



Member 'COVID 19' Business Handout/Guide

(Valid as at Monday 30th March 2020)

ciavic.com.au/support

Report produced in Association with the Associations External Accountants:



Hrkac Group

<https://hrkacgroup.com.au/>

(The Hrkac Group is proud to be partnered with Sibs Bookkeeping for client bookkeeping services)

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Dear Member,

To enable you to navigate the various assistance programs now on offer we have in partnership with The HRKAC Group the Associations external accountants developed this high level Guide to ensure you have the appropriate information on hand to assist you through this difficult period in time.

This page has a summarised checklist below that will apply to most Members and then the following pages have some more detail on some of the current measures. We stress that this is in no way intended as advice or a replacement for your Accountant and/or Financial Advisors assistance.

Various Stimulus Measures:

	Jobkeeper Payment - Confirm eligibility, gather required information and apply online
	Employers - Lodge all Activity Statements correctly and in a timely fashion to get access to the Business Cashflow Boost
	Apprentices/Trainees - Talk to your Apprenticeship/Trainee body to lodge your Application ASAP
	Banking - Talk to your Business Banking Manager to determine what your eligibility to various measures are.
	ATO - Speak to the ATO or your Accountant to organise Debt deferrals where applicable/eligible
	Payroll Tax - Apply for Refund of any Payroll Tax paid this year where applicable (Please continue lodging where required)
	Victorian Business Support Fund - Apply for Grant where you believe you maybe eligible
	Rental - have you spoken to your Landlord and negotiated your lease payments

Other Tasks:

	Ongoing Employment Arrangements - Work out on what basis you are going to pay employees or send onto unpaid leave etc
	Suppliers - speak to your Suppliers - negotiate payment terms for any accounts and/or negotiate rates for a period
	Have you reviewed all Overheads? Cancelled or Suspended any Subscriptions not required during this period?
	Accounts/Bookkeeping - Stay on top/up to date with your Accounting/Bookkeeping during this period - you will hopefully be too busy to worry about trying to catch back up when things pick back up
	Floor plans for applicable members - Speak to your Financier to negotiate terms
	Other Financiers (E.g. Car finance, Equipment finance etc) - Contact them and negotiate terms

Members Personal Matters:

	PAYG Instalments - Speak to your Accountant about whether to Vary your March 2020 Instalment (due date 28th April 2020) and maybe claim back a refund of amounts paid in previous quarters (https://www.ato.gov.au/Individuals/Dealing-with-disasters/In-detail/Specific-disasters/COVID-19/?page=2#Varypayasyougoinstalments)
	Personal Mortgage - Per above - speak to your banking manager - some banks are offering repayment holidays etc.
	Superannuation - Are you eligible to draw down up to \$10,000 from your Superannuation Fund (https://www.ato.gov.au/individuals/super/withdrawing-and-using-your-super/early-access-to-your-super/?anchor=Compassionategrounds#Compassionategrounds)
	Centrelink - Are you eligible for Job seeker stimulus payments (https://www.servicesaustralia.gov.au/individuals/subjects/affected-coronavirus-covid-19)



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Employers:

JobKeeper Payment:

Only just announced when this guide was developed - further details will be provided to the market post development of this guide. It must also still pass legislation. We recommend you review the relevant ATO and/or Federal Treasury websites for current situation.

Government may pay up to \$1,500 per fortnight per employee.

<https://www.ato.gov.au/general/gen/JobKeeper-payment/>

If you qualify - you need to apply:

<https://www.ato.gov.au/Job-keeper-payment/>

Providing Cashflow boost to Employers

Stimulus payment tied to PAYG Withholding and Activity Statement Lodgements. Entitlements may be between \$20,000 to \$100,000 over the relevant period depending on your circumstances

[https://www.ato.gov.au/Business/Business-activity-statements-\(BAS\)/In-detail/Boosting-cash-flow-for-employers/](https://www.ato.gov.au/Business/Business-activity-statements-(BAS)/In-detail/Boosting-cash-flow-for-employers/) <https://treasury.gov.au/coronavirus/businesses> https://treasury.gov.au/sites/default/files/2020-03/Fact_sheet-Cash_flow_assistance_for_businesses_0.pdf

You do not need to apply for this - but it is based on your Activity Statement lodgements. Therefore Timely and correct lodgement of your Activity Statements are crucial to receiving your Entitlement.

Supporting Apprentices and Trainees

Government will pay some of the wage of your qualifying Apprentices/Trainees.

https://treasury.gov.au/sites/default/files/2020-03/Fact_sheet-Cash_flow_assistance_for_businesses_0.pdf

You need to apply for this. It is best to discuss this with your that you complete the Apprenticeship paperwork etc through.

Other Notes

If you stand down employees on no pay - please be aware some awards may require Annual and/or Sick Leave to continue accruing.



Banking / Lending

Government Measures

Banks may provide some unsecured loans to eligible businesses. Each bank's offering may vary. Banks were still developing (yet to announce) their policies and offerings at time of writing this guide.

