UBTA

Business Solutions Guide

PARTNERING FOR SUCCESS

Why UBT Accountants?

We are dedicated to understanding each of our client's unique and complex business circumstances, making us the accounting provider of choice for Community businesses. We are committed to excellence in providing sound advice and creative solutions to empower you to create continuous and meaningful prosperity for your family and community.

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Our Promise

Committed to understanding

Because every business is unique and complex. Our dedication to understanding you makes us the accounting provider of choice for Community businesses.

Excellence

We are solution focused. This means taking the initiative and breaking down barriers to provide sound advice and creative solutions and empower you to create meaningful prosperity for your family and community.

Care & Respect

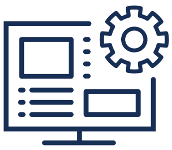
Your needs are important to us, and we do the best we can to add value to your business. We honor our commitments without compromise.

Insight Reporting

Make informed decisions

When business becomes more complex, your business intelligence and data can become unwieldy and hard to make sense of. Determining your key numbers and tracking them is challenging. To make the right decisions, accurate, on-time, and understandable information is essential.

An accountability partner



Support

Education and access to a secure online reporting portal

Analysis

By business intelligence systems and senior accountants enabling you to predict outcomes

Insights

Guidance and support to enhance good results and prevent or reduce impact of potentially poor outcomes.

Process

Set-up (once-off)

Initial Review
(for non-UBTA clients)

- Overview of your business, current financial reports and business systems.
- Review your finances and provide a basic overview of the requirements for your business to effectively utilize the insight reporting.

Focus Session
Overview, True Drivers and Control Measures - Management

- Discuss effective measures of success, review existing control measures and competencies and identify areas of support, education and control required.
- All educational material and checklists provided
- Assistance for the team to refine their processes and effectively communicate and obtain buy-in from all staff.

Monthly Process – Finance Team

- Work through a monthly process and identify any areas that require additional support.
- Checklists and templates

Monthly

Monthly Insight Reporting

- Delivered online
- Access to online portal allowing full analysis of your information.

Monthly Insight Meeting

- Review of exceptions, trends and performance
- Review of lead and lag measure to assist in determining KPI's relevant to your business.
- Each month focus will be on an area requiring attention e.g. working capital, cost control, GP management, Overheads, Sales

Management Reporting

Do you know your True Drivers, and what is driving the bottom line in your business?

How are they measured and managed?

Management reports are key to making better business decisions. They help to provide insights on the true performance of different parts of the business, such as:

- Revenue & gross profit reporting by product, branch or customer
- Budget vs actual reporting cash flow & working capital analysis
- Divisional reporting
- Analysis of non-financial metrics.

To be useful, management reports must be

- ☑ Accurate
- ☑ Timely
- ☑ Understandable
- ☑ Meaningful

UBTA also will provide education on understanding the finances, giving you a better way to managing your business through finances.

Report requirements vary by business model:

Buy & Sell Business	– Drill down into different product groups to get insights into GP, stock, customer demand etc. – This allows more informed decisions on sales strategy, sourcing, stock levels and product development.
Project Business	– Detailed insights into the financials of each project (including GP compared to budget, cash flow, WIP and any extras/variations). – This will give visibility into all the departments involved in a project – estimating, sales, project management, drive accountability up and down the business, and in turn increase profitability.
Manufacturing Business	– Focus on efficiency, managing cost and investment in assets. – Bespoke products will be more closely aligned to project-based reporting. – Measuring the throughput of your factory and accurately assigning cost to product will greatly enhance your strategic decisions on pricing, asset investment, outsourcing options and workshop productivity.
Service Business	– In a service business, time is money. You need visibility into how much of your time you can charge-out, and where you can recover more than your standard charge-out rate to reflect added value.

Discovery Sessions

Do you have clarity on where your business is now, and where you are going?

You may have an ambitious growth plan, but is it sustainable?

Is what you are focusing on now increasing the value of your business?

Every Community business is unique and complex, and sometimes key stakeholders and business owners find it difficult to set aside time to analyse their business and plan for the future. The Discovery Session is a chance for you to sit down and dedicate time to understanding the financial position of your business, both now and into the future. We will facilitate your journey to discovering what drives the financial performance of your business, and the impact it has on profitability, cash flow and enterprise value.

