application Hosting. We now have some more information for you.

**EXoDesk** a state of the art Application Hosting and

Support Service, to make it easier for you to do what you do best – run your business, not your computers.

Companies of all sizes now need file servers, print servers, mail servers, database servers, antivirus servers, firewalls, and a whole host of other technology to run their business, which can be very costly to purchase, install and to maintain. Systems go out of date quickly, and need regular expensive specialist maintenance, to continue operating reliably and at peak efficiency. They consume money, space, energy, and time, which could be much more profitably spent elsewhere. Faced with these costs, many business struggle on with inefficient, obsolete and insecure systems, that don't allow their biggest asset to give of its best – the staff.

We can host your business critical applications for you on our state of the art servers, and provide round the clock secure access from wherever you are:

- No upfront costs
- Affordable all inclusive single monthly fee
- Run your applications from anywhere – 24/7
- Use the latest Microsoft software
- No need to upgrade your hardware
- We take care of backups
- We take care of upgrades
- No need to worry about viruses or spyware
- Work from home
- Provide easy access for your customers
- Secure end to end SSL data encryption
- Great for remote offices and access on the road.

If you require a free no obligation demonstration or if you would just like some information sent out to you please email us at [office@helenhenderson.co.nz](mailto:office@helenhenderson.co.nz)

**For your software support contact the team on  
03 693 1121 or email [office@helenhenderson.co.nz](mailto:office@helenhenderson.co.nz)  
[www.helenhenderson.co.nz](http://www.helenhenderson.co.nz)**