

## 8 TERRIFIC TRIBE RULES

Over the years, we've had the opportunity of having front row seats to seeing what successful businesses do. We have worked with them, guided them, and enjoyed being a part of their success.

What we've found is that success leaves clues – so much so that we have identified what successful businesses do and we encourage all clients to follow this example.

We expect all clients to follow these rules as we know how effective they are in the long-term business success.

1. Reconcile all bank accounts at least monthly
2. Learn how to read your accounting program so you always know where your business is up to
3. Put GST, PAYGW, personal income tax and employee's super money away in a savings account until it's due. This *is not your money* it belongs to the ATO
4. Lodge and pay your BAS, IAS, and income tax on time, if you need more time this can be arranged
5. Call us if you need advice and then listen and act on that advice
6. Return our phone calls and emails in a timely manner
7. Come to your tax planning meeting. It's here we discuss not only crucial tax planning measures but also take stock of your business and progress towards your goals. This is a meeting not to be missed.
8. Set goals, both personal and business as they go hand in hand, balance is key and have a plan as to how to achieve them