



NEWSLETTER

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APEX ACCOUNTANCY LIMITED

Disclaimer:

All information in this newsletter is, to the best of the author's knowledge, true and accurate at the time of publication. No liability is assumed for any losses suffered by any person relying, directly or indirectly, on this newsletter. This content is for general informational purposes only. We recommend seeking our advice for your specific situation



**CELEBRATING 10 YEARS OF SUPPORTING
NEW ZEALAND BUSINESSES! DISCOVER OUR
2025 HIGHLIGHTS, KEY 2026 TAX UPDATES,
CLIENT STORIES, AND WAYS TO GET AHEAD
OVER THE HOLIDAY BREAK**



Celebrating **10 Years of Apex**

This year marks a major milestone for us, 10 years of supporting businesses across New Zealand. Over the past decade, we've partnered alongside business owners through growth, change, and challenge. We've seen many businesses flourish, and we've also seen some unfortunately come to an end. From experience, the number one cause of business failure is not properly accounting for taxation and cash flow obligations. That's why we continue to focus on education, strong compliance, and proactive advisory support, helping clients stay informed, plan, and avoid unnecessary pressure on their businesses.



2025 in Review



2025 has been a steady and consolidating year for Apex Accountancy Limited. Rather than chasing rapid growth, our focus has been on doing the basics exceptionally well. We've continued improving our internal systems and processes to deliver clearer communication, better turnaround times, and more consistent support across all offices. Most importantly, we've placed strong emphasis on supporting our existing clients with practical guidance, clear explanations, and hands-on support, so you can navigate business and tax obligations with confidence



A key highlights this year:

Our Auckland office is now open and fully operational. With teams on the ground, we're pleased to be welcoming new clients and expanding our ability to support businesses in the region.

Meet Our New Auckland Team

We are excited to introduce our talented Auckland office team:



Ma. Jasmine Dadis, CPA, CMA
Accountant

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Ana Cielo Villanueva, CPA,
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Francess Faye Manansala
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2026 Tax Policy Changes – What Business Owners Need to Know?

As we move into 2026, there are several policy and legislative changes that business owners should be aware of. Below is a plain-English overview of what matters most and why it may affect you.

KiwiSaver Changes

From April 2026, updates to KiwiSaver settings may affect both employers and employees. This can include changes to contribution rates, eligibility, or government contributions.

1. Default employer and employee contribution rates

The default KiwiSaver contribution rate will rise to 3.5% (from 3%) for you and your employer.

2. Temporary rate reduction

You can apply for a temporary rate reduction from 1 February 2026 if you want to carry on contributing at 3% from 1 April 2026. This could be because you can't afford the rate increase or want to save in other ways.

3. Contributions for 16 and 17-year-olds

If you're aged 16 or 17 you'll qualify for employer KiwiSaver contributions from 1 April 2026, so long as you meet other eligibility requirements.

What this means for you:

- . Employers may need to update payroll systems
- . Employees may review their contribution choices
- . Cashflow planning may need slight adjustments

We recommend reviewing your payroll setup early in the year to avoid last-minute issues.

[KiwiSaver changes](#)





Minimum Wage Increase

The minimum wage is set to increase in 2026.

What this means for you:

- Higher wage costs for businesses with hourly staff
- Potential flow-on effects to holiday pay, sick leave, and KiwiSaver contributions
- A need to update employment agreements and payroll rates

If you employ staff, it's important to budget for this increase and ensure your payroll rates are updated from the effective date.

Changes to Income and Wage Thresholds

Several income and wage-related thresholds are changing, including hourly wage and income requirement thresholds used across tax, employment, and entitlement calculations.



What this means for you:

- Some employees may move into different tax or entitlement categories
- Business owners may see changes in PAYE or other deductions
- Systems and assumptions used in forecasting may need updating

A quick review of your payroll and reporting settings can help avoid errors.

For Landlords: New Pet Bond Rule

A new Pet Bond Rule is being introduced for residential rental properties.

What this means for you:

- Landlords may be allowed to charge an additional bond where tenants have pets
- Documentation and tenancy agreements may need updating
- There may be compliance steps to follow to apply the bond correctly

If you own rental properties, it's important to understand how this rule applies and ensure your tenancy processes remain compliant.



