

# CREATIVES' BLUEPRINT

## BUSINESS RESOURCES

WITH KATHRYN PRICE

# BUSINESS RESOURCES

These resources are associated with **starting a business** in New Zealand, however reviewing this list will give you an idea of what you need to be thinking about, and check out, before you start a business in any country.

Every country will have its own rules and regulations, please ensure you are fully aware of these prior to starting or operating your business. You will have tax, employment, and health and safety requirements to name a few, all of which are legally binding.

## *Ministry of Business, Innovation & Employment*

<https://www.business.govt.nz/>

- Writing a business plan
- Checking on business name availability
- Create workplace policies
- Get regular updates from the government on small business law changes
- Business planning
- Hiring and managing staff
- How to claim expenses if you work from home
- GST dos and don'ts
- Tips for reducing your tax bill

## *Inland Revenue Department*

<https://www.ird.govt.nz/>

- Operating as a sole trader or a company (the differences)
- Guides to running a business (Tax, GST, etc)
- Get an IRD number
- Register for GST
- Submit GST returns
- Make taxation payments

## *Companies Register*

<https://companies-register.companiesoffice.govt.nz>

- How to reserve a company name
- Registering a company in New Zealand



# BUSINESS RESOURCES

Further organisations you may wish to check out.

*NZ Entrepreneur*

<https://nzentrepreneur.co.nz/>

*EMA*

<https://www.ema.co.nz>

*Consumer Guarantees Act*

<https://www.consumerprotection.govt.nz/>

*FREE Business Workshops*

<https://www.anz.co.nz/business/articles-tools/workshops/>

*Chamber of Commerce*

<https://www.chamber.co.nz>

*New Zealand Institution of Management*

<https://www.nzim.co.nz>

*New Zealand Trade & Enterprise*

<https://www.nzte.govt.nz/>

*Work & Income*

<https://www.workandincome.govt.nz>



# BUSINESS RESOURCES

This is a list of software I use in my day-to-day business operation.

## *Accounting*

[www.xero.com](http://www.xero.com)

## *Document Cloud Storage*

<https://drive.google.com>

## *Email*

[www.gmail.com](http://www.gmail.com) - Day-to-day email.

[www.mailchimp.com](http://www.mailchimp.com) - Email list communication.

## *Graphic Design*

[www.canva.com](http://www.canva.com)

[www.wordswag.com](http://www.wordswag.com)

[www.pic-collage.com](http://www.pic-collage.com)

Flipogram app

Round pic app

## *Notetaking*

[www.evernote.com](http://www.evernote.com)

## *Social Media Posts*

Facebook scheduler for most posts.

[www.postplanner.com](http://www.postplanner.com) - Regular and repetitive posts

[www.later.com](http://www.later.com) - Instagram posts

## *Website Creation*

[www.weebly.com](http://www.weebly.com)

## *Website Payments*

[www.paypal.com](http://www.paypal.com)

[www.stripe.com](http://www.stripe.com)

