



## **Small changes to create big benefits for you and your business**

Just a few routine tasks a day can improve the running your small business.

### **Cash flow**

A healthy cash flow is essential, but many business owners often leave their invoicing to the end of the month, or may not chase unpaid invoices until weeks after the due date. By prioritising invoicing and chasing payments, cash flow can be kept healthy and it also teaches your customers to pay on time. Get into the habit of writing an invoice and send it to your client as soon as the work is done and also check daily for any overdue invoices and send off a reminder.

### **Costs and expenses**

Most small business expenses are under £20, but many business owners don't take the time to claim them, potentially missing out on tax relief.

As most people are aware, if you run a business you can claim expenses on some of your costs. This helps out companies to give them a greater chance of success. Businesses pay tax on their profits, so when they claim expenses that amount is removed and therefore they pay tax on a much lower amount. If you're diligent you can end up saving yourself a lot of money. For a full list of what you can claim for visit [www.gov.uk/tax-relief-for-employees](http://www.gov.uk/tax-relief-for-employees).

If you do want to claim, obviously you're going to need proof of these expenditures. Make sure you keep track of all your invoices, receipts and papers and store them in a safe and orderly fashion. HMRC can come back and request proof of expenses up to six years after they are claimed.

### **Transactions**

Do you remember what you spent your money on last week? By sitting down once every couple of days to reconcile your bank statement it makes it far easier to remember what each transaction was related to. This also gives you an insight to see on a regular basis what is coming in and out of your account.

## **Timesheets**

Many businesses rely on timesheets to track time spent on specific tasks. The best time to track your time is as soon as you do the work, when the details are fresh in your mind, rather than trying to remember what you did days or weeks ago. So as soon as you finish a task, just take a couple of minutes to record it. We would also recommend that you also track your unbillable time, as this will give you a full picture of your profitability and can help you make better decisions about where to spend your time.

By just putting around ten minutes aside every day for a few routine tasks may not seem like much, but it can be more than enough to create some big benefits for your business!

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