[New pet consent rules and pet bonds](#) | [Ministry of Business, Innovation & Employment](#)

If you're unsure how any of these changes affect your business or investments, we're happy to walk through them with you



Investment Boost – IRD

The Investment Boost is an initiative offered by IRD to encourage businesses to invest in productive assets.

What this means for you:

- Eligible business assets may qualify for accelerated or enhanced deductions
- This can improve cash flow by reducing tax payable earlier
- Timing of purchases becomes more important to maximize the benefit

Investment Boost



If you're planning to invest in equipment, vehicles, or other business assets, it's worth reviewing whether the Investment Boost applies before committing.

If you're unsure how any of these changes affect your business or investments, we're happy to walk through them with you

[New assets – Investment Boost](#)



Featured Clients



Client Journey Highlight

Prior to the purchase of Bella Vista, we supported our client through the full due diligence process. This included reviewing the financial and tax position, assessing cash flow and performance, and identifying key tax and GST considerations. We also assisted with the purchase structure, introduced a trusted mortgage broker, and worked alongside the client's lawyer to ensure there were no surprises after settlement.



With new management in place, Bella Vista continues to build on the strong foundations already established. The focus remains on maintaining quality service while strengthening operations and positioning the business for long-term, sustainable growth within the Westport community.



KABAYAN RENTALS QUEENSTOWN

Kabayan Rentals offers premium well maintained vehicles in Queenstown paired with genuine local hospitality. From the moment you arrive we focus on comfort quality and care so you can experience the difference.



Their commitment to service, flexibility, and community connection has allowed them to build a solid reputation while contributing to Queenstown's vibrant tourism and transport ecosystem





Property & Lending Support Through Trusted Partners

We know that buying, selling, or refinancing property often goes hand in hand with good financial and tax planning. To better support our clients, we work closely with a trusted network of mortgage advisers and property specialists across New Zealand.

Mortgage Adviser Network

We have access to a range of experienced mortgage advisers who can assist clients with lending advice, refinancing, and home or investment property purchase

- Elena Pridmore – Canterbury Region
RPV Financial Services Limited

rpvfinancial.co.nz
elena@rpvfinancial.co.nz

- York Zhang – Auckland Region
Plaxo Mortgages Auckland

plaxold.co.nz
info@plaxold.co.nz

- Thabit Ayoub – Queenstown and Central Otago Region
Roost Mortgages

<https://roost.co.nz/>
hello@roost.co.nz

This allows us to connect clients with advisers who understand local markets and lending conditions.

Property Partners

To further support clients buying or selling property, we've teamed up with the following trusted professionals:

- MJ Kooger – Central Otago / Queenstown
We work alongside MJ Kooger to support our Central Otago and Queenstown clients with property transactions.

<https://mikooger.co.nz>



- Mariel Alviso – Christchurch
Christchurch-based clients, we partner with Mariel Alviso – 02108025776, to assist with buying and selling property, ensuring a smooth and well-coordinated process.



By working closely with these partners, we aim to provide more joined-up support, helping clients make informed decisions with confidence.



Recommended Readings

Each year, we like to share a few books that encourage resilience, clearer thinking, and better decision-making in business and life. These books explore perseverance, discipline, personal responsibility, and long-term thinking. All qualities that support sustainable success in business and in life.

- **Grit – Angela Duckworth**

An insightful look at why passion and perseverance matter more than talent alone. The book explores how long-term commitment, consistency, and resilience play a key role in achieving meaningful success, both personally and professionally.



- **Shoe Dog – Phil Knight**

A candid story of building Nike from the ground up, highlighting resilience, risk-taking, and the realities behind long-term success.



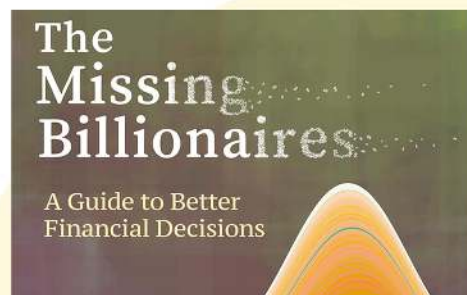
- **Journey of a Thousand Miles – Lang Lang**

A powerful reminder of patience, practice, and commitment, told through the journey of one of the world's leading pianists.



