

## New Tax Tables

Make sure you are using the new tax tables (1 July 2011) available from the Australian Taxation Office (ATO). The new tables include provisions for the Flood Levy which can be obtained, along with information on who is exempt from the levy, from the ATO website:

[www.ato.gov.au](http://www.ato.gov.au)

## 2011 National Minimum Wage

The National Minimum Wage Order 2011 set the following wages for award/agreement free employees (to take effect in relation to a particular employee from the start of the employee's first full pay period on or after 1 July 2011):

### National minimum wage

- of \$589.30 per week, calculated on the basis of a week of 38 ordinary hours, or \$15.51 per hour.

### Casual loading

- of 22 per cent.

For full details visit:

[www.fwa.gov.au](http://www.fwa.gov.au)



August 2011

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## Welcome – SBAS: natural disaster assistance

Welcome the first newsletter by the Bundaberg Enterprise Centre (BEC) delivering the Small Business Advisory Services (SBAS) – National Disaster Assistance program.

The Bundaberg Enterprise Centre is one of twenty-five not-for-profit business advisory organisations to have received Australian Government funding totalling \$2.5 million to help small businesses affected by the recent natural disasters. These grants fall under the Small Business Advisory Services (SBAS) – National Disaster Assistance program.

The Bundaberg Enterprise Centre will support small businesses affected by the nationwide disasters since October last year, including not only those affected 'directly' but also those affected 'indirectly'.

The objective of the SBAS program is to maximise the growth potential, prosperity and sustainability of small businesses through enhanced access to information and advice on issues important to sustaining and/or growing small business. This program aims to improve the business skills of small business operators and owners.

Small businesses can access a range of advisory services, such as but not limited to:

- ❖ business and marketing planning;
- ❖ leasing guidance;
- ❖ legal and accounting;
- ❖ loans and banking advice; and
- ❖ Government regulations.

Whilst we will be visiting small businesses located in Bundaberg, south to Gympie and west to Gin Gin, we encourage any businesses to make an appointment to discuss any issue they may be facing one-on-one and where necessary can be referred to other professionals for advice.

Bundaberg Enterprise Centre will also be conducting several workshops to assist small businesses in their decision making process. If there is a topic you wished to see covered please advise Peter Peterson by emailing:

[ppeterson@bundabergbec.org.au](mailto:ppeterson@bundabergbec.org.au)

Businesses that are unable to access an SBAS organisation in their area can use the online services provided by the Belmont Business Enterprise Centre in Perth.



## Business Plans – your path to the future

Have you got a business plan? A business plan does not have to be an encyclopaedia, in fact it shouldn't be, as you won't use it. A business plan is a document showing where you want to be in two to five years, and how you plan on getting there.

It should cover:

- ❖ management
- ❖ legal aspects
- ❖ competition
- ❖ financial details
- ❖ marketing strategies and
- ❖ an action plan.

A business plan is a useful tool to assess how you are going compared with where you thought you be, showing where you might be going wrong or what needs changing.

A business plan is not a document you develop simply to start a business and put on the shelf to gather dust. It is a document you should refer to occasionally to compare what is actually happening against you plans.

A business plan should be used to support your decision making to expand the business, to assess or evaluate your position, to borrow further funds.

Don't know where to start? Then contact Peter Peterson at the Bundaberg Enterprise Centre by email: [ppeterson@bundabergbec.org.au](mailto:ppeterson@bundabergbec.org.au) or phoning 07 4153 2333 to make an appointment and begin planning your future.

## This Month's Q&A Technology Tip

### Q: What is 'Cloud Computing'?

A: The 'cloud' has been used as a metaphor to describe the Internet for many years, however, now combined with computing, it gets bigger and fuzzier.

Now becoming all the rage, from an IT professional's perspective, cloud computing provides a way to increase capacity or add capabilities on the fly without investing in new infrastructure.

So what is cloud computing you ask - well it is any subscription-based or pay-per-use service that, in real time over the Internet, extends its existing capabilities.

You may be aware of storing your files (e.g. family photos) in the 'cloud' which are shared with friends and family around the world.

However, imagine never paying for Microsoft Office again, never having to install the software, or wait for it to automatically update itself. In future you simply subscribe on-line and use the software as a web-based application across the Internet. This means you will not need such powerful computers to run the current applications you have on your computer, simply a web browser.

## ETHICS

In a competitive business environment, businesses large and small strive to survive and prosper. One of the keys to long-term survival is a workplace culture characterized by high ethical standards where stockholders, customers and workers alike hold the organisation in high esteem. Creating such an organisation is first and foremost the duty of its leadership. They are the ones who set the tone as to what constitutes ethical behavior and they are the ones who insure ethical standards are adhered to and met.

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## SOFTWARE

### Business Plans

Whilst there are many options available on the Internet, one that stands out as being simple to use and includes hundreds of example Business Plans is 'Business Plan Pro' from Palo Alto Software.

Business Plan Pro includes the ability to:

- Import from QuickBooks
- Import from Excel
- Plan vs actual financials
- Business valuation analysis
- Visual cash planning

Learn more about 'Business Plan Pro' at:

[www.paloalto.com.au](http://www.paloalto.com.au)

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