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Business.govt.nz

## Our tools and resources

This is where you'll find all business.govt.nz tools, videos, quizzes and visual guides to help you:

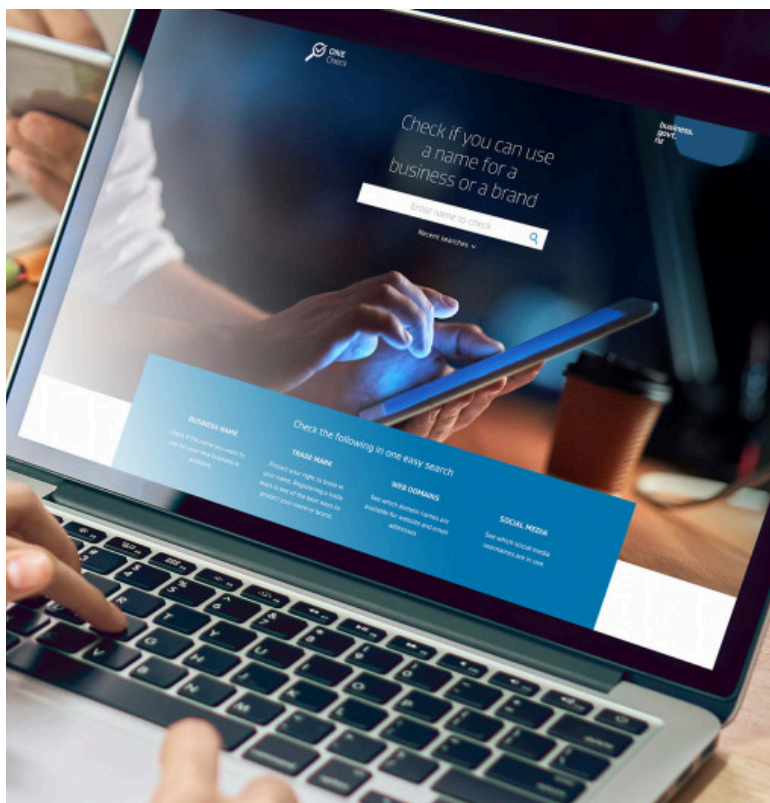
- start a business and plan for growth
- pay and manage staff
- know what taxes and levies to pay
- keep people healthy and safe
- protect your IP and assets
- comply with the law.

Other government agencies provide workshops and free online tools to support you and your small business —



## Getting started

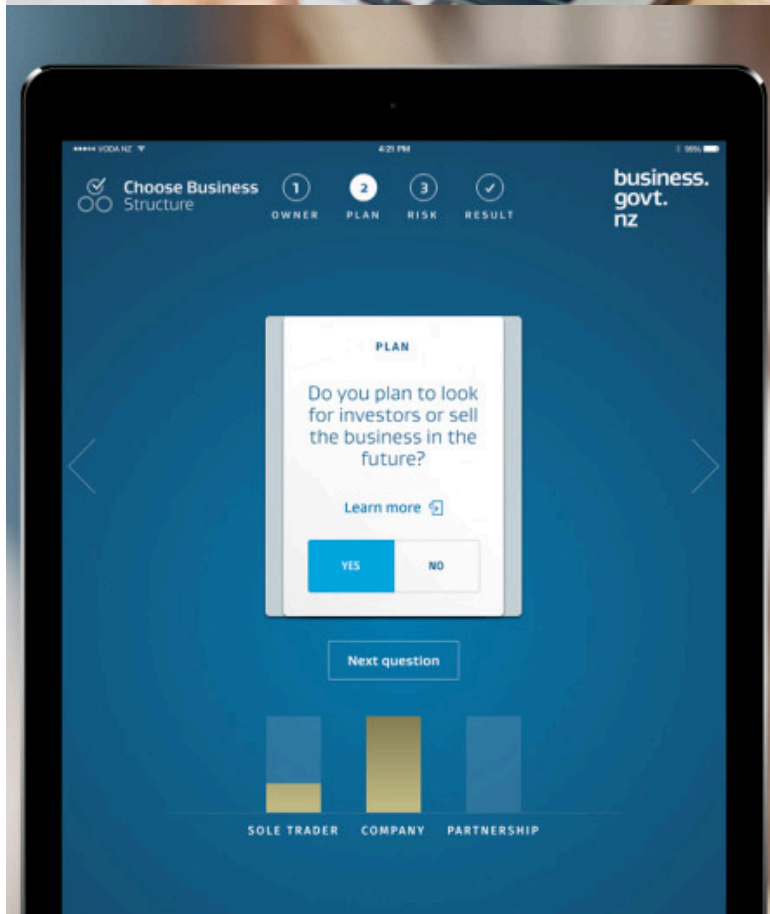
Here's a range of tools to help you start a new business