- **The Missing Billionaires**
Victor Haghani & James White

A thought-provoking look at investing, decision-making, and why discipline often matters more than brilliance.



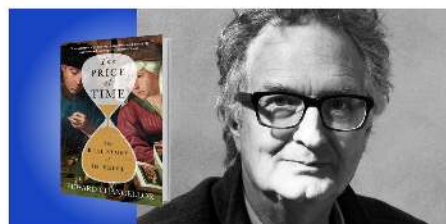
- **Can't Hurt Me – David Goggins**

An intense and motivating read on mental toughness, accountability, and pushing beyond perceived limits.



- **The Price of Time: The Real Story of Interest – Edward Chancellor**

A deep dive into interest rates, economic cycles, and how long-term financial decisions shape outcomes over time.





Supporting Community and Events

Supporting our communities and staying connected to the industries we serve is an important part of who we are. Throughout 2025, our team participated in and supported a range of initiatives that reflect our values around learning, wellbeing, partnership, and community impact.

Community & Charity

March 2025 – Avalanche Peak Weekend Challenge

Climbed Avalanche Peak alongside Kabayan Radio (Alfie Alojado) and Elegant KiwiHomes, taking on a physical challenge while strengthening community connections.



June 2025 – House of Musa

Attended and supported House of Musa, an initiative advocating for the circular economy and more sustainable business practices.



June 2025 – Run with Harold



Ran with Harold to support the Life Education Trust Canterbury, contributing to education and wellbeing programmes for young people.

June 2025 – Harold's Ninja Valley Takeover

Participated in Harold's Ninja Valley Takeover, supporting a fun, community-focused event with a strong charitable cause.

June 2025 - Grand Annual Philippines Independence Day Commemoration

The event celebrated Filipino pride and was an incredible opportunity to connect with some of our wonderful Auckland clients.

It also highlighted the Filipino Kiwi Hero Awards, recognizing outstanding community leaders and talented individual





Supporting Community and Events

October 2025 – Miss Philippines – New Zealand 2025



Proudly served as the official Tabulator for Miss Philippines – New Zealand 2025, supporting a major cultural and community event.



Ongoing – Community Sports Support

Continued to support local basketball through sponsorships and involvement with the Pinoy Brotherhood Cup, Hornby Ballers, and FBAC.



Education & Professional Development

June 2025 – Property Sector Seminar

Attended a property seminar to deepen our understanding of the property sector and keep our advice relevant and practical.



June 2025 – Centuria NZ Healthcare Road Show

Attended the Centuria NZ Healthcare Road Show to stay informed on developments within the healthcare investment sector.

May 2025 – Sumday/Xero Event in Christchurch

Apex attended the Sumday/Xero event in Christchurch, which focused on carbon accounting. The team gained valuable insights into tracking and managing carbon footprints for businesses, helping us better advise clients on sustainable practices and reporting.





November 2025 - Ethnic Xchange Symposium

The Ministry for Ethnic Communities' annual Ethnic Xchange symposium is New Zealand's premier business event focused on ethnic entrepreneurs, innovators, businesses and the markets they are connected to.



October 2025 – iPayroll Partnership & Client Onboarding

Held an iPayroll partnership information and client onboarding session with Lilly Amri, focused on improving payroll solutions for clients.



October 2025 – Meeting with PwC (Tax Pooling Solutions)

Met with Angelina Tan of PwC in Auckland to discuss tax pooling solutions and how they can be used to help clients manage provisional tax obligations, improve cash flow, and reduce exposure to interest and penalties.



Partnerships & Client Support

June 2025 – Property Solutions Partnership

Partnered with MJ Kooger to support clients buying and selling property in Queenstown.

August 2025 – Xero Me App Setup & Training

Delivered Xero Me app setup and training for Pagute Bro's Limited, supporting better payroll visibility and staff engagement.





Exciting New Tool Coming Soon!

As a teaser for our dear clients, we are creating something new and useful for you—an important tool for your business. More information and an invitation to access this tool will be shared soon. Stay tuned!

Holiday Greetings and Thank You

As the year ends, we would like to thank you for your continued trust and support. Working alongside our clients is something we genuinely value, and we appreciate the effort you put into partnering with us throughout the year. We wish you and your families a safe, restful, and enjoyable holiday season.

