

# BOOKMARX Bookkeeping News

Summer 2009

*"helping your business grow"*

## NEWS

### holiday closing times

This year we will be open until the 24<sup>th</sup> of December and reopening on the 25<sup>th</sup> of January.

### new website

The new Bookmarx website has now been launched and is looking more corporate than ever, so check it out [www.bookmarx.com.au](http://www.bookmarx.com.au). It is a work in progress and eventually these newsletters will be available there as well as great management ideas.

### ATO tax break

As mentioned in the Spring Newsletter, the ATO's interest free payment arrangement for debt is going to be in place until 30 June 2010. I am hearing stories about interest amounts ranging from \$5,000 to \$16,000 being deducted from businesses running balances. Let me know if you require further information about this.

### online bas lodgement now available through Bookmarx

Bookmarx have become a BAS Service Provider. This means we can lodge your BAS online and you will receive an extra two weeks for lodgement and payment. It also means Bookmarx are compliant with new ATO rulings for practising bookkeepers.

## SPECIAL OFFER

### receive one hour's free bookkeeping

From now until the end of February, Bookmarx are offering one hour's complimentary bookkeeping to our valued clients, for any successful referrals. Bookmarx offer a complimentary Initial Consultation for all interested businesses so if you know of anyone who is in need of bookkeeping services, an initial no obligation meeting could benefit them.

## BOOKKEEPING TIPS

### save money on bookkeeping fees

Save money on your bookkeeping fees by keeping your personal and business expenses separate. Having to wade through a bank statement full of personal and business expenses takes extra time which translates into extra expense for you. Pay yourself a wage and use a personal account for non-deductible expenses.

### receipts

Manage those annoying receipts. **Boxes (Officeworks sell them or use a shoebox)** one for cash receipts, one for credit card receipts or **Envelopes** – have a monthly envelope, start one for December and put all your receipts for December into it, you may want one for personal and business, when December is over, start one for January.

### bank statements

Bank statements issued by the bank are the best type for a bookkeeper rather than an internet banking printout. They are laid out in such a way that makes it very easy for a bookkeeper to understand. Try to provide these and it will benefit your business. If you don't receive them from the bank, ask them to mail or email you a monthly statement. Try to get all your statements monthly. A bookkeeper can give you more accurate financial information when the bank statements arrive monthly.

## MANAGEMENT TIPS

### staff management

One of the biggest challenges facing business owners is staff management. However, in order for your business to grow, it is essential that you have a great team working in harmony together. Often times we are so busy running our business that we don't take the time to keep learning or to help our staff to keep learning, something which is essential in order for you and your business to grow. For more information about staff and personal development visit - <http://www.collegeofbusiness.com.au/eagle-staff-training>. They are offering packages that will train you and your staff in business excellence.

### Why do People Work For You?

According to Abraham Maslow, a human relationist, people are motivated to satisfy needs at five levels.

**PHYSIOLOGICAL NEEDS** – This translates to the need for things like food, water, air.

**SECURITY NEEDS** – Desire for housing, clothing, free from worry about money and job security. Knowing their job will be there if they get a mortgage on a new home.

**BELONGING NEEDS** – These include the need for love, affection and to be accepted by one's peers. A manager can help satisfy these needs by allowing social interaction and by making employees feel part of a team.

**ESTEEM NEEDS** – The need for positive self-image and self-respect and the need for recognition and respect from others.

**SELF ACTUALISATION NEEDS** – This involves realising one's potential for continued growth and individual development. These are the most difficult for manager's to address. A manager can help to achieve this by promoting an organisational culture in which self-actualisation is possible. Some of the ways this could be done is by giving employees the chance to make decisions about their work and the opportunity to learn new things about their jobs and the organisation.

### THOUGHTS FOR THE SEASON

#### communication & relationships

With Christmas rapidly heading towards us and a new year on its way, it is time to reflect on the year that was and consider what is most important in your life. Recently I went to a seminar hosted by the National College of Business which focused on "Communication and Relationships". I came away from that seminar asking myself questions about what was most important in life – especially regarding relationships. Spend some time on the following questions and see if you are happy with your current situation.

If you were sitting in on your own funeral, what would you want the groups below to be saying about you?

Your close friends?

Your family?

Your work colleagues?

If what you would like them to say about you, and what they would currently say about you, is on the right track – well done! If not maybe it is time to make some changes in your communication and relationships.

### NETWORKING

Each newsletter I will introduce you to a client and their services. This month I will introduce **Lighten Up LED Solutions**.

Lighten Up sell LED lights and solar solutions that can make for massive savings to your lighting power bill.

Lighten Up LED Solutions are available to visit your home and offer complimentary sustainability assessments.

**Attached is more information from Lighten Up so please have a browse and call them for a free consultation.**

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

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