



Pilbara Business
Strategies

BUSINESS STRUCTURE ADVICE

BUILDING STRONG FOUNDATIONS



08 9172 2866

bookkeeping@pilbarabiz.com.au



About Us

Pilbara Business Strategies was founded to offer local businesses in the Pilbara and surrounds with a local and affordable accounting solution.

We offer support and expertise to all business sizes from micro 'side hustles' to large scale multi-location corporations. We've grown significantly from our humble beginnings and have a dedicated staff of three to support your business needs.

GREAT SUPPORT

We aim to offer flexibility for our clients with a variety of support options offered via face-to-face, phone, email and skype.

FLEXIBLE SERVICES

We scale our services - as no two businesses are the same we understand that no two service plans will be the same so we are here for what ever you need help with.

FIXED FEES

We quote all works upfront so there are no nasty surprises about our fees or our expected performance objectives.

CONTINUOUS IMPROVEMENT

We value learning and support feedback - we appreciate all our clients' continued support of our local business.



support@pilbarabiz.com.au | 08 9172 2866



Business Advice



Bookkeeping Support



Software Management



Compliance Support



PILBARA BIZ SUPPORT SOLUTIONS

CREATE with our Advice

SIMPLE STRUCTURE | OPTIONS

SOLE TRADER

A SOLE TRADER IS THE SIMPLEST BUSINESS STRUCTURE FOR A SINGLE OWNER BUSINESS.

IT IS AN INDIVIDUAL RUNNING THE BUSINESS

- YOU RUN AND CONTROL THE BUSINESS SOLELY.

PARTNERSHIP

A PARTNERSHIP IS THE SIMPLEST BUSINESS STRUCTURE FOR A MULTI OWNER BUSINESS.

IT IS A GROUP OF PEOPLE WHO CARRY ON A BUSINESS TOGETHER.

- PARTNERS RUN AND CONTROL THE BUSINESS JOINTLY.

ADVANCE STRUCTURE | OPTIONS

TRUST

A TRUST IS A COMPLEX BUSINESS STRUCTURE USED FOR ASSET PROTECTION AND TAX PLANNING PURPOSES

IT IS GENERALLY USED FOR FAMILY WHO CARRY ON BUSINESS TOGETHER

- TRUSTEES AS GUARDIANS RUN AND CONTROL THE BUSINESS JOINTLY.

COMPANY

A COMPANY IS RUN BY ITS DIRECTORS AND OWNED BY ITS SHAREHOLDERS.

IT HAS INDIVIDUAL(S) RUNNING THE BUSINESS WHO ARE ACCOUNTABLE TO THE SHAREHOLDERS.

- YOU MAY RUN AND CONTROL THE BUSINESS SOLELY AS DIRECTOR AND SHAREHOLDER.





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BUSINESS STRUCTURES | CHOOSING YOUR STRUCTURE

THE COSTS OF STRUCTURE

- THE INITIAL OUTLAY FOR THE SET UP OF THE STRUCTURE
- ONGOING COSTS ASSOCIATED WITH THE STRUCTURE
- WIND UP COSTS FOR DISSOLVING THE STRUCTURE
- LEGAL COSTS FOR COMPLEX SET UPS AND BUY OUT OPTIONS
- ACCOUNTANT FEES FOR COMPLIANCE OBLIGATIONS

STRUCTURES SUITABILITY FOR YOUR BUSINESS NEEDS

- STRUCTURE COMPLEXITY VS. BUSINESS COMPLEXITY & RISKS
- DO THE BENEFITS WARRANT THE COST ASSOCIATED WITH THE STRUCTURE
- IS THE LIFE SPAN OF THE STRUCTURE MIRRORED TO THE BUSINESS?
- ARE THE BUSINESS RISKS SUITABLY MITIGATED?

LICENCING & LEGAL REQUIREMENTS FOR STRUCTURE

- WHAT ARE THE LEGAL OBLIGATIONS OF THE STRUCTURE?
- WHAT LEGAL BENEFITS ARE GAINED FROM THE STRUCTURE?
- ARE ADDITIONAL LICENCING OBLIGATIONS IMPOSED ON THE STRUCTURE?
- ARE CERTAIN ACTIVITIES PROHIBITED BY THE STRUCTURE IN MY INDUSTRY?

COMPLIANCE OBLIGATIONS AND COSTS FOR EACH STRUCTURE

- WHAT ARE THE MINIMUM COMPLIANCE OBLIGATIONS OF THE STRUCTURE?
- WHAT ARE THE LIKELY COSTS ASSOCIATED WITH THE COMPLIANCE?
- WHAT ARE THE OTHER REQUIREMENTS OF MY STRUCTURE?





