Growing a Business Checklist



You are growing your business? There are some tips you should consider to ensure you are set up for success for success.

Understanding your business

- Who are your most profitable customers
- Understand what is contributing to your current growth
- Review your business plan to see what has changed
- Review your cash flow and profit and loss forecasts
- Understand how your business compares to others in your industry
- What has been your point of difference (ensure this is captured in your business plan)
- Speak to your trusted adviser for support (accountant, lawyer)
- **Compare your business performance against others**
- See how your industry is performing

How are you looking to grow?

- Are you looking to take your business overseas?
- Check this website: Expand your business exporting
- Check the website: Immigration and Border Protection
- Understand the minimum standard for various codes of conduct <u>Check the website: ACCC</u>
- Will you need more staff?

What succession planning do you have in place?

- Will you need to change your business structure?
 - Speak with your trusted advisor or visit the ATO website ATO
- Update your plans: business plan, cash flow and profit and loss
- Update your Marketing plan to include your new proposition

Will there be tax implications with the growth changes:

Register for GST here Register for PAYG

Register for Fringe Benefits tax

Do you need larger premises

Tools & Templates

Bendigo Bank provides some additional tools to

assist you and your business.

- Business Plan Template
- Product Selector Tool
- Profit & Loss Forecast template
- Cash Flow Forecast template
- Find a Local Business Specialist
- FAQs commonly asked questions

Get connected

Connect with other like minded people

- Join a local business chamber
- Join a local government business centre
 - You might need some advice from an accountant or lawyer on business structure/staff etc



Marketing

For an established business, most of this will existing. However, you may need to make changes:

- The logo and other marketing material
- Business email address
- Connect to cloud based productivity suites
- Business website
- Establish a social media presence
- Create a digital marketing plan

Banking needs

- Understand what products you may need.
- A business transaction/savings account
- Business credit card
- Business overdraft
- Taking payments
- Internet payment system
- Trade finance
- Superannuation

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