Holiday Task – Get Ahead Over the Break

If you have some downtime over the Christmas break, we encourage you to upload or send through your business information, including:

- Receipts and invoices
- Insurance documents
- Loan Payment Summaries
- Ending Bank Statement, 31 March 2025
- Asset purchases
- Employment contracts
- Other relevant business records

You can upload these directly into your Xero files or email them to us.

Priority Processing

Clients who submit their complete information early will be prioritised for processing once we resume in the new year.

Important Deadlines to Remember

Here are the key tax deadlines to mark on your calendar for the remaining months of the 2025–2026 taxable year. Staying on top of these dates will help you avoid surprises and keep your business running smoothly.

Upcoming Tax Key Dates:

Date	Details
20 Dec 2025	Employer deductions payment due for November PAYE
15 Jan 2026	Second instalment of provisional tax (March balance date)
15 Jan 2026	GST return and payment due for the period ending 30 November 2025
20 Jan 2026	Employer deductions payment due for December PAYE
20 Feb 2026	Employer deductions payment due for January PAYE
28 Feb 2026	GST return and payment due for the period ending 31 Jan 2026
20 Mar 2026	Employer deductions payment due or February PAYE
31 Mar 2026	End-of-year income tax returns due for 2025 tax year (with EoT)
7 Apr 2026	End-of-year income tax and Working for Families bills payment due (with EoT)
20 Apr 2026	Employer deductions payment due for March PAYE
7 May 2026	Third instalment of provisional tax (March balance date)
7 May 2026	GST return and payment due for the period ending 31 Mar 2026

(Reference: [Key dates](#))



Employee Holiday Considerations



Public Holiday Pay

Employees must be paid for a public holiday if it falls on a day they would usually work (an "otherwise working day").

If they work on the holiday, they are entitled to time-and-a-half pay and may also qualify for an alternative holiday.

Employers need to determine:

- Which day will be treated as the public holiday (if shifted).
- Whether the public holiday falls on an "otherwise working day" for the employee.
- If the employee will work on the holiday and how much they'll be paid.
- Whether the employee is entitled to an alternative holiday

Pay for Public Holidays

- **Not working:** Employees are paid their Relevant Daily Pay (RDP) or Average Daily Pay (ADP) if it's an otherwise working day. If not, payment is optional.
- **Working:** Employees are paid the greater of time-and-a-half or their RDP (or ADP if applicable) including any penal rates.

Alternative Holidays (Days in Lieu)

Employees working on a public holiday are entitled to a paid alternative holiday if:

- It's an otherwise working day, and
- They are not employed solely for public holiday work.

Annual Leave and End-of-Year Payroll Tips

Encourage employees to use accumulated annual leave or consider cashing it out.

If your workplace has an annual closedown:

- Entitled employees must use their annual leave, with 14 days' notice.
- Non-entitled employees must be paid 8% of their gross earnings and may agree to take leave in advance.

Other Leave During Closedown

Public holidays, sick leave, bereavement leave, or family violence leave during a closedown are treated as usual, without affecting annual holiday entitlements.

(Reference: [Public holiday pay](#) | [Employment New Zealand: Annual closedowns and holidays](#) | [Employment New Zealand](#))



Quick Guide: Financial Health Check

Profit and Loss Review:

Analyse your financial performance to identify strengths and improvement areas. A clear profit and loss review helps guide strategic decisions for 2025.

Cashflow Management:

Maintain steady operations during the holidays by managing cash inflows and outflows effectively. Plan for wages and operational expenses to avoid financial strain.

Inventory Optimization:

For businesses with stock, ensure the right balance during the holidays. Use promotions to clear slow-moving items and prioritize availability of high-demand products.

Holiday Schedule

Our office will close from December 19, 2025, to January 12, 2026. For urgent matters, contact Cristina Canard at 022 076 7577.

We welcome your feedback—let us know how we can improve our services. If you have questions about this newsletter, we're here to help.

Wishing you joyful holidays and a prosperous New Year!

Warm regards,

The Apex Accountancy Team



Apex Mission Statement

"At Apex, we help businesses grow sustainably by providing education, practical advice, and support, rooted in the fundamentals of good business."