



Section B: Money

Outline. Contacts. Handouts.

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Session Guide

Each Section is three hours long, with a short break in the middle.

Section b: MONEY

This section focuses on learning how to handle your money, some of the emotions behind it, and how not to let it get the better of you. We'll then look at organising your funds, tricking yourself into self-discipline, and real-life stories about how to make your money last.

Beginning: Preparing for Your Irregular Income

- The Reality of Irregularity: What life outside of a regular wage is like.
- Feasibility: A test to use when decision making gets hard.
- Work Budgets: Building on your basic costs.
- Cashflow: What it means to your creative business.
- Personal Budgets: How to figure out what you need to survive.

Middle : Business Money Basics

- Understanding your Rates: How much can you charge?
- Time Sheets: Keeping track of your time, and avoiding the hourly rate.
- Invoicing: The paperwork that allows you to charge for your work.
- Getting Paid: Making sure you get your money.
- Insurances: Personal and Business insurances that you need.

End: Your Personal Finances

- Separating Yourself: A wage-based concept for the self-employed.
- Be a Good Boss: Thinking about Sick Pay and Annual Leave.
- Understanding Debt: How borrowing and credit works for us.
- Superannuation: Planning for your future when nobody else will.
- Money Day: The trick to making it all work.

Your Notes

Helpful Money Books

BUSINESS MONEY

- **Accounting and Record Keeping Made Easy for the Self-Employed**, by Jack Fox. John Wiley & Sons, 1994.
- **Basic Accounting for the Small Business: Simple, Foolproof Techniques for Keeping Your Books Straight & Staying Out of Trouble**, Clive Cornish. Self Counsel Press, 1992.
- **Budgeting for a Small Business** (Crisp Small Business & Entrepreneurship), by Terry Dickey, Beverly Manber (Editor). Crisp Publications, 1994.
- **Small Business Survival Guide to Debits, Credits and Cash, The: What Every Growing Business Needs to Know about Accounting**, by Rose Bukics. Probus, 1994.
- **Your Feasibility Study**, by G.G Meredith. MacGraw Hill, 1991.

PERSONAL MONEY

- **Financially Free: Think Rich to be Rich**, by Anne Hartley. Doubleday, 1990.
- **Making Money: The Keys to Financial Success**, by Paul Clitheroe. Viking, 1999.
- **Money Management for the Creative Person: Right Brain Strategies ... Find the Financial Freedom to Create**, by Lee Silber. Three Rivers Press, 2002.
- **Money Management**, by Bruce Bond and Rob Steer. Lothian, 1992.
- **Nine Steps to Financial Freedom (Australian Edition)**, by Suze Ormon. Bantam, 2000.

BUSINESS ENTERPRISE CENTRE PUBLICATIONS

Contact the BEC for more information and a price list.

- **Bookkeeping for Small Business - part 1**
- **Bookkeeping for Small Business - part 2**
- **Financial Budgeting in Small Business**
- **Small Business Cash & Control Book**
- **Sources of Finance for Small Business**

Helpful Money Websites

Budgeting and Accounting

Centrelink Financial Information Service: includes seminars, fact sheets and budget planners.

www.centrelink.gov.au/internet/internet.nsf/services/fis.htm

Government Business Entry Point: Managing Your Finances

www.business.gov.au/Business+Entry+Point/How-to+guides/Starting+a+business/Starting+a+new+business/How+do+I+manage+my+finances.htm

Setting Your Rates

MEAA: Media Entertainment and Arts Alliance

www.alliance.org.au/

Work Choices: Australia's new Workplace Relations System

www.workchoices.gov.au/

Insurance

FIDO: Checklist for Choosing an Insurance Policy

<http://www.fido.asic.gov.au/fido/fido.nsf/byheadline/Checklist+for+choosing+a+policy?openDocument>

Insurance Ombudsman Service: hears disputes about small business insurance

www.insuranceombudsman.com.au/

Financial Industry Complaint Service (FICS): hears disputes about all types of insurance.

www.fics.asn.au/

Insurance Brokers Dispute Limited (IBDL): free service handling disputes between brokers and clients.

www.ibdltd.com.au/html/?CFID=19652&CFTOKEN=83656869

Personal Finances

iSelect: Offers comparisons on health insurance and life insurance

www.iselect.com.au/cds/pages/welcome.action

CHOICE: Test – Health Insurance

www.choice.com.au/viewArticle.aspx?id=100824&catId=100292&tid=100008&p=1&title=Test%3a+Health+insurance

Medicare Australia

<http://www.medicareaustralia.gov.au/>

Infochoice: Banking – Comparing Low-Doc Home Loans

www.infochoice.com.au/banking/nonconforming/compare/tables/default.asp

Superannuation

Superannuation: federal Government Super gateway

www.australia.gov.au/70

Better Super: 2007 Changes to Superannuation explained

<http://www.ato.gov.au/bettersuper/>

Super Choice: Choosing your Superannuation Fund

www.superchoice.gov.au/

Just Super: Industry fund for people working in media, entertainment, arts and IT industries.

www.just.com.au/

Unclaimed Super: Follow the links from the home page for more advice.

www.choice.com.au

Other Interesting Sites

Aust. Financial Services Directory: Comprehensive site with tons of financial information.

www.afsd.com.au

Financial Planners Association of Australia Limited

www.fpa.asn.au/

FIDO's Financial Information Directory : Financial tips and safety checks from ASIC.

www.fido.asic.gov.au/fido/fido.nsf

XE.com: An online Universal Currency Converter.

www.xe.com/ucc/

The complete Freelance Success MONEY guide is only available to students.

If you would like to enrol, please call the office on 02 9559 1901 or call 0408 211 318.