

## The Balance Sheet - September 2016

**Does this look familiar?**

**Delayed invoicing causing cashflow problems?**

**Need some help?**

Do you need administration support to cover an existing staff absence, clearing a backlog or covering the holiday period.....  
We Can Help

We have a talented team of administrators who assist a number of clients with their day to day administration tasks.

Outsourced administration tasks range from:

- Entering creditors
- Reconciling bank accounts
- Invoicing
- Creating and authorising payment batches
- Debtor Management
- Payroll processing ranging from simply entering timesheets to completing the "works", entering timesheets, paying staff, filing monthly IRD returns and paying PAYE.

Payroll in particular has become complex both in processing and your legal obligations as an employer. We have noticed an increased level of reviews in this area by the various Government Departments. There has been a recent case where an employer was fined \$30k due to incomplete documentation on file for his employees. **Don't let this be you!**

We utilise a number of software programmes including cloud based options such as Xero, Receipt Bank and WorkflowMax, which offer the convenience of being able to log in from anywhere.

**We can help you out on a regular basis, pick up your overflow in your busy periods or assist you over holiday periods.**

Contact Diane on 353 6901 or email [diane@morrisoncreed.co.nz](mailto:diane@morrisoncreed.co.nz) to discuss how we can help you.



## Success Stories

We get a kick out of helping our clients achieve their business and personal goals. Working with clients to create a business plan and having regular quarterly catch-ups has been instrumental in helping our clients achieve their goals and is just some of the many business development services we offer.

Check out some of our success stories:

**The timing never seemed right to embark on creating a business plan but once the decision was made and time was set aside to run through the process we've never looked back. Following the business planning session we came out with a clear plan of what business goals were for the next 12 months.**



### Trevor Newland, L W Electrical 2013 Limited

**We embarked on the business planning session with Morrison Creed to ensure we were both on the right track to ensure future business success. We found the session assisted us to organise ourselves and plan for the future. We are now both on the same page in terms of the business and where we are going with it.**

### Michael and Jenny Long, M & J Shoes

Check out more success stories [www.morrisoncreed.co.nz/success-stories](http://www.morrisoncreed.co.nz/success-stories)

Best regards,

*The Team at Morrison Creed*



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