



# Superstar Bookkeeper

## Business Basics: Course Outline

### Course Summary

This course is designed to help you as a business owner understand the structure of your business, its financial and cash position as well as the key financial and risk considerations when operating a business. It also covers your basic tax and reporting obligations to make sure you're staying out of trouble.

As a business owner or entrepreneur, we know you're busy, so we've kept it focussed and flexible. You can study this course at your own pace. There's no time limit to complete it and you can return to re-watch lessons when you need a refresher.

### Course Aims

This course will enable you to understand:

- The various business structures and things to consider in deciding which one is best for you and your business;
- The different registrations for businesses and when they are necessary;
- Key planning documents required for businesses;
- The different financial reports and how to interpret them;
- The various taxes payable by a business, and you as a business owner, and your obligations to the ATO in relation to these taxes;
- Business risk and what that might mean for your business; and
- The common risk management documents a business may have in place and why.

### Delivery and Length:

- Fully online
- Approximately four hours of training

**Cost:** \$497



# Superstar Bookkeeper

## Business Basics: Course Outline

### Course Content

Module	Lesson	Description
<b>Preparation and Planning</b>	Structures	<ul style="list-style-type: none"><li>• Description of the different structures you can use to set-up your business</li><li>• Summary of the pros and cons of each</li><li>• Why a structure might be suitable for you</li></ul>
	Business Registrations	What is necessary and what do they mean? <ul style="list-style-type: none"><li>• Business Name</li><li>• ABN</li><li>• TFN</li><li>• GST</li></ul>
	Business Plans	<ul style="list-style-type: none"><li>• What are they and why are they important?</li><li>• Key inclusions</li></ul>
	Forecasts and Budgets	<ul style="list-style-type: none"><li>• Why they're important?</li><li>• What's the difference?</li><li>• Tips for effective preparation.</li></ul>
<b>Understanding Financial Statements</b>	Balance Sheet	For each report we will cover:
	Profit & Loss	<ul style="list-style-type: none"><li>• What they include</li><li>• How to read them</li><li>• Key information and analysis</li></ul>
<b>Accounting and Tax</b>	Cash Flows	
	Management Reporting vs Financial Reporting	<ul style="list-style-type: none"><li>• What's the difference?</li><li>• When to use them</li></ul>
	Cashflow vs Profit	<ul style="list-style-type: none"><li>• Are they really that different?</li><li>• Why are they different?</li></ul>
	Taxes (Income Tax, GST, PAYG Instalments)	<ul style="list-style-type: none"><li>• What are the different taxes for?</li><li>• Who pays them?</li><li>• How and when?</li></ul>
	Reporting Obligations to the ATO	<ul style="list-style-type: none"><li>• Tax Returns</li><li>• Business Activity Statements</li><li>• Instalment Activity Statements</li></ul>
<b>Business Documentation</b>	Documentation	<ul style="list-style-type: none"><li>• When is documentation required?</li><li>• Common forms of business documentation</li></ul>