## Is your business name available?

Use ONECheck to see if your business name, web domain and trade mark are available — it only takes one search.

**Start your search**  
(/onecheck)



## Choose your business structure

Use this tool to help you make the best choice when it comes to structuring your business. Just three quick questions and you're on your way to choosing a business structure.

**Get started**  
(<https://www.tools.business.govt.nz/choose-business-structure>)

## Ten steps to start a business

[\(/getting-started/taking-the-first-steps/10-step-guide-to-starting-a-business\)](/getting-started/taking-the-first-steps/10-step-guide-to-starting-a-business)

Our guide gives you the complete picture of what's involved in starting up, from testing your idea to registering a trade mark.

**Follow the 10-step guide**

Don't let the name fool you. This template is useful any time you need a full and thorough business plan.

[\(/assets/uploads/Documents/Businessplantemplate.docx\)](/assets/uploads/Documents/Businessplantemplate.docx)

Customise it to suit — this could mean adding in extra sections, or cutting out ones that you don't need.

**Download start up business plan [DOCX, 248 KB]**

## Funding Explorer

Your business might have more funding options available than you realise. We'll help you explore the best options.

**Explore funding options**


<https://www.tools.business.govt.nz/funding-explorer>



# How to grow

Tools and templates to help you plan for growth

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 [Download \[PDF, 167 KB\]](#)

[\(/assets/uploads/Documents/quick-focus-plan.pdf\)](#)

## Quick-focus business plan

Download this 10-step template and set aside no more than an hour to reset and refocus. It'll help you work on the right things for your business — every day.

[See our guide](#)

[\(/how-to-grow/getting-government-grants/what-can-i-get-help-with#e423\)](#)

## Grants and other government help

Our visual guide sets out the range of support available, from mentoring to skill building, workshops and funding — plus additional help for Māori businesses, exporters, technology companies and those in primary industries.

[Start now](#)

[\(/how-to-grow/growth-and-innovation/test-if-you-are-ready-to-grow#e137\)](#)

## Test if you are ready to grow

Growth and innovation takes the right plans, resources and attitude to succeed. Are you and your business ripe to expand? Find out with our self-assessment test.

[Watch now](#)

[\(/getting-started/taking-the-first-steps/how-to-research-your-market-and-competitors#e162\)](#)

## Video: Know your data

Understanding the right numbers is key to making good business decisions. Watch this video for tips on what statistics to look for, and how to use these numbers to find customers and grow your business.

[See the list](#)

[\(/getting-started/business-planning-tools-and-tips/business-milestones-and-how-we-can-help\)](#)

## Common business milestones

High, lows and speed bumps — see 20 common milestones small businesses often face at different stages, plus tips and tools that can help.



## Do Business online

Setting up a new e-commerce business? Growing or expanding your existing business with an online presence? Learn how to do it right. Describe where you're starting from and we'll recommend advice, tools, and tips to help.

### Describe your situation

(<https://www.tools.business.govt.nz/do-business-online>)

## Business performance

Steps and advice to help your business with long-term growth and improvement.

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Discover how your approach to management and leadership works for your business, and if it could be holding you back.

[\(/business-performance/management-and-leadership/assess-your-management-and-leadership-skills#e8953\)](/business-performance/management-and-leadership/assess-your-management-and-leadership-skills#e8953)

If you're experienced or just learning the ropes, find out where you need to focus to boost your business.