Step 1:

Initial Fact-Finding Meeting

Step 2:

Financial Discovery Session

Step 3:

Post-session Report, including recommendations

> "One of the best investments we have ever made"
>
> Nelson Kilbey, Farm & Stable

The Financial Discovery Roadmap

1 Financial Healthcheck

A financial snapshot of your business, highlighting key ratios and trends, to clearly identify your true financial drivers and ratios to track going forward.

2 Working Capital Analysis

Analyse your growth aspirations in conjunction with current-year projections, to assess the impact it will make on working capital and cash requirements and identify the sustainable growth rate for your business.

3 Business Value

With your sustainable growth rate and targets confirmed, explore the impact this will make on your business value, and which results have the biggest impact, to maximise your return on investment.

4 True Drivers™

Discover your True Drivers™, those few metrics that will make the biggest difference in your business. Then work to make your lead measures accurate, clear and visible to the team, to drive results and meet your growth aspirations.

State of Play

Client Onboarding Experience

The State of Play is the first step to inviting UBTA with you on your journey to financial prosperity, or to manage and continue your existing success.

The purpose is to fast-track the depth of relationship between UBTA and your business for an accurate assessment of long-term compatibility, and alignment of objectives moving forward, designed to facilitate a seamless transfer from your previous accountant to us.

Included in the State of Play:

- Review of your financial reports and other business information
- Analysis report
- Site visit to your business premises (travel permitting)
- Detailed written report of findings and recommendations
- Follow-up conferencing call

Business issues covered in the State of Play Review:

Financial Health & Reporting

- Review of Financial Reports and other business information.
- Does the financial reporting meet the needs of the business?
- Financial Health Check to assess current state

Tax Structuring Review

- Is the current structure efficient?
- Could there be any improvements?

Business Plans and Outlook

- Where are your aspirations?
- How well are we prepared for the future?
- Opportunity to raise any other questions or issues.

Follow-up care

- Detailed written report of findings and recommendations
- Follow-up conference call

Succession Planning

A Business Succession is often likened to passing on a baton.

A highly trained athlete has undertaken hours of preparation to be at his peak at this moment, ensuring a seamless handover while sprinting at high speed. Both runners have the technique mastered to perfection, knowing exactly how the baton is to be placed in hand and how it must be received. Complete focus is required to execute exactly as planned. Once the baton is safely in hand, focus shifts to making ground, while being ready to ensure the next handover is just as smooth.

Like a relay race, execution of the family business handover could make the difference between winning or losing.

UBTA has developed a program in conjunction with UBT that is tailored to the Community. We take a structured approach to work with you to develop a family business plan for your business and family and refine the talent that you already have.

Family Business

World's largest source of long-term employment, yet only 12% pass onto 3rd generation.

Analysis

Next 30 years intergenerational wealth transfer of $2.4T

Estate Planning

69% of UK adults do not a have a will.

Our process

Initial Review	
The initial review is a current state review of business operativons, structure and ownership. A comprehensive deep-dive survey of family members, key stakeholders, management and advisors is taken, then collated into graphical form and sent to all participants. The information is then assessed and UBT consultants are selected on the basis of our understanding of requirements.	
Workshop Sessions	**Workshop sessions draw out the unique aspects of your business that need to be addressed**
Session 1	Overview of survey is presented and the participants use the developed process to work through key aspects of their business: Strategy, Capital and Governance. At the close of this session there will be an action plan and development of a draft family business charter.
Session 2	The second session will be a review of the progress and overview of the charter and how it addresses the matters identified in the first workshop.
Instruction Set	**Refining and presentation of a series of documents to assist in preparation of**
Family Business Charter	A document setting out the family business governance system and the relationship between the business and the family. A draft document provided as a result of the process for your team to continue to develop.
Assisting your Professional team	The draft family business charter can be supplied to legal professionals to assist in preparation of shareholder agreements, dividend policies and for estate planning purposes. UBTA are able to assist in this process to ensure the best outcomes for your business.

Tax Planning

Our tax planning offering is a comprehensive review of your affairs to legally minimise taxes and provide better visibility for you to effectively manage due dates and cash flow.

We will review all areas where efficiencies could be made, including:

– Temporary Full Expensing of Capital Assets

– Temporary Loss Carry Back Extension

– Base Rate Entity Company Tax Rate Reduction

– Structure review

– Franking account balances

– Tax Residency

– Review of PAYG income tax instalments

– R&D Tax Offset

– Trust Distributions

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