

NEIS income statement reference guide

Completing the income statement forms is compulsory – it is part of your contract with the Department of Employment.

The forms must be sent to Business Foundations no later than 10 business days after each quarter.

Your details (questions 1–4)

All fields must be entered.

Your details

1 Your Job Seeker ID

2 Your NEIS Participant Agreement ID

3 Your full name

4 Your daytime contact phone number
()

Your external income

5 Did you receive any income external to your NEIS Business (excluding NEIS business income, NEIS Allowance, NEIS Rental Assistance, Department of Human Services (DHS) or DVA Allowances/Pensions, and your partner's income) for this period? Do not include income you may have received before commencing NEIS Assistance.
(appropriate box) No Yes
If YES, give amount of gross income

6 Source of income

Your external income (questions 5–6)

You can earn up to twice the rate of NEIS payment before tax from another job without affecting your NEIS allowance. As a general guide, the amount is \$7449.60 for a usual quarter of 6 NEIS payments.

Method: \$620.80 (your NEIS pay) x no. of pays you have received in the quarter x 2.

You must declare:

- whether you earned any external income
- if so, how much and the source of the employment.

Business income summary

Financial period being assessed (questions 7–8)

If this is your first statement, enter NEIS Commencement date as the starting date, and the last date of the quarter as the finishing date.

For the remaining quarters, just use the financial quarter dates listed on the first page of the form

This keeps track of your reporting progress, not the schedule of the financial year (July through to June).

Business income summary

Financial period being assessed

7 Quarter from (DD/MM/YYYY)
 to

8 Quarter number (appropriate box)
 First Second Third Fourth

Cashflow summary

In order to complete this section you must have your income forecast sheets from your business plan with you.

The forecast amounts must be entered in the Budget column.

Enter in the Actual column the figures you have really generated.

- Receipts means the sales and income of the business
- Payments means the outgoing costs for the business
- Balance is Receipts minus Payments, which is your profit or loss (if a loss, enter a minus sign)
- Debtors and Creditors are not applicable to all businesses, leave either or both of these blank if you need to.

Cashflow summary

9

| | BUDGET <small>(As per NEIS Business Plan)</small> | ACTUAL |
|-----------------------------|--|--------|
| A. INCOME | | |
| B. EXPENSES | | |
| C. BALANCE | | |
| D. DEBTORS (\$ OWED TO YOU) | | |
| E. CREDITORS (\$ YOU OWE) | | |

Tips for completing this section

You can pre-enter the Budget column when you first commence NEIS – you have already forecast these figures in your business plan.

You must give us the correct figures – this is not a judgment on your business. If we see that you're not doing as well as you'd hoped we can help you.

Finish the form

Remember, this is a legally binding declaration so you must ensure that all information is correct.

You can send this form by email, post or bring it in to Business Foundations in person – whatever you prefer.

NEIS Business Mentoring visit

10 Have you had a visit from your NEIS Business Mentor this Financial Quarter?
 Yes No

11 Number of people working in your NEIS Business (including yourself)?
 Full-time Part-time

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 NEIS Assistance and where applicable, NEIS Allowance and action to recover any payment falsely obtained will be instigated.

If you are completing this form electronically please print the completed form, sign in the provided signature block and send to your NEIS provider. If you are unable to sign due to a disability, please complete all required fields, mark the signature block with the words "unable to sign" and email it to your NEIS provider. They will contact you to confirm alternative signature arrangements based on your circumstances.

Signature

Date (DD/MM/YYYY)

Send this form to your NEIS provider and make a copy for your records.