Icon

Description automatically generatedJon Shatford Business Support Services

Newsletter

# *‘Looking after the books so you can get on with the parts of your business you love.’*

# Paying yourself a salary

### Paying yourself a salary reinforces the notion that your business is a separate entity and reduces the need for you to violate tip number one by having your business pay your personal expenses directly, instead of numerous transactions during the month where the business pays an expense on your behalf.

### Q: How much should I pay myself?

A: As you start trading, you’ll gradually get an idea of whether your revenues, profits and cash flows match your forecasts. This will help you decide how much you want to pay yourself and or reinvest in the business. Business life is full of little surprises so always leave plenty of money in the business as a buffer if anything goes wrong, either economically or personally, for example, should you need sick leave. You also need to set aside money to cover tax, business costs, possible staff wages and investment for expansion. Think carefully about how much income you need to support yourself and your family, and balance that with the needs of the business. Consider paying a percentage or figure into a personal pension each month.

### Q: What are the different ways to pay myself?

A: it depends on what kind of business structure you have.

This helps you keep money earmarked for personal earnings separate from those for income tax, VAT payments, buffers, investment capital, and/or other purposes.

1. If you are self-employed, you can take drawings directly from the business. You just need to keep enough by to cover future costs and pay your Self-Assessment tax bill.
2. If you are the director of a limited company, it’s slightly different in that you are usually both an employee of the company and an owner, so you will pay yourself a salary plus dividends.

A close-up of a paper

Description automatically generated with medium confidenceDepending on how much of a saver you are, you may want to open one or more business saver accounts, alongside your business current account. This helps you keep money earmarked for personal earnings separate from those for income tax, VAT payments, buffers, investment capital, and/or other purposes.

# A close up of a keyboard Description automatically generated with medium confidenceHelp with social media

Social media marketing is now another service that we offer here at Jon Shatford Business Support Services. It isn’t always easy to think of content and have the motivation to create posts on a regular basis, however it is essential to any modern business as it’s the easiest easy to reach a wide audience. The social media platforms we can work with are Facebook, Instagram, YouTube, and LinkedIn. We can discuss regular meetings so together we can come up with content that you feel aligns with your business, without all the hard work of creating it.

# A group of people laughing Description automatically generated with low confidenceour business networking event

We decided to create a Facebook group called Hungerford Business and Networking, for businesses based in Hungerford with an aim to support each other and see what services and products are available locally. We then went ahead with our first networking event held here in our Hungerford office in which four businesses came together. Our next event will be 11am – 1pm on Thursday 20th July and we would love to see as many of you here as possible. There is no registration or fee, just turn up on the day (our address is listed at the bottom).

# Advice for taking holiday as a small business owner

**A picture containing text, sand, water, handwriting

Description automatically generated**One of the upsides of running your own business is that you can set your own schedule and adjust it as needed. However, one of the downsides of being your own boss is that it’s not always easy to take time off. Taking a vacation as a small business owner requires diligent planning and thought, but it is possible and important to take a break**,** for both you and your company.

* Firstly, try to take holiday around quiet working periods and delegate jobs where possible to employees.
* Secondly, set boundaries with yourself whilst away and schedule in specific times that you look at your phone or laptop.
* Thirdly, let clients know that you are away and you’re less likely be bothered with some of the less important stuff.
* Lastly, enjoy yourself! You’ve worked hard to earn yourself this holiday so make the most of it!

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Jon Shatford Business Support Services

2nd Floor, Wessex House

High Street

Hungerford

RG17 0DL

[hello@jonshatford.co.uk](mailto:hello@jonshatford.co.uk)

01488 505301

www.jonshatford.co.uk