

YOUR
BUSINESS,
YOUR
LIFE

REAP THE REWARDS

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Appendix A

Short Form Business and Personal Financial Plan

Use this form to complete your plans.

Your Business Plan

Year 1: _____

Mission

Vision

Values

Goals/Objectives

1. _____
2. _____
3. _____
4. _____
5. _____

SWOT Analysis

Strengths	Weaknesses
Opportunities	Threats

Specific Actions and Plans – Strategies

Cost-Benefit Analysis

(Use one page for each separate analysis)

Proposed Action:

Associated Costs	Potential/Actual Benefits

Organisation Chart – Current and Planned

(Business Plan Only)

People and roles:

Annual Budget and Years 2 & 3 Projections

(Business Plan Only)

	Current	Year 1/Budget	Year 2	Year 3
Sales				
Cost of Sales				
Gross Profit				
Gross Profit %				
Overheads				
Staff				
Rent				
Other Expenses				
Total Operating Expenses				
Net Profit				
Tax				
Net Profit After Tax				
Capital Expenditure				
Asset Disposals				
Other major items:				

Balance Sheet

(Business Plan Only)

	Current	Year 1/Budget	Year 2	Year 3
Bank				
Trade Debtors				
Inventory				
GST Receivable				
Other Current Assets				
Total Current Assets				
Fixed Assets				
Total Assets				
GST Payable				
Trade Creditors				
Other Creditors				
Accruals				
Provisions				
Other current liabilities				
Total Current Liabilities				
Loans				
Total Non-Current Liabilities				
Total Liabilities				
Net Assets				

	Current	Year 1/Budget	Year 2	Year 3
Opening Bank				
+ Net profit after tax				
+ Depreciation				
- Capital expenditure				
+ Disposals				
+ Decrease (- Increase) in current assets				
+ Increase (- Decrease) in current liabilities				
+ Increase (- Decrease) in loans				
Other				
Net Cash flow				
Closing Bank				

Your Personal Financial Plan

Goals/Objectives

1. _____
2. _____
3. _____
4. _____
5. _____

Net Worth Calculation

(Personal Plan Only)

Asset	Current Market Value
Personal/Lifestyle Assets	
Home/Primary Residence	
House Contents	
Valuables (list individually)	
Car	
Additional Vehicles	
Caravan/Boat	
Holiday Home	
Other	
Total Lifestyle Assets	
Investments/Savings	
Cheque Account	
Savings/ Cash Management Accounts	
Term Deposits	
Rental Property	
Managed Funds	
Life Insurance Cash Value	
Net Business Value/Equity	
Super/Retirement Accounts	
Other	
Total Investment Assets	
TOTAL ASSETS	

Liability	Current Amount Owed
Primary Residence Mortgage	
Loan/Mortgage Offset Account	
Mortgages/Investment Loans on Other Properties	
Car Loan	
Personal Loans/Guarantees	
Credit Card Debt	
Student Loan	
Other Loans	
TOTAL LIABILITIES	

Total Assets – Total Liabilities = Net Worth: \$_____

Budget/Cash Flow Report

(Personal Plan Only)

	Current	Year 1	Year 2	Year 3
INCOME				
Salary/wages				
Business Income/Dividends				
Investment Income				
Other				
Income Tax Payable				
Medicare Levy Payable				
Net Income after tax				
EXPENSES				
Living/Lifestyle Expenses				
Housing (mortgage/rent/ rates)				
Utilities (electric/gas/oil, water, rubbish, mobile and landline phones, TV/ cable/streaming video, internet)				
Food (groceries/ takeaway/eating out)				
Transport/travel(car, public transport, etc.)				
Insurance premiums				
Personal care (clothing, toiletries, grooming)				
Health/Medical (Doctor, Dentist, Chemist, etc)				
Pets (food, insurance, healthcare, grooming)				
Family (education, hobbies, childcare, tuition, child support, alimony)				
Personal debt (credit cards, personal loan payments)				
Investment Loan				
Investment Expenses				
Goal-oriented savings (e.g., emergency fund, retirement, vacation)				
Charitable Donations/ Gifts				
Other				
Total Expenses				
TOTAL NET CASH FLOW				

Key financial weaknesses, issues and gaps that need to be addressed

Specific Actions and Plans – Strategies

Cost-Benefit Analysis

(Use one page for each separate analysis)

Proposed Action:

Associated Costs	Potential/Actual Benefits

Are your Business and Personal Financial Plans Aligned?

Pillar	Business Plan Yes/No – Issue?	Personal Plan Yes/No – Issue?	Action Required
Cash flow			
Assets			
Debt			
Tax			
Risk			
Estate Plan			