Start now

Think about ways to sharpen your communication and feedback skills.

[\(/business-performance/management-and-leadership/how-to-communicate-and-give-feedback#e8960\)](/business-performance/management-and-leadership/how-to-communicate-and-give-feedback#e8960)

Use this assessment to reflect on what your strengths are, and pinpoint how you can improve.

Start now

Discover how well you work trust and fairness into your business, and why it's important.

[\(/business-performance/management-and-leadership/how-to-be-a-good-leader#e8961\)](/business-performance/management-and-leadership/how-to-be-a-good-leader#e8961)

If you're experienced or just learning the ropes, find out where you need to focus to boost your business.

Start now

Understand the sections of the balance sheet and what they mean for your business.

[\(/assets/Uploads/Documents/balance-sheet.pdf\)](/assets/Uploads/Documents/balance-sheet.pdf)

Download  
[PDF, 228 KB]

See what's going on with your profits that your bank balance can't tell you.

[\(/assets/Uploads/Documents/cash-flow-statement.pdf\)](/assets/Uploads/Documents/cash-flow-statement.pdf)

Download  
[PDF, 80 KB]

Take a deeper look at your business's financial performance.

[\(/assets/Uploads/Documents/and-loss-statement.pdf\)](/assets/Uploads/Documents/and-loss-statement.pdf)

Download  
[PDF, 79 KB]

When you have a business, it helps if you can speak the language of business finance and confidently read and interpret your financial figures.

([/business-performance/strategic-finance/strategic-finance-overview](https://www.business.govt.nz/how-to-grow/exporting/what-you-need-to-know-about-exporting/#e-30764))

This tool can help you see where your financial strengths and weaknesses lie.

**Start now**

See how numbers can help you make big decisions, including those that involve borrowing money or seeking investors.

([/business-performance/strategic-finance/financial-models-that-can-help-you-succeed](https://www.business.govt.nz/how-to-grow/exporting/what-you-need-to-know-about-exporting/#e-30764))

**Start now**

Exporting is exciting but challenging. It takes time, money, and commitment — maybe more than you're ready for. Use this assessment to check if doing business overseas is for you.

(<https://www.business.govt.nz/how-to-grow/exporting/what-you-need-to-know-about-exporting/#e-30764>)

**Start now**

 Forecast your cash flow

## Forecast your cash flow

Cash flow is an indicator of your business's financial health. Forecasting your cash flow helps you have better conversations with your bank or advisor.

**Start your cash flow forecast**  
(<https://www.tools.business.govt.nz/cashflow-forecaster>)



# Tax and accounting

Guides and tools to make your money matters run smoothly

## Quiz: Can my customer return it?

Test yourself on when you must give a refund, repair, or replacement for a faulty product service.

Start the customer returns quiz

(<https://www.business.govt.nz/risks-and-operations/dealing-with-customer-complaints/fair-returns-and-complaints-policies/#e-7522>)

Reduce the amount of tax you need to pay by claiming as many business expenses as you can.

From vehicle costs to business assets, use these tips to pay less tax — while also following Inland Revenue's rules

Check out our guide

(</tax-and-accounting/reducing-your-tax/how-to-reduce-your-tax-bill#e5188>)

Test yourself on what expenses you can claim. Then follow links from the answers to find out more.

(</tax-and-accounting/reducing-your-tax/claiming-expenses#e7720>)

Take the quiz



Test yourself on tax basics, from GST to tax forms, plus how to handle PAYE and KiwiSaver contributions.

[\(/tax-and-accounting/basic-tax-types/introduction-to-taxes-and-levies#e5140\)](/tax-and-accounting/basic-tax-types/introduction-to-taxes-and-levies#e5140)

When you're done, follow links from the answers to find out more and to pick up tips to help with tax tasks.

Start  
the  
quiz

## Quiz: Test yourself on FBT

[\(/tax-and-accounting/tax-when-you-have-employees/fringe-benefit-tax-fbt#e4941\)](/tax-and-accounting/tax-when-you-have-employees/fringe-benefit-tax-fbt#e4941)

Know your fringe benefit taxes from your employee allowances and expenses? Take our quiz and find out.

