

Chartered Accountants

Business **in focus**

Monthly audio program > presented by Michael Schildberger

July 08



The extras



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Accountants

NUMBER ONE IN NUMBERS



Happy new financial year!

At the start of this year we figured it was a good time for businesses to review their tax situation - particularly following changes made in the last Federal Budget. So we've asked Michael Jones of Cummings Flavel McCormack to give us a check list on this month's CD. For example clients might need to re-examine their business structure so they're in the right position to make the most of the new small business Capital Gains Tax concessions. They may need to restructure debt, examine loans to shareholders, look at the new guidelines to FBT. Obviously it's best to approach these issues at the start of a new financial year.

Also on this month's program - do we have a family friendly business? We've often talked about the need for flexibility in our workplace but more and more issues are arising that make the need even more important. With modern technology more work can be done from home, for example. Simon Brown-Greaves of Chandler Macleod tells us that a family friendly workplace will not only help us retain our staff but it will also increase our bottom line.

Speaking of the bottom line, Fleur Dwyer of OneCoaching tells us that even senior accounting partners can learn to go that little bit further with good coaching.

Chartered accountant John Petty of Pitcher Partners dissects the new trend in rolling forecasts and performance reporting.

And how good is your firm with change management? Adam Bick of ADB Consulting explains why it's so important.

I hope you find lots of value in this program and the coming year is successful for you.

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Track 1

COACHING

Fleur Dwyer, OneCoaching

- > Coaching is a synthesis of the best from psychology, philosophy, business, and leadership
- > Coaching works because of three unique features:
 - > **Synergy** in the partnership between the coach and client
 - > **Structure:** Which asks the client to take more actions, think bigger, and get the job done
 - > **Expertise.** The coach knows how to help professionals develop a full, successful practice
- > Likely topics for the coach and client to work on together include: Catching up and getting ahead of the business, building a culture of self-managing teams and turning around a difficult situation

Track 2

ROLLING FORECASTS & PERFORMANCE REPORTING

John Petty FCA, Pitcher Partners

- > In these different days businesses and the profession have needed to source different tools for managing performance and assessing progress
- > The focus has shifted to managing forward, better resource utilisation and planning for its availability
- > It's not reporting on how management failed to meet the budget
- > The rolling forecast method involves organisations continually forecasting their positioning out at 90 day internals with a constant number of quarterly periods, either 4 or 5 or 6 or 8 periods out
- > My model involves 6 rolling quarters which usually equates to the period currently being budgeted

This month's **essentials**

Track 3

TAX: NEW YEAR CHECK LIST

Michael Jones, Cummings Flavel McCormack

- > New rules on depreciation of in-house software may apply to your website construction costs
- > FBT on laptops and blackberries? - get a declaration of business use from employees
- > Expect the ATO to look more closely at loans to shareholders or their associates
- > Get your asset ownership right in FY09, by taking advantage of small business CGT concessions to restructure
- > Look closely at your arrangements for succession planning, superannuation and the tax efficiency of your business

Track 4

ECONOMIC UPDATE

Professor Neville Norman, Melbourne University

- > Our mid-year review shows the US sub-prime crisis, the slackening of the American economy and growth in China are as expected
- > But oil prices have surged more than was forecast in January
- > There's been one more domestic interest rate rise than expected
- > The May Budget produced the promised tax cuts, along with a bigger-than-expected surplus
- > The sharemarket reflects the strengths and weaknesses seen elsewhere, with resources and finance the key sectors
- > For business overall, risk factors remain but the base continues to be sound
- > In prospect, still no US recession, the risk of interest rate and wage rises are the headline issues

Track 5

ANIMAL BEHAVIOUR AT WORK

Arthur Shelley, The Organizational Zoo

- > The animal world has a lot to teach us about individual behaviour in the workplace
- > The lion provides the role model for the traditional or "old-fashioned" business leader, but eagles, bees, ants and others all have their roles
- > It's important to identify the "animal types" you're dealing with
- > Using animal metaphors in the debate about workplace change can defuse problems
- > Different animal types require different styles of communication
- > A diverse workforce, playing to their individual strengths, will produce the best results
- > The far-sighted eagle will often make the best leader, but must be able to adopt other styles to fit the circumstances

Track 6

CHANGE MANAGEMENT

Adam Bick, ADB Consulting

- > My definition of Change Management is “evolution without interruption”
- > The key areas for the transition from an exploration company to a production company are in the acronym CHANGE: Change principles, Humanity, Accounting policies, New accounting systems, Get control, Entity-wide reporting
- > One of the major problems most accountants find through this transition process is balancing corporate reporting requirements with operational reporting requirements
- > Organisations which don't embrace Change Management run several risks: Not establishing a vision, lack of buy-in, inadequate testing, and inadequate resources

Track 7

ARE YOU FAMILY FRIENDLY?

