

ITP Eastern Suburbs Small Business Training

This one day intensive course comprises 6 modules. The fee for the day is **\$440**. Depending on your circumstances, this fee might be tax deductible. The course will be held at our Bondi Junction office, 29 Newland Street.

It will be held on **Saturday 21 January 2012** from 10am to 5pm.

The course has been developed from our experience as small business tax agents and accountants, to address the most commonly asked questions from our clients who are starting out in business. The course will show you what to expect in your first year in small business, and how to take more control over financial matters, so that you can avoid the usual nasty surprises experienced in the first year. It will also save you hours of time, and money, because you will learn these lessons, sooner or later – this course is the easy way!

The modules, and a brief description, are

1. Starting a small business

- sole trader, partnership or company?
- a step by step roadmap to get started

2. Bookkeeping

- what you need to do to prepare BAS and Tax returns
- your choice of system; shoebox, cashbook, software
- Debtors, Creditors, Stock, Bank reconciliations

3. BAS essentials

- how to prepare your BAS
- what to watch out for, and what to expect

4. Tax essentials

- how to prepare for tax time
- tax traps – Personal Service Income, Non Commercial Losses
- tax planning – Small business concessions
- what to expect

5. Business management

- tips and traps; an overall view of running a business
 - cash flow v profit
 - your income; salary, dividend, drawings

6. Pty Ltd Companies

- factors to consider in setting up a company

Places are limited to 8 people; please bring your specific questions with you!

You will receive a USB with the relevant ATO guidelines, plus an Excel spreadsheet Cashbook for you to use in your business, plus a set of comprehensive notes.

ITP Eastern Suburbs Small Business Training – Enrolment Form

Please fax to 9369-2456 or scan to bondi@itpsydney.com.au

First Name; _____

Last Name; _____

Fax/ Email address; _____

Course details;

Start 10am

Lunch break 1-2pm approximately – lunch is not provided

Finish time 4-5pm approximately

We will provide bottled water and mints; you are welcome to bring coffee and refreshments with you.

We will provide summary notes of the presentation, and supporting reference materials, plus an excel cashbook for your own use – all on a usb stick.

Payment and refund policy – your consent

Please find details of my remittance below, for enrolment in the above course; I understand that if I withdraw before 7 days of the start of the course, my fee will be refunded in full. If I withdraw within 7 days, I will be refunded \$400. If I do not attend the course without advising ITP I will be refunded \$220.00, but will receive a copy of the course notes. I understand that places are limited to 8 participants per session. The course will be held subject to a minimum number of participants, and I will be refunded my fee in full if the course does not go ahead.

Remittance details;

___ Please charge my Mastercard / Visa card \$440; details below;

_____ Exp ___ / ___

Name on card; _____

Signature: _____

___ I have made a direct deposit to Account BSB **032-159** Account Number **225-400** Account name ITP Eastern Suburbs, which was paid on ___ / ___ / 20___, using my last name as a reference.

___ Please find my cheque enclosed made payable to ITP Eastern Suburbs

Testimonials – Small Business course – 2011

“ I found the course very well structured and delivered in a relaxed manner, allowing class interaction which added even more depth to the subject matter. Well Done” – Rodney

“I really enjoyed the course and got a lot out of it.” – Brian