When you're done, follow links from the answers to pick up tips and find out more.

Start  
the  
FBT  
quiz

Avoid stress by following these tips on getting ready for tax time, whether you're starting out or well established.

[\(/tax-and-accounting/tax-time-tips/how-to-make-tax-time-easier#e5220\)](/tax-and-accounting/tax-time-tips/how-to-make-tax-time-easier#e5220)

See how to save time, get organised, and avoid complications — for different types of tax.

See  
our  
tips

## Hiring and managing people


Guides and tools to help you confidently handle staff and HR matters

# Employment Agreement Builder

Our DIY tool helps you create contracts tailored to your business and to each person you employ. It's packed with tips to help you decide what to put in — and what NOT to put in. It covers what you must do by law, and also sets out common mistakes made by employers and how to avoid them.

**Get started**

(<https://eab.business.govt.nz>)

 Employment Agreement Builder

 How much will that new employee cost you?

## How much will that new employee cost you?

Job ad + wages + ? = cost of a new worker. Use the Employee Cost Calculator to make sure you include hidden costs — whether it's extra equipment or training, KiwiSaver contributions or fringe benefit tax — tailored to your industry and workplace.

**Do the maths**

(</employeecostcalculator>)

Employee, contractor or intern — which is right for your business and the tasks you need doing?

[\(/hire/hiring-the-right-staff-types#e1326\)](/hire/hiring-the-right-staff-types#e1326)

Here's an overview of staff types so you can choose the right kind of help. You'll also pick up tips on what you must do for each type of worker.

See the difference

Hiring the right person will help your business flourish.

[\(/hire/hiring-the-right-staff-types#e1326\)](/hire/hiring-the-right-staff-types#e1326)

Get tips on what to ask and how to ask it — plus advice on other things you can do to find the best person for your team.

Watch now

Follow these steps to get ready for your new recruit, from getting the right paperwork in place to setting up their workspace.

[\(/hire/hiring-the-right-staff-types#e1326\)](/hire/hiring-the-right-staff-types#e1326)

These tips will help get your working relationship off to a great start — and set your business up for success.

See what's involved

Our quiz runs through the basics of hiring and managing people — and sticking to employment law.

[\(/hiring-and-managing/hiring-people/overview-of-the-hiring-process#e2595\)](/hiring-and-managing/hiring-people/overview-of-the-hiring-process#e2595)

Test yourself on job descriptions and sick leave, jury service and flexible working.

Start  
the  
quiz

## Test yourself on staff types

Know the difference between a casual worker and a part-timer? Test yourself on all staff types with our quiz.

When you're done, follow links from the answers to pick up tips and find out more.

Start  
the  
quiz

[\(/hiring-and-managing/deciding-to-hire/hiring-the-right-staff-types#e1313\)](/hiring-and-managing/deciding-to-hire/hiring-the-right-staff-types#e1313)

Work through these questions to make sure you're not holding your employee back.

[\(/assets/Uploads/Documents/Uflowchart.pdf\)](/assets/Uploads/Documents/Uflowchart.pdf)

Get  
started  
[PDF, 68  
KB]


## Checklists for hiring and managing staff


Here's a range of checklists and task lists to help you through every stage of employment, from setting up new employees, keeping employment records, managing poor performance, or preparing for an employee leaving your business.

A number of these are available in two forms — as Word documents or PDFs — so download whichever suits you best.

### Employee personnel file checklist


Employers must keep specific information on file about each of their employees. Download this list to make sure you're capturing all the required information in your personnel files.


 [New employee records checklist \[PDF, 74 KB\]](#)  
(/assets/uploads/Documents/new-employee-records-checklist.pdf)

 [New employee records checklist \[DOCX, 68 KB\]](#)  
(/assets/Uploads/Documents/new-employee-records-checklist.docx)

### New employee equipment checklist

Download this list of common things to get ready before your new employee's first day on the job — you can customise it to suit your business.

