

# Get set for summer

Summer can be a challenging time for small businesses and contractors. Minimise any headaches by being prepared and knowing what your obligations are. Here you'll find information and advice to help you plan for the summer season, including:

- cash flow
- tax on bonuses and Christmas parties
- claiming expenses
- hiring seasonal workers
- tips for landlords and contractors.

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## **Contact tracing and QR codes**

[\(/covid-19/contact-tracing/\)](/covid-19/contact-tracing/)

[All businesses and service providers must display the official NZ COVID Tracer QR codes at all alert levels.](#)

[\(/covid-19/contact-tracing/\)](/covid-19/contact-tracing/)

[Get your poster](#)

[\(/covid-19/contact-tracing/\)](/covid-19/contact-tracing/)

## **Festive cash flow**

[\(/news/beat-the-christmas-cash-flow-blues-by-planning-ahead/\)](/news/beat-the-christmas-cash-flow-blues-by-planning-ahead/)

[Avoid the Christmas cash flow blues with these expert tips to keep the money coming in.](#)

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## **Get paid on time**

[\(/tax-and-accounting/business-finance-basics/getting-paid-on-time/\)](/tax-and-accounting/business-finance-basics/getting-paid-on-time/)

[Avoid being left out of pocket over the summer slowdown with our helpful tips on invoicing customers.](#)

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## **Prepping for Christmas**

[\(/news/preparing-your-business-for-christmas/\)](/news/preparing-your-business-for-christmas/)

[Get ready for the holiday run-up with a quick guide to claiming expenses and leave rules for any staff.](#)

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## **Workplace closing over summer?**

## **[workplace closing over summer :](#)**

[\(/hiring-and-managing/handling-holidays-and-leave/annual-leave/#e-2346\)](#)

[For annual closedowns, you must give employees at least 14 days' notice. Also check who can use annual leave.](#)

[\(/hiring-and-managing/handling-holidays-and-leave/annual-leave/#e-2346\)](#)

[More details](#)

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## **[How to pay employees for leave](#)**

[\(/hiring-and-managing/handling-holidays-and-leave/paying-employees-for-leave/\)](#)

[Whether you're paying staff for holiday, parental or sick leave, our guide helps you get it right.](#)

[\(/hiring-and-managing/handling-holidays-and-leave/paying-employees-for-leave/\)](#)

[Find out more](#)

[\(/hiring-and-managing/handling-holidays-and-leave/paying-employees-for-leave/\)](#)

## **[Hire great summer staff](#)**

[\(/news/how-to-attract-great-summer-staff/\)](#)

[Attract the best people to see you through the seasonal rush, while following employment laws and processes.](#)

[\(/news/how-to-attract-great-summer-staff/\)](#)

[Here's how](#)

[\(/news/how-to-attract-great-summer-staff/\)](#)

## **[2020 law changes round up](#)**

[\(/news/2020-law-changes-round-up/\)](#)

[From privacy to parental leave, COVID-19 support to vaping rules, see which law changes apply to you.](#)

[\(/news/2020-law-changes-round-up/\)](#)

[New rules](#)

[\(/news/2020-law-changes-round-up/\)](#)

## **[What you can claim if you work from home](#)**

[Find out what business expenses you can claim for when you work from home. You may be surprised!](#)

[Check it out](#)

[\(/tax-and-accounting/reducing-your-tax/claiming-expenses/#e7719\)](#)

[Quick-focus planning to make sure you work on the right things for your growing business - every day.](#)

[It's important to take time to reflect on your business strategies and plan. It doesn't have to be a difficult or time-consuming task.](#)

[Download \[PDF, 203 KB\]](#)

[\(/assets/Uploads/Documents/quick-focus-plan.pdf\)](#)

[Know your fringe benefit taxes from your employee allowances and expenses? Take our quiz and find out.](#)

[When you're done, follow links from the answers to pick up tips and find out more.](#)

[Start the quiz](#)

[\(/tax-and-accounting/tax-when-you-have-employees/fringe-benefit-tax-fbt/#e4941\)](/tax-and-accounting/tax-when-you-have-employees/fringe-benefit-tax-fbt/#e4941)

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### **[End-of-year bonuses](#)**

[\(/news/bonuses-and-tax-how-to-get-it-right/\)](/news/bonuses-and-tax-how-to-get-it-right/)

[Performance bonuses are a great way to reward your employees. Here's how to calculate the right tax.](#)

[\(/news/bonuses-and-tax-how-to-get-it-right/\)](/news/bonuses-and-tax-how-to-get-it-right/)

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### **[Scammers don't go on holiday](#)**

[\(/risks-and-operations/it-risk-and-avoiding-scams/avoiding-scams-and-fraud/\)](/risks-and-operations/it-risk-and-avoiding-scams/avoiding-scams-and-fraud/)

[Get your systems in good shape before Christmas so you can rest easy.](#)

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[Here's how](#)

[\(/risks-and-operations/it-risk-and-avoiding-scams/avoiding-scams-and-fraud/\)](/risks-and-operations/it-risk-and-avoiding-scams/avoiding-scams-and-fraud/)

### **[Quiz: How flexible is your workplace really?](#)**

[\(/hiring-and-managing/managing-people-day-to-day/flexible-working-arrangements/#e-22721\)](/hiring-and-managing/managing-people-day-to-day/flexible-working-arrangements/#e-22721)

[Test yourself on flexible work. Who's eligible? How soon must you decide on requests?](#)

[\(/hiring-and-managing/managing-people-day-to-day/flexible-working-arrangements/#e-22721\)](/hiring-and-managing/managing-people-day-to-day/flexible-working-arrangements/#e-22721)

[Start the quiz](#)

[\(/hiring-and-managing/managing-people-day-to-day/flexible-working-arrangements/#e-22721\)](/hiring-and-managing/managing-people-day-to-day/flexible-working-arrangements/#e-22721)

### **[Quiz: Can my customer return it?](#)**

[\(/risks-and-operations/dealing-with-customer-complaints/fair-returns-and-complaints-policies/#e7522\)](/risks-and-operations/dealing-with-customer-complaints/fair-returns-and-complaints-policies/#e7522)

[Test yourself on when you must give a refund, repair or replacement for a faulty product or service.](#)

[\(/risks-and-operations/dealing-with-customer-complaints/fair-returns-and-complaints-policies/#e7522\)](/risks-and-operations/dealing-with-customer-complaints/fair-returns-and-complaints-policies/#e7522)

[Start the quiz](#)

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[Intellectual property \(IP\) is about protecting the time, money and effort you put into business.](#)

[This shows you key times when it's important to think about IP, with tips on protecting it.](#)

[See key IP milestones](#)

[\(/risks-and-operations/intellectual-property-protection/when-to-consider-intellectual-property/#e1986\)](/risks-and-operations/intellectual-property-protection/when-to-consider-intellectual-property/#e1986)

### **[Hiring the right staff types](#)**

[Employee, contractor or intern — which is right for your business and the tasks you need doing? Here's an overview of staff types so you can choose the right kind of help.](#)

[See the difference](#)

[\(/hiring-and-managing/deciding-to-hire/hiring-the-right-staff-types/#e1326\)](#)

### **[Tailored advice for your business](#)**

[Get business information and support, including COVID-19 guidance, tailored to the needs of you and your business.](#)

[Check it out](#)

[\(https://www.tools.business.govt.nz/boost/\)](https://www.tools.business.govt.nz/boost/)