



BUSINESS TRAINING SURVEY

At BDO we are planning our Training Calendar for the next 3 months. To ensure that we provide the right training for you at the right time to suit you and your business we would appreciate it if you could complete our Business Training Survey.

[Click here to take the survey.](#)

WHAT CAN I DO IF I DON'T HAVE AN EMPLOYMENT AGREEMENT?

An employer is legally required to provide a written employment agreement before an employee commences work. From 1 July 2011 employers will also be legally required to retain a signed copy of the employment agreement.

If you do not have written agreements in place for your staff, and would like assistance, BDO has a specialist Human Resource support service to assist you.

Otherwise an employment agreement builder is available on the Department of Labour's website. It can be used by employers and employees to develop an agreement to suit their needs or to reflect their current verbal arrangements or custom and practice.

► [Read more](#)

Source: Department of Labour

BUSINESS INSIGHTS

[Business Training Survey](#)

[What can I do if I don't have an employment agreement?](#)

[Financial Ratios Calculator](#)

[Claiming Petrol Costs](#)

www.bdo.co.nz

BUSINESS TRAINING

Hiring the right person
20 June, Napier

How to gain assertiveness for increased confidence and success
21 June, Gisborne

How to have effective meetings
29 June, Tauranga

How to manage conflict
30 June, Gisborne

Financial management for non accountants
7 July, Gisborne

Transitions to leadership management
12 July, Gisborne

How to improve workplace communications
4 August, Gisborne

How to address poor performance
4 August, Napier

Planning for your business success
18 August, Gisborne

FINANCIAL RATIOS CALCULATOR

Financial ratios can be used to analyse the financial results of your business and can give you an insight into key areas of your business such as:

- Liquidity - availability of cash
- Solvency - ability to meet your debt obligations
- Efficiency - maximising your resources
- Profitability - return on capital

To calculate some key financial ratios for your business click on this [link provided by business.govt.nz](#). These ratios can be used to track your business performance over time or compare your business with similar businesses.

For more information about financial ratios contact your BDO Financial Advisor.

CLAIMING PETROL COSTS

It is surprising how many farmers and growers miss out on refunds from Inland Revenue to cover the costs of petrol expenses - simply because they don't know they are entitled to it - or haven't bothered to claim it.

It's called 'Excise Duty' and it covers the cost of all petrol (not diesel) used in farm vehicles which do not go on the road - generally motorbikes or four-wheelers. It is essentially a rebate of the excise tax and ACC levy which is included in the petrol price cost.

Yet, many farmers and growers are not getting this money - not only because they don't know about it, but in many cases because they consider there is too much paperwork involved. However, considering first-time claimants can get up to \$2000-\$3000 dollars refunded, it is well worth the effort.

► [Read more](#)

To download a Fact Sheet about Fuel Excise Duty Refunds from the NZ Transport Agency [click here](#).

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How to manage time for results
23 August, Gisborne

ONE-TO-ONE TRAINING

If you can't make it to our training workshop or would prefer a one-to-one session, don't hesitate to contact us to arrange a suitable time. All workshop topics are available one-to-one at \$180 plus gst per hour.

IN-HOUSE TRAINING

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

CONTACTS

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