

CCH Business Fitness Content Suite

Smart tools to
improve your
accounting practice
and profitability



CCH Business Fitness Content Suite for Accounting Firms

The CCH Business Fitness content suite helps make accountants' lives easier by streamlining your accounting business so you can focus on the tasks that add the most value to your business.

Features of the suite

- Technically correct and always current
- Streamlined efficient processes
- Cloud based
- Word and Excel based templates
- Electronic workpapers
- Customisable
- Integration with accounting software

Immediate benefits

- Establish best practice across your team
- Allow more time to focus on your business and your clients
- Enable delegation
- Save reviewers' time
- Up-skill your staff
- Consistent task handling and output
- Facilitate training
- Accessible anywhere to your team
- Reduce risk of error
- Improve profitability
- Make your life easier

Topics

- Electronic annual workpapers
- Income tax, GST/FBT procedures
- Tax disputes toolkit
- Tax debt management processes
- Working for Families income calculation tool
- Rates and Thresholds quick reference guide
- Annual questionnaire builder
- Quality control manual
- Practice review preparation documentation
- Clever tax calculators including FBT and Provisional tax calculators
- Client newsletters
- Client engagement tools
- Business development processes
- Business advisory resource library
- HR documentation for clients
- Company administration suite
- Trust administration suite
- ACC administration suite
- Debtor management suite
- New client management
- Internal risk management
- Internal HR suite
- And more...

Core Content



The Client

A wealth of tools and procedures to help you, from when a client first joins your practice or starts their business venture to on-going services, whether compliance, value add, business development, or profit improvement, through to business cessation.

Designed to provide you with step by step instructions and the templates you need, the kit allows you to delegate tasks effectively, freeing you up to spend quality time with clients or work on growing your business.

Use best practice procedures, tools and templates to delegate tasks to the team for your review.



Workpapers and Calculators

Interactive resources to calculate and prepare the financial statements, tax returns and financial position of your clients.

These invaluable Electronic Workpapers import client data from your client accounting software for you and your team to review the information, make adjustments and prepare your client's financial statements.

Interactive calculators are also available to help you determine your client's tax liability and help your clients improve their profitability.



Coaching

Resources for Partners working with clients to improve their businesses.

The coaching library provides plain English business advisory resources including kits, guides, checklists and forms for you to use with your clients. Don't reinvent the wheel, simply brand the content provided and send to your client, or customise it for your client's particular situation.



Queries

Resources to help your team answer common client queries. Each links to scripts, fact sheets, cover letters and further resources.

Provide extra value to your clients when they come to you with their commonly asked questions. With our FAQ resources, your team members can answer commonly asked questions on the spot without having to write off lost research time or rely solely on senior team members. Follow up client conversations with a branded report outlining points to be aware of, facilitating your ability to charge for the service..



The Firm

How your practice is run behind the scenes directly affects your productivity and profitability.

Utilising CCH Business Fitness means you can be confident you have systems in place to reduce your risk exposure and best practice to facilitate your firm's team training. HR and debtor processes ensure your practice always runs smoothly. Resources to enable your firm's compliance with CAANZ's PS 1 and SES 2 requirements are provided.

Content Guide



The Client

Starting up a new client relationship:

- Engagement letters
- Buying or setting up a business
- Appraisals
- Business structures
- Farm business access
- IRD registrations
- IRD online services

Compliance:

- AML for accountants
- Client annual service plan
- Client bank accounts
- CRS obligations for accountants
- Financial statements, including checklist builder & client questionnaires
- Dividend preparation
- Shareholder remuneration review
- Statement of income

Tax Suite:

- Income tax
- Provisional tax
- GST

- FBT
- Mixed use assets
- Loss offsets & subvention payments
- Resolving tax debt
- Resolving tax disputes with IRD
- Engaging a tax specialist
- Risk management review
- Sale & purchase of land
- Tax refunds
- Tax residence
- Use of money interest
- Working for families

Rates & Thresholds table:

- Popular two-page reference document

Value Add:

- Company Administration
- Trust Administration
- ACC Administration & Advisory
- Virtual CFO
- Employer Documentation Kit

Business Development:

- Business advisory needs
- Business needs assessment
- Business plan preparation
- Directors' meetings facilitation
- Family advisory board
- Financing
- Planning days & planning sessions
- Agreements: confidentiality & property management services

Profit Improvement:

- Customer advisory board
- KPI monitoring
- Management control plans
- Profit & cashflow
- Profit improvement

Transitioning a client:

- Succession planning
- Appraisals
- Valuations
- Business sale reports
- Client deletion
- Dealing with death



Workpapers & Calculators

Workpapers for Annual Financials:

- Integrated with GL (iFirm, MYOB AO & AE, APS & Reckon APS, Xero)
- Static workpapers (not integrated with GL)
- Livestock workpapers
- Dividend workpapers, includes ICA reconciliation & dividend minutes