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BUSINESS STRUCTURES | SET UP COSTS & HOW TAX IS CALCULATED

STRUCTURE | SOLE TRADER

- LOW INITIAL START UP COST
- SIMPLE REGISTRATION COSTS
- LOW ONGOING COMPLIANCE COSTS
- SINGLE TAX RETURN REQUIRED AS SUPPLEMENTARY ITEM IN PERSONAL RETURN
- TAX ON PROFIT IS APPLIED AT MARGINAL TAX RATE OF BUSINESS OWNER

STRUCTURE | PARTNERSHIP

- LOW INITIAL START UP COST
- SIMPLE REGISTRATION COSTS
- MEDIUM ONGOING COMPLIANCE COSTS
- ADDITIONAL TAX RETURN REQUIRED FOR PARTNERSHIP
- PROFIT IS EVENLY SPLIT BETWEEN PARTNERS
- TAX IS APPLIED AT MARGINAL TAX RATES FOR EACH BUSINESS PARTNER

STRUCTURE | TRUST

- HIGH ESTABLISHMENT COSTS
- COMPLEX LEGAL AND TAX FORMALITIES
- MEDIUM ONGOING COMPLIANCE COSTS
- ADDITIONAL TAX RETURN REQUIRED FOR TRUST
- ADVANTAGE OF DISCRETIONARY PROFIT DISTRIBUTION
- TAX IS APPLIED AT MARGINAL TAX RATES OF BENEFICIARIES

STRUCTURE | COMPANY

- HIGH ESTABLISHMENT COSTS
- COMPLEX LEGAL AND TAX FORMALITIES
- HIGH ONGOING COMPLIANCE COSTS
- ADDITIONAL TAX RETURN REQUIRED FOR COMPANY
- ANNUAL ASIC COMPLIANCE & COSTS
- TAX IS APPLIED AT THE CORPORATE TAX RATE 27.5%
- SHAREHOLDERS RECEIVE FRANKED PROFIT WITH PRE-PAID TAX CREDITS





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BUSINESS STRUCTURES | SOLE TRADER OVERVIEW

STRUCTURE | ADVANTAGES

- THE STRUCTURE IS INEXPENSIVE TO SET UP BECAUSE THERE ARE FEW LEGAL AND TAX FORMALITIES
- TRADE ON YOUR OWN AND CONTROL AND MANAGE THE BUSINESS SOLELY
- SINGLE TAX RETURN REQUIRED FOR BUSINESS AND INDIVIDUAL

STRUCTURE | DISADVANTAGES

- YOU ARE LEGALLY RESPONSIBLE FOR ALL ASPECTS OF THE BUSINESS INCLUDING DEBT
- BUSINESS CAPITAL IS DEPENDENT UPON THE OWNERS FUNDS
- ABILITY TO ACCESS CREDIT IS OFTEN DIFFICULT

BUSINESS STRUCTURES | PARTNERSHIP OVERVIEW

STRUCTURE | ADVANTAGES

- A SOLE TRADER IS THE SIMPLEST JOINT BUSINESS STRUCTURE TO ESTABLISH
- THE STRUCTURE IS INEXPENSIVE TO SET UP BECAUSE THERE ARE FEW LEGAL AND TAX FORMALITIES
- ADVANTAGE OF POOLING RESOURCES TO OBTAIN CAPITAL FOR BUSINESS
- SHARED BUSINESS GOALS AND PARTNER SUPPORT FOR TOUGH TIMES

STRUCTURE | DISADVANTAGES

- YOU ARE LEGALLY RESPONSIBLE FOR ALL ASPECTS OF THE BUSINESS INCLUDING PARTNER DEBT
- BUSINESS DECISIONS ARE JOINT AND REQUIRE COMPROMISE & COMMUNICATION
- SHARED PROFITS
- MULTIPLE TAX RETURN REQUIRED ONE FOR BUSINESS AND ONE INDIVIDUAL(S)





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BUSINESS STRUCTURES | TRUST OVERVIEW

STRUCTURE | ADVANTAGES

- THE STRUCTURE OFFERS THE ABILITY FOR DISCRETIONARY PROFIT DISTRIBUTIONS
- CAN EMPLOY BUSINESS OWNERS IN TRANSPARENT MANNER
- LESS ANNUAL COMPLIANCE THAN A COMPANY
- CAPITAL GAINS TAX CONCESSIONS ARE DIFFERENT TO A COMPANY

