

ANNUAL **MEETING**

**DATE:**

**CLIENT:**

NOTE: All action items will be recorded in **Success Accounting Group Portal under “Resources”**

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| **1.** | ALL ABOUT YOU |
|  | **What is on your mind?****Can we ask you some very important questions?*** What is important to you in your life?
* What would make this year a great year personally?
* What would you need to achieve in your business to achieve those goals?
* How can we help you get there faster?
* What information do you need from us to know you’re on track in reaching those goals?
* How can we best help you to stay on track?
* What’s the biggest thing getting in your way?
* What do you need to say “NO” to, to make this happen?
* What is your exit plan? sale / succession planning / franchising / licensing
* How important is it to you to protect your wealth in your family “Bloodline”?
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| **2.** | WHERE ARE YOU NOW |
|  | * Review of your most recent Financial Statements and Tax Returns
* Tax payable – how much and when
* Trend Analysis – 3-year review
	+ Why have they occurred?
	+ What action is required?
* Where did the cash go?
* Brief Assessment of EBIT, Balance Sheet and Business Value
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| **3.** | WHERE YOU WANT TO BE IN THE FUTURE |
|  | * What is possible in the coming 12 months?
	+ Revenue
	+ EBIT
	+ Team
	+ Marketing
	+ Products / Services
	+ Any changes coming up?
	+ Other ideas for business improvement
* What do you consider to be Financial “Freedom”?
	+ Create / Update “Freedom” Plan

**KEY QUESTION*** If you could improve 3 things in your business right now, assuming all resources you needed were available to you, what would they be, how would you di it and what would the impact be?
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| **4.** | BUSINESS HEALTH CHECK |
|  | Technology and laws change all the time. How is your business going with?* **Disaster Recovery Plan** – Who does what, and how, if something very bad happens
* **Accounting System** – What is it? What’s not working? Who updates it? Are you happy with it?
* **Bookkeeping** – Who is doing it? Is it always up to date? Any issues?
* **Payroll** – Who is processing it? Is this working well? Are pay rates correct? Start + Finish confirmation?
* **Rostering** – Who does this? How are employees notified? Is this working?
* **HR Systems** – Do you have compliant Policies? Does every team member have a signed Employment Contract + Position Description?
* **Point of Sale** – Does it need updating? Are reports giving you what you need?
* **eCommerce** – Linked to accounting system? Is this working well?
* **Stock Control** – What do you use? Is it working well? Does it link to your accounting system?
* **Record Keeping** – Would you like to make this easy for you and paperless?
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| **5.** | TAX CHECK |
|  | Are you up to date with?* Employee PAYG / GST / Employee Superannuation / Business + Personal PAYG Instalments
* Div7a Loan Agreements + Annual Repayments?
* Simple Loan Agreements – Funds injected into business from personal cash / home loan

Do you need to consider?* PSI Issues / Payroll tax / FBT / GST Registration (for small businesses) / R&D Tax Incentive Application
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| **6.** | ASSET PROTECTION |
|  | * Estate Planning
	+ Who has these documents?
	+ Update Wills – include “bloodline” provisions
	+ Update Powers of Attorney
	+ Update Medical Directive
	+ Update Letter of Wishes for Family
* Separation of “Risk” + “Asset” persons in family group?
	+ Protect family home / investment properties with “Gift + Loan Back” Strategy
	+ Upgrade Trust Deeds – new income streaming provisions / Control provisions correct?
	+ Asset Holding Trust with “bloodline” provisions
* Separation of “Risk” + “Asset” entities in family group?
	+ Separate Trading and Ownership entities? (Level 1)
		- Flush out retained profits, loan back with secured loan
		- Restructure ownership
			* Transfer business to Company at high value, use Small Business CGT Provisions, Company borrow from bank to repay sale price, pay off non-tax deductible home loan debt
			* Interpose Company Shareholder of Trading Company, eliminate Div 7A issues
	+ Separate Business Asset Holding entity? (Level 2)
		- Assign IP, License use back to Trading entity
			* Business Name / Trademarks / Patents / Knowhow / Systems / web URL’s
		- Sell other Assets across with Tax Invoice, Rent back to Trading Entity
	+ Separate Employment / Labour Hire entity? (Level 3)
* Use of “Bucket” Company to cap tax at 27.5% or 30%?
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| **7.** | WEALTH CREATION |
|  | * Freedom Gap Philosophy – “One eye for now, one eye on the future”
* Updates needed to your Personal Wealth Portal?
* What is your preferred investment focus? – % for Property / Shares / Cash / Business / Other
* What are your Debt reduction plans?
* “Bucket” Company for 27.5% or 30% tax – How to invest the cash in it?
* Superannuation
	+ Maximise annual funds contributed
	+ Options to get your super working harder
	+ Is an SMSF appropriate? – Only for: Property (geared) / Shares / Own investment choice
* Shares / Managed Investments – Review + rebalance needed?
* Properties – Long term hold? Any need to be sold? **Success Accounting Group research + options**
* Insurances – Review needed?
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| **8.** | HOW TO GET THERE |
|  | Get there FASTER with our incredible advisory team!* **Monthly Mentoring** – Virtual CFO analysis + insight
* **Advisory Board** – Meet with you monthly, keep you and you Board accountable
* **KPI + Goal Setting** – Help you focus on what really matters
* **Decision Making Support** – Available on call, when you need us
* **Strategic Planning Day facilitation** – Create your “One Page Plan” with a focus on your Purpose + Values, team development and marketing focus
* **Scenario Planning facilitation** – Stretch your thinking, look at options, unearth opportunities
* **Forecasting** – Put discipline around future planning, test your thinking, keep the Bank and your Board happy
* **WealthPlan** – Create, grow and protect your wealth
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| **9.** | YOUR NEXT STEP |
|  | * Create WHO, WHAT, WHEN plan
* Any other business – what is on your mind?
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