Calculators:

- FBT
- FIF
- GST apportionment
- Mixed use assets
- Provisional tax

- Use of money interest
- Ring-fencing rental losses (also in annual financials workpapers)
- Tax payment wallplanner
- Farmhouse expenses
- Income equalisation
- Interest
- Mortgage interest
- NZ tax residence
- Private boarding services standard-costs
- Working for families
- Loss limitation
- Tax return filed
- Fixed price agreement

Business Advisory Calculators:

- Rural business budget cashflow
- Breakeven point
- Charge rates
- Debtors days
- Discounting
- Increasing prices
- Profit & cash flow
- Profit improvement potential
- Ratio analysis
- Statement of financial performance
- Valuation
- Working capital



Coaching

Beginning & buying a business

- Financial management
- Accounting systems
- Business systems
- Human resources
- Pricing & margins
- Debtor management

- Technology in business
- Customer management
- Marketing & selling
- Exporting
- Risk management
- Directorship
- Time management

- Family businesses
- Profit improvement
- Succession planning
- Selling the business
- Retirement planning



Queries

- ACC & claims
- ACC levies & how they work
- Accounting terms & financial statements
- Audit
- Bad debts & tax deductions
- Balance dates
- Benchmarking
- Business interest & RWT
- Business management cycle
- Business structures
- Client gift expenses
- Contractors, schedular payments & withholding tax
- Cost control
- Depreciation
- Employee accommodation
- Employee versus independent contractor
- Employment
- Employment Relations Act & Holidays Act
- Entertainment expenses
- Equity partnerships
- Family businesses
- Farmhouse expenses
- FBT & company vehicles
- FIF
- Fines
- Foreign superannuation
- Governance & family advisory boards
- GST & commission-based insurance agents
- GST & overseas suppliers
- GST ratio option
- Health & safety
- Home office expenses
- Income equalisation scheme
- IRD — tax disputes
- KiwiSaver
- Livestock valuation methods
- Minimum wage
- Mixed use assets
- Parental leave
- Partnerships & allocating profits
- Payday filing
- PAYE intermediary subsidy
- Payments to spouses
- PPSA/PPSR
- PPSR discharge
- Property & tax
- Provisional tax
- Public holidays & closedown
- periods
- QCs & LTCs
- Reimbursing allowances
- Rental accommodation
- Rental properties - structures & expenses
- Reporting requirements for charities
- Research & development
- Risk management
- Shareholder remuneration
- Simplifying tax
- Sponsorship
- Stocktake
- Student allowances & loans
- Succession planning
- Tax
- Tax debt
- Tax relief
- Terms of trade
- Travel allowances
- Travel expenses
- Trust administration & legal costs
- Use of money interest
- Vehicles — lease or buy
- Wage subsidies



The Firm

Client contact:

- Marketing (webinars/seminars)
- Appointments
- Client categorisation
- Client screening
- Contact
- New clients
- Client feedback
- Queries & complaints
- Records folders
- Returning records
- Deletions

Day to Day:

- Banking
- Computer system
- Correspondence
- Couriers
- Mail handling
- Ordering goods & services
- Reception maintenance

- Stationery & office supplies
- Telephone answering
- Timesheets & workflow

Cashflow:

- Debtors
- Fee queries
- Payment of accounts
- Payroll & PAYE
- Petty cash
- Trust account administration

Annual:

- Fixed asset control
- Insurance review
- Office security & maintenance

Team:

- Employment process
- Grievances
- Health & safety
- KiwiSaver

- Leave entitlement
- Team meetings
- Training

Strategic:

- ATE application
- Mentor application
- Practice review preparation
- Strategic planning day

Policies:

- Templates for firm policies, including Quality Control Manual

Accelerate: the white label newsletter service

- A monthly Tax & Business newsletter that you can send to clients and brand as your own. **Accelerate** has both your newsletter & social media sorted!



CCH Business Fitness procedures and tools enable you and your team to provide your clients with a seamless service.

DON'T TAKE OUR WORD FOR IT!

Our customers say...

'We have always found the content and the support provided by CCH Business Fitness to be of the highest standard and would thoroughly recommend them to any accounting firm.'

'I love the fact that they link with MYOB Accountants Office and with the click of a button my GL is loaded into the workpapers. If I make a change in the GL, I just click the refresh button and all of my workpapers are instantly updated – brilliant!'

'We needed our team to work more independently, without interrupting us every five minutes. This was the resource that allowed them to do just that.'

'We were able to recoup the amount we invested in CCH Business Fitness almost immediately by implementing the ACC Administration and Advisory service.'

'It was a business case. There's money in systemisation. We wanted to make more money.'

For more information visit Wolters Kluwer New Zealand | www.wolterskluwer.co.nz | 0800 500 224 or to subscribe, contact our Account Managers for your area:

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