STRUCTURE | DISADVANTAGES

- YOU ARE LEGALLY RESPONSIBLE FOR ALL ASPECTS OF THE BUSINESS INCLUDING DEBT
- BUSINESS CAPITAL IS DEPENDENT UPON THE OWNERS FUNDS
- ABILITY TO ACCESS CREDIT IS OFTEN DIFFICULT
- COMPLICATED PROFIT DISTRIBUTION METHODS
- MULTIPLE TAX RETURNS REQUIRED

BUSINESS STRUCTURES | COMPANY OVERVIEW

STRUCTURE | ADVANTAGES

- ADVANCED ASSET PROTECTION
- LIMITED LIABILITY AS SEPARATE LEGAL ENTITY TO BUSINESS OWNER
- CAN EMPLOY BUSINESS OWNERS IN TRANSPARENT MANNER
- AVAILABILITY OF LOWER CORPORATE TAX RATE 27.5%
- MULTIPLE PROFIT DISTRIBUTION OPTIONS AVAILABLE
- CAPITAL GAINS CONCESSION FIXED

STRUCTURE | DISADVANTAGES

- EXPENSIVE AND ONGOING ANNUAL COSTS WITH ASIC
- BUSINESS DECISIONS ARE JOINT AND REQUIRE COMPROMISE & COMMUNICATION ALONG WITH SHAREHOLDER APPROVAL
- SHARED PROFITS AMONG SHAREHOLDERS
- MULTIPLE TAX RETURN REQUIRED ONE FOR BUSINESS AND ONE INDIVIDUAL(S)





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Bookkeeping Support

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BUSINESS DEDUCTIONS OVERVIEW

ALLOWABLE BUSINESS DEDUCTIONS

- COST OF SALES | STOCK | INVENTORY
- MOTOR VEHICLE EXPENSES
- OCCUPANCY COSTS | RENT | UTILITIES
- INSURANCES & WORKCOVER COSTS
- HOME OFFICE EXPENSES
- SUBSCRIPTIONS, LICENCES & DUES
- STATIONARY & PRINTING
- ADVERTISING & MARKETING
- BOOKKEEPING & ACCOUNTANT FEES
- TRADE TOOLS
- CONSUMABLES & MATERIALS COSTS
- TRAVEL & MEALS
- INTEREST ON BUSINESS LOANS
- *STAFF WAGES & SUPERANNUATION

COMMON DEDUCTION ERRORS

- CLAIMING 100% FOR NON-BUSINESS USE ITEMS - PHONE, MOTOR VEHICLES & OCCUPANCY COSTS
- CLAIMING DEDUCTIONS & GST CREDITS WITHOUT A TAX INVOICE
- CLAIMING MOTOR VEHICLE EXPENSES WITHOUT KEEPING A LOGBOOK FOR REQUIRED TIME

DEDUCTIONS YOU MIGHT HAVE MISSED...

- BUSINESS ITEMS PAID FOR ON PERSONAL ACCOUNTS
- MEMBERSHIPS & ASSOCIATION FEES

THREE SIMPLE STEPS TO CLAIM A DEDUCTION:

1. YOU MUST HAVE SPENT THE MONEY
2. IT MUST BE DIRECTLY RELATED TO EARNING YOUR INCOME
3. YOU MUST HAVE A RECORD TO PROVE YOU PAID FOR IT

LET'S TALK



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Software Management

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MANAGE with our Software

SOFTWARE & TECHNOLOGY SOLUTIONS

ACCOUNTING SOFTWARE ADVANTAGES

- UNDERSTAND YOUR REAL-TIME CASH POSITION
- RUN YOUR BUSINESS ON THE GO - CLOUD BASED ON ANY DEVICE
- RECONCILE WITH ACCURACY TO YOUR DAILY BANK DATA
- SYNC WITH THIRD-PARTY APPS
- EASILY TRACK INVENTORY AND STOCK
- STREAMLINE PAYING YOUR STAFF WITH SEAMLESS ONLINE PAYROLL.