 [Employee equipment checklist \[PDF, 92 KB\]](#)  
(/assets/uploads/Documents/new-employee-equipment-checklist.pdf)

 [Employee equipment checklist \[DOCX, 54 KB\]](#)  
(/assets/Uploads/Documents/New-employee-equipment-checklist.docx)

### Digital system access template


Fill this out to make sure your new employee has the user names and passwords required to access your digital systems from day one.


 [Digital system access template \[PDF, 76 KB\]](#)  
(/assets/uploads/Documents/employee-digital-system-access-template.pdf)

 [Digital system access template \[DOCX, 59 KB\]](#)  
(/assets/Uploads/Documents/employee-digital-system-access-template.docx)

### Performance management checklist


If you're concerned about how an employee does their job, use this checklist to make sure you follow the necessary steps for formally managing performance.


 [Performance management checklist \[PDF, 113 KB\]](#)  
(/assets/Uploads/Documents/performance-managment-plan-checklist.pdf)

 [Performance management checklist \[PDF, 67 KB\]](#)  
(/assets/uploads/Documents/performance-management-plan-task-list-v2.pdf)

## Performance management task list

If you're concerned about how an employee does their job, use this task list to plan your process — including timeframes — for formally managing performance.

 [Performance management task list and timeframes \[PDF, 67 KB\]](#)  
(</assets/uploads/Documents/performance-management-plan-task-list.pdf>)

 [Performance management task list and timeframes \[DOCX, 177 KB\]](#)  
(</assets/Uploads/Documents/performance-management-plan-task-list.docx>)

## Managing misconduct task list

If an employee behaves inappropriately, use this list to plan your process for managing misconduct. It includes actions you must take, and suggested timeframes for each step, to help you handle it correctly.


 [Managing misconduct task list and timeframes \[PDF, 40 KB\]](#)  
(</assets/uploads/Documents/managing-misconduct-task-list.pdf>)

 [Managing misconduct task list and timeframes \[DOCX, 57 KB\]](#)  
(</assets/Uploads/Documents/managing-misconduct-task-list.docx>)

## Restructuring task list


If you're thinking about changing who does what in your business, you must follow a correct process. This list set out the steps involved — including timeframes — and also provides a record of what's happened.


 [Restructuring task list and timeframes \[PDF, 56 KB\]](#)  
(</assets/uploads/Documents/restructuring-tasklist.pdf>)

 [Restructuring task list and timeframes \[DOCX, 54 KB\]](#)  
(</assets/Uploads/Documents/Restructuring-Tasklist.docx>)

## Redundancy checklist


If an employee's job is no longer required after a restructuring, you must follow a fair process. Download this checklist to make sure you do all the necessary steps.

 [Redundancy checklist \[PDF, 40 KB\]](#)  
(</assets/uploads/Documents/redundancy-checklist.pdf>)

 [Redundancy checklist \[DOCX, 54 KB\]](#)  
(</assets/Uploads/Documents/redundancy-checklist.docx>)

## Redundancy task list

If an employee's job is no longer required after a restructuring, this list sets out the steps involved and suggested timeframes in a fair redundancy process.

 [Redundancy task list and timeframes \[PDF, 104 KB\]](#)  
(</assets/Uploads/Documents/redundancy-tasklist.pdf>)

 [Redundancy task list and timeframes \[DOCX, 54 KB\]](#)

[\(/assets/Uploads/Documents/redundancy-tasklist.docx\)](/assets/Uploads/Documents/redundancy-tasklist.docx)

## Employee exit checklist

If someone leaves your business, use this checklist to help you follow a good process before, during and after their last day.

 [Employee exit checklist \[PDF, 55 KB\]](#)

[\(/assets/uploads/Documents/employee-exit-checklist.pdf\)](/assets/uploads/Documents/employee-exit-checklist.pdf)

 [Employee exit checklist \[DOCX, 52 KB\]](#)

[\(/assets/Uploads/Documents/employee-exit-checklist.docx\)](/assets/Uploads/Documents/employee-exit-checklist.docx)

## Employee exit task list

Use this list to plan your process when someone leaves your business. It sets out the steps involved, plus suggested timeframes.

