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Micro, Small and
Medium-sized
Enterprises Day

Small business matters

Small Business Matters

This month we will celebrate World Micro, Small and Medium-sized Enterprises Day (MSME Day) on 27 June.

It's a terrific opportunity to say thank you to the enterprising women and men who are the lifeblood of our communities.

And there could be no better theme this year than "small business matters".

We depend so heavily on the small and family-run businesses in our lives – they matter greatly to our communities and our economy.

So please join with me, not just on 27 June, but all month, indeed, all year round, in celebrating the vital and deeply personal commitment made by our small and family businesses.

We can all show our support by being a kindly customer – patient and understanding, with good and generous intent. Small businesses are run by real people facing similar challenges as a bigger businesses but usually without the support to do it.

Today I'm releasing our logo for MSME Day, please feel free to use it, and give a shout out of thanks to the small businesses who matter in our lives in person, online or through your own social media channels. Use the hashtag

Visit our [MSME webpage](#) to find more information.



Workplace laws are changing for small business

Australia's workplace relations rules are complex, onerous and difficult for small businesses to navigate and a raft of new obligations take effect at different times this year. The next tranche coming into effect on 6 June will have two key changes:

- new requirements to accommodate employee requests for flexible work arrangements or extended unpaid parental leave.
- increased employee access to multi-employer bargaining. Small businesses with up to 20 employees are exempted from being added to a single-interest authorisation without their consent.

While the multi-bargaining threshold is 20 employees there are a range of other existing workplace rules, such as unfair dismissal and redundancy, where the small business definition remains as a business with up to 15 employees.

The 15 employee threshold also applies to the delayed start for small business for the new laws providing for 10 days of family and domestic violence leave, which will apply to them from 1 August this year.

There is more information about all the changes on our website [here](#).

The Fair Work Ombudsman also has a useful best practice guide and

checklists for small business which can be found here: [Small business and the Fair Work Act best practice guide](#).

If you are hiring staff for the first time, business.gov.au offers free tools to help make it easier.

The [Hiring Employees Checklist](#) takes you through the hiring process with handy tips and information to help you meet Australian laws.

And the [Employment Contract Tool](#) can help to build a contract tailored to your business needs.



Submissions sought for Procurement Inquiry

If you have had a good or bad experience with Commonwealth procurement then we'd like to hear about it.

Our inquiry is underway to examine the impact of reforms to Commonwealth procurement rules on small business and I am keen to hear from the small business community.

Please send written submissions to inquiries@asbfeo.gov.au by 1 July 2023.

For many small and family businesses, identifying and securing Commonwealth procurement contracts can be complex, costly, confusing and time-consuming.

It is timely to examine how the system is working for small and family businesses, the role procurement rules are playing to support small business

participation and what lessons and improvements can be made.

A final report with recommendations will be given to the Australian Government in December.



Federal Budget for small business

Last month's Budget provided support to tackle some immediate pressures, particularly with high energy input costs, an asset write-off to help re-equip and invest in productivity, tax administration changes that will help with vital cash flow challenges, and much needed advice to deal with cyber security fears.

However, it was disappointing to see a reduction in support for the under-promoted Self-Employment Assistance Small Business Coaching program and the Entrepreneurship Facilitators Program.

If you missed our take you can read a column I wrote for Kachie's Business Builders [here](#).



The Ombudsman Bruce Billson (R) with Bailey Page (L), winner of the ASBFEO Entrepreneurship Award at the 7News Young Achiever Awards held in Brisbane.

Queensland Small Business Month

It was fantastic to visit Bundaberg and Brisbane to help celebrate Queensland Small Business Month.

I appreciated the opportunity to speak at the Bundaberg Business Breakfast and to meet some terrific small businesses. In Brisbane it was a delight to co-host a small business roundtable with Queensland Small Business Commissioner Dominique Lamb and also to present the ASBFEO Entrepreneurship Award to Bailey Page at the 7News-Young Achiever Awards where we met so many young men and women finding new ways to delight customers and energise enterprise in Queensland.



Tax debt warning

I'm pleased the Australian Taxation Office has heard our concerns and will now be writing to small businesses with 'debts on hold' warning them that any refunds they might be expecting will first go towards settling these debts.

In some cases small businesses - and their advisers – were not aware of these outstanding debts. Now the ATO is making contact to head off what would have been a nasty shock of an anticipated refund being less than expected or not arriving at all.

When a debt is on hold, the ATO says it does not try to collect it. However any credits or refunds small businesses become entitled to are used to pay off the debt. This is called offsetting and it's required by law.

After offsetting, any debt balance still payable will remain on hold.

The letters will be sent to small businesses with debts on hold greater than \$10.

For more information, including how to view debts on hold visit ato.gov.au/debtsonhold

ATO Small Business Webinars



Do you know how to pay yourself correctly? Are you keeping the correct records to claim your business expenses? Small businesses can claim tax deductions for most business expenses.

Knowing what you can or can't claim along with keeping the right records, will improve your small business cash flow position.

The Australian Taxation Office has two webinars to help you brush up on your record keeping skills in preparation for tax time:

- [Claiming small business tax deductions](#): This 60-minute session (June 2, 19 and 22) will help you know which deductions you can claim and when you can claim them. The session also covers what records you need to keep.
- [Using your business money and assets](#): This 60-minute session (June 2, 20 and 23) will go through the options -and their requirements - so you can

Getting Single Touch Payroll (STP) Phase 2 reporting right



The Australian Taxation Office has some tips to help you keep on top of your Single Touch Payroll (STP) Phase 2 reporting:

- **Pay codes:** Make sure to set up your pay codes correctly, and that payments (including allowances, paid leave and overtime) are itemised separately.
- **Continuity of year-to-date (YTD) reporting:** If you've transitioned to STP Phase 2 reporting part-way through the financial year, check that you've maintained the YTD amounts you'd already reported through STP Phase 1. This applies unless you used the [replacing payroll IDs method](#) for transitioning to STP Phase 2.
- **Employee details:** Double-check your employees' details are accurate and complete. Information such as an employee's name, tax file number and date of birth helps

be sure you're paying yourself correctly.

[Learn more](#)

us to match your STP records with your employees.

- **Employment basis:**
Remember to report your employees' accurate employment basis (such as full time, part time, or casual) each time you run your payroll.

[More information](#)

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