SOFTWARE INTEGRATIONS WE LOVE :

- PAYMENT SERVICES
 - STRIPE
 - SQUARE
- WORKFLOW MANAGEMENT
 - SERVICE M8 | JOBBER
 - SHOPIFY
- RECORD KEEPING SOLUTIONS
 - ONE DRIVE | DROPBOX
 - RECEIPTBANK



BOOK ONLINE



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REGISTRATIONS | COMPLIANCE

BUSINESS REGISTRATIONS

- ABN
- BUSINESS NAME
- GST
- PAYG WITHHOLDING (WAGE TAXES)
- STATE LICENCING | LOCAL GOV. ADVICE

COMPLIANCE OBLIGATIONS

- ANNUAL TAX RETURNS
- ANNUAL TAXABLE PAYMENT REPORTS
- QUARTERLY PAYG WITHHOLDING
- QUARTERLY BAS | GST REPORTS
- ATO PAYROLL REPORTING (NEW)

SUPERANNUATION OBLIGATIONS

- SUPER DEFAULT FUND SETUP
- BEST PRACTICE SUPER REPORTING
- PAYING BUSINESS OWNERS SUPER

GST

- GST REGISTRATION IS A REQUIREMENT ONCE TURNOVER EXCEEDS \$75,000
- YOU COLLECT 10% GST WHEN YOU MAKE SALES
- YOU GET CREDITS WHEN YOU SPEND MONEY ON ITEMS (PURCHASES)
- NOT ALL PURCHASES HAVE GST
- YOU MUST PAY THE ATO THE GST YOU COLLECT LESS THE CREDITS FOR THE GST YOU HAVE SPENT
- STREAMLINED GST REPORTING OPTIONS

ATO COMMUNICATIONS

- WE TALK TO THE ATO FOR YOU!
- PAYMENT PLANS
- ADVICE & QUERIES





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BUSINESS ADVICE PRICING

SMALL BUSINESS SET UP & REGISTRATIONS

ABN APPLICATION	\$ 100
BUSINESS NAME REGISTRATION (1 YR)	\$ 64
COMPANY SET UP	\$ 1650
DISCRETIONARY TRUST SET UP	\$ 650
TRUST WITH CORPORATE TRUSTEE	\$ 2000

SMALL BUSINESS ADVICE | START UP ADVICE 30 MINS **\$ 130**

- DISCUSS GOOD BUSINESS PRACTICE STRATEGIES VITAL TO SMALL BUSINESS
- EVALUATE PROS & CONS OF A VARIETY OF BUSINESS STRUCTURES
- REVIEW START-UP PROCESS WITH PBS
- DISCUSS COMPLIANCE (ATO REPORTING, INSURANCES & GST)

GENERAL BUSINESS ADVICE 1 HOUR **\$ 260**

- REVIEW CURRENT & FUTURE BUSINESS OPERATION
- ASSESS TRADING CONDITIONS & CLIENT OBJECTIVES
- INFORMAL REVIEW OF FINANCIAL PERFORMANCE & GOALS
- DISCUSS OPERATIONAL OBJECTIVES & OUTSTANDING ATO COMPLIANCE

BOOKKEEPING SUPPORT PRICING

EXPENSE / CREDITORS SUPPORT **\$ 70 P/HOUR**

- RECEIPTS COLLATION & DIGITAL STORAGE
- DATA ENTRY & ADVANCED TAX EFFECTIVE CODING OF BUSINESS ITEMS
- END TO END ACCOUNTS PAYMENT SUPPORT - INVOICE TO PAYMENT - ABA FILE UPLOAD
- TREASURY ACCOUNTING SUPPORT - BANK RECONCILIATION AND DATA ENTRY REVIEW

INCOME / DEBTORS SUPPORT **\$ 70 P/HOUR**

- INVOICING SUPPORT & ADVANCED INVOICING - ON-CHARGES AND PO'S
- INCOME MANAGEMENT SUPPORT FOR SOFTWARE INTEGRATIONS
- END TO END DEBTOR MANAGEMENT - QUOTE - INVOICE - STATEMENTS - DEBT COLLECTION
- TREASURY ACCOUNTING SUPPORT - BANK RECONCILIATION AND DATA ENTRY REVIEW

PAYROLL SUPPORT **\$ 70 P/HOUR**

- END TO END PAYROLL - TIME SHEETS - PAYROLL PROCESSING - PAYMENT- ABA FILE UPLOAD
- SUPERANNUATION ACCRUALS PROCESSING & PAYMENT (DIRECT DEBIT OR ABA FILE UPLOAD)
- ATO COMPLIANCE - PERIODICAL PAYROLL REPORTING & PAYMENT - ABA FILE UPLOAD
- TREASURY ACCOUNTING SUPPORT - BANK RECONCILIATION AND DATA ENTRY REVIEW



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SOFTWARE MANAGEMENT SUPPORT

SMALL BUSINESS SOFTWARE SET UPS *

XERO SET UP	\$ 199
PAYROLL SET UP (PER 10 EMPLOYEES)	\$ 50
CUSTOMIZATION OF INVOICES, QUOTES & STATEMENTS	\$ 70 P/hour
SERVICE M8 JOBBER SET UP	\$ 650
SQUARE STRIPE SET UP	\$ 55