Simon Brown-Greaves, Chandler Macleod

- > Economic pressure on families will drive the push for family friendly workplaces
- > Changing family structures - higher divorce rates and the need to care for aged parents - will also be important
- > Flexibility is the key - there's no “one size fits all”
- > Salary sacrificing of long-term leave may be a way to provide paid parental leave
- > More employees will want to work from home to balance family needs
- > The cost of replacing workers may well outweigh the cost of retaining them

Track 8

TOP 8 MISTAKES IN MOVING OFFICE

Ted Fitzgerald, Property Works International

- > Failing to plan ahead - at least 12 months if possible
- > Failure to develop a clear property brief, including a “needs analysis” to assess future space requirements
- > You focus on costs rather than values
- > The new premises diminish the business brand
- > A staff project leader hasn't been appointed to control the move
- > You've overlooked a requirement to “make good” your current premises
- > You dither when selecting suitable office space

This month's **essentials**

Track 9

SHAREMARKET UPDATE

Tim Lincoln, Lincoln Stock Doctor

- > Pessimistic “noise” surrounds the sharemarket but I choose to ignore it
- > Some “noise” is justified because of external economic factors but many bargains remain
- > I prefer to look at a company's shares on a micro level
- > Dividend yielding companies with a stable share price provide good investment
- > Stock favourites: Imdex, BHP, CSL, Leighton Holdings, Incitec Pivot, Campbell Brothers, Westpac

Track 10

TOUGH CHOICES IN LEADERSHIP

Carly Fiorina, former CEO, Hewlett-Packard

- > Collaboration makes many people uncomfortable but it's essential
- > It requires common understanding of the goal, measuring results, listening to and taking in another point of view, and rigour around decisions
- > A leader's job is to change things. That needs a vision to see what's possible
- > The only way for a vision to become possible is for others to embrace the same vision
- > An idea without the collaboration of those who can make it happen is useless
- > Leadership requires an equal balance of confidence and humility

For more information about the topics discussed on this July 2008 program, please contact the relevant organisations listed below.

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The Institute of Chartered Accountants in Australia

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www.charteredaccountants.com.au/training

ROLLING FORECASTS & PERFORMANCE REPORTING

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TAX: NEW YEAR CHECK LIST

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ECONOMIC UPDATE

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ANIMAL BEHAVIOUR AT WORK

Arthur Shelley, The Organizational Zoo

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CHANGE MANAGEMENT

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ARE YOU FAMILY FRIENDLY?

Simon Brown-Greaves,
Chandler Macleod
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Family Friendly Workplace Seminar 2008:

www.familyfriendlyworkplace.com.au

TOP 8 MISTAKES IN MOVING OFFICE

Ted Fitzgerald,
Property Works International

Website: www.propertyworks.biz

SHAREMARKET UPDATE

Tim Lincoln, Lincoln Stock Doctor

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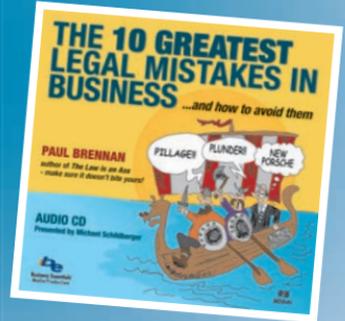
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THE 10 GREATEST LEGAL MISTAKES IN BUSINESS *...and how to avoid them*

AUDIO CD PLUS EBOOK



It is difficult for even the most creative business person to commit entirely new legal mistakes. They've all been done before - many, many times. Often people wait until they are desperate before they see a lawyer about a legal problem - this just seems to be human nature. But you don't need to learn the hard way.

You can avoid legal mistakes if you know what is coming.

Paul Brennan, author of *The Law is an Ass - make sure it doesn't bite yours!* lists the top 10 legal mistakes in business - plus other legal minefields. And it couldn't be easier. You can listen to the CD and then reinforce the key messages by reading the eBook.

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