

ANNUAL **MEETING**

**DATE:**

**CLIENT:**

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

|  |  |
| --- | --- |
| **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”? |

|  |  |
| --- | --- |
| **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 |

|  |  |
| --- | --- |
| **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? |

|  |  |
| --- | --- |
| **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? |

|  |  |
| --- | --- |
| **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 |

|  |  |
| --- | --- |
| **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%? |

|  |  |
| --- | --- |
| **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? |

|  |  |
| --- | --- |
| **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 |

|  |  |
| --- | --- |
| **9.** | YOUR NEXT STEP |
|  | * Create WHO, WHAT, WHEN plan * Any other business – what is on your mind? |

**Success Accounting Group**

**a** 3/135 Lower Dandenong Road Mentone VIC 3194  
**p** 03 8529 5577 (OAKLEIGH) OR 03 9583 0550 (MENTONE) or 03 8511 4047 (SPRINGVALE)  
**m** 0402 063 703  
**w** www.successaccountinggroup.com.au  
**e** [lan@successaccountinggroup.com.au](mailto:lan@successaccountinggroup.com.au) OR [Grow@successaccountinggroup.com.au](mailto:Grow@successaccountinggroup.com.au" \t "_blank)