 [Employee exit task list and timeframes \[PDF, 153 KB\]](#)

[\(/assets/Uploads/Documents/employee-exit-task-list.pdf\)](/assets/Uploads/Documents/employee-exit-task-list.pdf)

 [Employee exit task list and timeframes \[DOCX, 83 KB\]](#)

[\(/assets/Uploads/Documents/employee-exit-task-list.docx\)](/assets/Uploads/Documents/employee-exit-task-list.docx)

## Risks and operations

Guides and tools to streamline your operations and reduce risks



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# Build your own workplace policies

Use our Workplace Policy Builder to create policies tailored to your workplace. The tool has tips to help you decide what to put in and leave out of your policy. You'll also find common mistakes employers make and ways to avoid them.

**Start building your workplace policies**  
(<https://wpb.business.govt.nz/>)

 Build your own workplace policies Which laws apply to your business?

## Which laws apply to your business?

Use our Compliance Matters tool to find out the legal requirements you and your business must follow.

You can tailor your search by topic — for example, taxes, exporting or health and safety — or to suit your industry or business structure.

**Start your Compliance Matters search**  
(</compliance-matters>)



# Take climate action

Taking steps to reduce your carbon footprint can help your business in various ways.

Check out the Climate Action Toolbox to find out how you can benefit your bottom line.

**Use the Climate Action Toolbox**  
(<https://www.tools.business.govt.nz/climate/>)

This guide shows you and any staff the requirements products or services must meet — if not, you must give a remedy.

(</risks-and-operations/dealing-with-customer-complaints/reducing-risk-of-complaints#e7499>)

See  
what's  
involved

From broken deliveries to spilled drinks, this quiz covers when to give a refund, repair or replacement — and when not to.

(</risks-and-operations/dealing-with-customer-complaints/fair-returns-and-complaints-policies#e7522>)

Start  
the  
quiz

## Going contracting

(</going-contracting>)

If you're going contracting over the summer, or in general, we have tips, tools, templates and case studies to help no matter what stage you're at.

Find resources  
here

From logos to customer databases, secret recipes to software codes, your business has intellectual property.

Use this list to identify your business's IP assets and get tips on how to protect what's yours.

[\(/assets/uploads/Documents/intellectual-property-assets-checklist.pdf\)](/assets/uploads/Documents/intellectual-property-assets-checklist.pdf)

Follow these five tips to have meaningful and effective H&S talks.

From toolbox talks to office chats, make it worker-led and hands-on so everyone is involved in staying healthy and safe.

[\(/risks-and-operations/health-and-safety/great-toolbox-talks#e1663\)](/risks-and-operations/health-and-safety/great-toolbox-talks#e1663)

Health and safety isn't about paperwork and ticking boxes.

It's about creating a work environment where everyone behaves in a safe and healthy way. Here's how to get everyone involved in H&S.

[\(/risks-and-operations/health-and-safety/what-is-reasonably-practicable#e1460\)](/risks-and-operations/health-and-safety/what-is-reasonably-practicable#e1460)

Download  
[PDF, 48 KB]

See our  
guide

Check  
out  
our  
guide

Pick up tips on how to protect your business name, brand and best ideas.

[\(/how-to-grow/intellectual-property-protection/types-of-intellectual-property#e4140\)](/how-to-grow/intellectual-property-protection/types-of-intellectual-property#e4140)

Whether you've got trade marks or patents, copyright or plant varieties, find out more about different types of intellectual property.

Check  
out  
our  
guide

This sets out common current assets — bank accounts, money owed to your business, and items that can easily be sold.

Customise this list to identify your business's current assets.

Download  
[PDF, 70 KB]

[\(/assets/Uploads/Documents/current-assets-checklist.pdf\)](/assets/Uploads/Documents/current-assets-checklist.pdf)

This sets out common fixed assets — big-ticket items valued at \$500+, including equipment, land and long-term investments.

Customise this list to identify your business's fixed assets.

Download  
[PDF, 189 KB]

[\(/assets/Uploads/Documents/current-assets-checklist.pdf\)](/assets/Uploads/Documents/current-assets-checklist.pdf)

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