SUBSCRIPTION BASED PRICES | EXTERNAL CHARGES LESS 15% DISCOUNT

XERO STARTER - BASIC MICRO SOFTWARE	\$ 21.25 P/M
XERO WITH PAYROLL (INCREASES EVERY 5 EMPLOYEES)	\$ 42.50 P/M
RECEIPT BANK FOR DIGITAL RECEIPT COLLECTION	FREE
SQUARE STRIPE SET UP	P/TRANS

ADVANCE SOFTWARE FEATURE SUPPORTS

\$ POA

- CUSTOMISED REPORTING SET UP
- EXCEL & THIRD PARTY APPLICATION INTEGRATION
- POLICIES AND PROCEDURES - BUSINESS SPECIFIC CREATED & SUPPLIED IN PDF

ADHOC TECHNOLOGY SUPPORT

\$ POA

- DOMAIN SET UP
- BUSINESS EMAIL CONFIGURATION - G-SUITE OR MICROSOFT 365

SOFTWARE TRAINING SOLUTIONS

XERO TRAINING

\$ 90 P/hour

- ESSENTIAL BUSINESS BOOKKEEPING - PROCESSING (1 HR)
- INTERMEDIATE BUSINESS BOOKKEEPING - CONCEPTS AND PROCESSING (3 HR)
- ADVANCED SPECIFIC XERO TRAINING (1 HR)

PAYROLL PROCESSING TRAINING

\$ 90 P/hour

- ESSENTIAL PAYROLL - PROCESSING (1 HR)
- ADVANCED PAYROLL HR - CONCEPTS AND PROCESSING (3 HR)
- SPECIFIC PAYROLL SUPPORT TRAINING - EOFY | PAYROLL SETTINGS AND DESIGN (1 HR)



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BOOKKEEPING COMPLIANCE PRICING

SMALL BUSINESS COMPLIANCE

FROM:

BUSINESS ACTIVITY STATEMENT (BAS / GST)

\$ 250

- REVIEW DATA ENTRY & GST CODING FROM ELECTRONIC BOOKKEEPING SOFTWARE
- EVALUATE DEDUCTABILITY OF EXPENSE CODING FROM TRANSACTIONS
- LODGE BAS DIGITALLY WITH THE ATO
- UPLOAD ATO BILLS FOR PAYMENT - ABA FILE OR ARRANGE ATO PAYMENT PLAN

MONTHLY PAYROLL REPORTING (IAS / SUPER)

\$ 260

- REVIEW MONTHLY PAYROLL JOURNALS & ALLOCATE ACCORDINGLY
- LODGE PAYROLL REPORTS DIGITALLY WITH THE ATO
- PROCESS SUPER ACCRUALS FOR PAYMENT MONTHLY /QUARTERLY PAYMENT OPTIONS
- UPLOAD ATO BILLS FOR PAYMENT - ABA FILE OR ARRANGE ATO PAYMENT PLAN

MONTHLY MANAGEMENT REPORTS

INCLUDED FOR MANAGED CLIENTS

- REVIEW MONTHLY PERFORMANCE COMPARED TO PREVIOUS PERIOD
- PERIOD TO DATE COMPLIANCE SCHEDULE
- PERIOD TO DATE ESTIMATED GST PROJECTIONS & EOFY TAX POSITION
- LIST OF AGED RECEIVABLE (WHO OWES YOU MONEY) & PAYABLES (WHO YOU OWE)

TAXATION COMPLIANCE PRICING



SMALL BUSINESS TAX RETURNS

FROM:

SOLE TRADER

\$ 260

PARTNERSHIP | TRUST

\$ 600

COMPANY

\$ 185

BUSINESS OWNER STANDARD TAX RETURN

\$ 650

RENTAL SCHEDULE - PER PROPERTY

\$ 80

CAPITAL GAINS TAX - SHARES

\$ POA

CAPITAL GAINS TAX - PROPERTY

\$80

CAPITAL GAINS TAX - BUSINESS SALES

\$POA

TAXATION PARTNER PROCESS

- TAX RETURNS ARE PROCESSED THROUGH ITP PILBARA
- OPTION FOR IN PERSON CONSULTATION OR DIGITAL CONSULTATION [SKYPE OR EMAIL]
- ALL TAXATION RECORDS RETAINED BY ITP PILBARA TAX AGENT LICENCE 24627922