

Self-Employment Assistance Small Business Coaching Quarterly Report

About this form

This Quarterly Report monitors the progress of your business and your continuing eligibility for Small Business Coaching. Giving false or misleading information is a serious offence.

When to complete this form

You will need to complete a Quarterly Review after each Financial Quarter for the duration of your Small Business Coaching. This form must be lodged with your Self-Employment Assistance Provider within 10 business days after the end of each Financial Quarter. Failure to do so may result in the suspension of your Small Business Coaching and Self-Employment Allowances.

A Financial Quarter is a period from:

- 1 July to 30 September;
- 1 October to 31 December;
- 1 January to 31 March; and
- 1 April to 30 June.

If you commenced Small Business Coaching less than four weeks before the end of a Financial Quarter, you are not required to submit a Quarterly Report for that quarter.

You must only include your details on this form, any business partners who also receive Small Business Coaching must lodge a separate Quarterly Report.

Your information and privacy

The collection, use and disclose of personal information is protected by law, including the Privacy Act 1988 (Privacy Act). In the Workforce Australia Privacy Notification and Consent Form, we have provided you with important privacy information about the collection, use and disclosure of your personal information. You should ensure that you have read and understood this information. More information is available from www.dewr.gov.au/privacy. Further information about the Privacy Act is available from the Office of the Australian Information Commissioner at www.oaic.gov.au.

Your details

1. Your Job Seeker ID

2. Your full name

3. Your contact phone number

Your participation in Small Business Coaching

4. Financial Quarter (dd/mm/yyyy)

 to

5. Have you maintained your business insurance throughout the Financial Quarter, and attached your proof of insurance to this form? The proof of insurance could be a certificate of currency or proof of payment.

Yes No

6. Did you earn any External Income* in the financial quarter?

Yes No I do not receive Self-Employment Allowance

If YES, give the amount of gross External Income:

If YES, what were the source(s) of External Income:

**Income not come from your business, partner, Services Australia, Self-Employment Allowance or Rental Assistance.*

7. On average, how many hours did you work in your business each week?

Business income summary

8. How does your income statement compare with the cash flow forecast in your Business Plan?

	BUDGET (as specified in your Business Plan)	ACTUAL
(A) Income		
(B) Expenses		
(C) Balance (A minus B)		
(D) Debtors (\$ owed to you)		
(E) Creditors (\$ you owe)		

9. If you are not the sole operator, what percentage of the business' net income are you entitled to:

Participant declaration

I certify that the information supplied on this form is complete and correct to the best of my knowledge. I acknowledge that false information will lead to termination of my Small Business Coaching and Self-Employment Allowance and action to recover any payment falsely obtained will be instigated.

Signature

Date (dd/mm/yyyy)