The Government will provide eligible lenders with a guarantee for loans with the following terms:

- Maximum total size of loans of \$250,000 per borrower
- The loans will be up to three years, with an initial six month repayment holiday
- The loans will be in the form of unsecured finance, meaning that borrowers will not have to provide an asset as security for the loan

https://treasury.gov.au/sites/default/files/2020-03/Fact_sheet-Supporting_the_flow_of_credit_1.pdf

Banks Measures

Each bank will have their own support measures. Many are offering Repayment holiday periods for example. Don't dig your head in the sand - speak to your Business Banking Manager - they are there to help.

Links to the big Four Bank sites:

Commonwealth Bank of Australia Ltd

<https://www.commbank.com.au/latest/coronavirus.html>

Westpac Group

<https://www.westpac.com.au/help/disaster-relief/coronavirus/>

National Australia Bank Ltd

<https://www.nab.com.au/personal/customer-support/covid19-help>

ANZ

<https://www.anz.com.au/business/covid-19/>



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ATO (Australian Taxation Office)

Increasing Instant Asset Write-off

Business assets only. Was \$30,000 now \$150,000. (We believe that Motor Vehicles maybe limited to \$57,581 but are awaiting advice from the ATO on this)

Only applies to Capital Purchases contracted to purchase and taken possession of between the 12th March 2020 and 30th June 2020

Provides an Instant deduction for eligible Capital Purchases for Eligible Businesses (Rather than Depreciating / Claiming Tax Deductions over their effective Life)

https://treasury.gov.au/sites/default/files/2020-03/Fact_Sheet-Delivering_support_for_business_investment.pdf <https://www.ato.gov.au/Business/Business-bulletins-newsroom/Medium-business/Instant-asset-write-off-expansion/>

Other depreciation incentives may apply to 30th June 2021

https://treasury.gov.au/sites/default/files/2020-03/Fact_Sheet-Delivering_support_for_business_investment.pdf

Debts - Payment Deferrals

The ATO will work with businesses that have been severely affected.

You can contact the ATO to discuss whether you are entitled to have your Debt put on hold up until the 12th September 2020 The ATO may also consider other items such as remitting or reducing Interest charged etc

<https://www.ato.gov.au/Individuals/Dealing-with-disasters/In-detail/Specific-disasters/COVID-19/?anchor=COVID19supportavailable#Paymentdeferrals>

Changing GST Cycle

Businesses can temporarily changing their Activity Statement reporting cycle from Quarterly to Monthly where you maybe entitled to a refund



Victorian State Government

Payroll Tax Relief

Eligible businesses will not be required to pay any Payroll Tax for the 1st July 2019 to 30th June 2020. Eligible businesses can apply on the SRO PTX system to have any Any Payroll Tax paid to date refunded.

**Please note that you are still required to furnish all required lodgements as normal.

Land Tax Deferral

Eligible Landowners can defer their 31st December 2019 Land Tax Assessment payment.

<https://www.sro.vic.gov.au/frequently-asked-questions-response-covid-19>

Business Support Fund

Eligible businesses are can apply for a Grant. Please note that you need to apply for this Grant and at this stage the application period is only open for a short period.

<https://www.business.vic.gov.au/support-for-your-business/grants-and-assistance/business-support-fund/business-support-fund-faqs>

Rental Agreements

The State and Federal Governments have started making announcements on this topic.

Please familiarise yourself with the current state of play as we expect further announcements and changes post production of this guide.

Things being looked include implementing a six month moratorium on evictions.



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Contact

Caravan Industry Victoria

If you require assistance please feel free to contact Caravan Industry Victoria for support:

Human Resources / Workplace Relations Queries:

Ron Last, Senior Adviser - Workplace Relations rlast@ciavic.com.au Mobile: 0438 336 782

Membership Services

Luke Sheen, Membership Services Coordinator lsheen@ciavic.com.au Mobile: 0406 726 624

General Inquiries

Caravan Industry Victoria Office info@ciavic.com.au Phone: 03 9372 5388

Hrkac Group

If you would like to discuss any of these matters - please feel free to contact one of the following members of The Hrkac Group:

Mr John Hrkac, B.Com, FIPA john@hrkacgroup.com.au Phone: 03 5224 2366

Mr Shane McMillan, B.Com, C.A. shane@hrkacgroup.com.au Phone: 03 5224 2366

Mr James Purcell, B.Com, CPA james@hrkacgroup.com.au Phone: 03 5224 2366

** Important Disclaiming - Neither The Hrkac Group or SIBS or the Caravan Trade & Industries Association of Victoria can provide any form of payroll or Human Resources advice. The information contained in these pages are of a generic nature only and have not been tailored to and therefore do not take into account your personal or business objectives, situation or needs circumstances. The information is objectively ascertainable and, therefore, does not constitute financial product advice. If you require personal advice you should consult your qualified Accountant or Financial Advisor as applicable.

The Hrkac Group - Partner Bookkeeping Services:

www.sibsbookkeeping.com.au

The Hrkac Group is now working with SIBS to provide dedicated Bookkeeping services to our clients. Contact the team at SIBS for more information on 0488 614 668 or at admin@sibsbookkeeping.com.au for more information.



Caravan Industry Victoria

Unit 8 / 88 Dynon Road
West Melbourne, Victoria 3003

P: 03 9372 5388

E: info@ciavic.com.au

W: ciavic.com.au