

**PART TWO****Questions 8–12**

- Read the article below about starting your own business.
- Choose the best sentence from the opposite page to fill each of the gaps.
- For each gap **8–12**, mark one letter (**A–G**).
- Do not use any letter more than once.
- There is an example at the beginning (**0**).

## STARTING YOUR OWN BUSINESS

The first two things to do if you are starting your own business are to find an accountant and talk to your bank manager. Your accountant will help you to draw up a business plan to show what borrowings you need from your bank. **(0)** .....<sup>G</sup>..... .

While you are engaged in these consultations, it is a good idea to find out whether you are entitled to any government subsidies or similar financial help. **(8)** ..... . Check too whether training grants are available for yourself or people you employ.

Once you have completed these preliminary tasks, there are a number of specific things you then need to do. Doing them in the right way and at the right time can save you a lot of money, so make sure you know what to do.

Perhaps the most important is to tell the Inland Revenue that you have left your job and have started your own business. **(9)** ..... . The Inland Revenue will also need to amend their records to show that you are now self-employed. Next, you should think about registering for Value Added Tax (VAT). Generally, if your sales exceed a certain amount you have to charge VAT on them. **(10)** ..... .

Consider the consequences of employing people in your business. As soon as you start to take on employees, you will need to establish proper procedures. These include drawing up proper contracts of employment. You will also need to get in touch with your local tax office to register your employees.

Lastly, as part of becoming an employer of others, you must become familiar with a number of legal issues. Once you have more than a minimum number of people on your payroll, you will need to comply with Health and Safety requirements. **(11)** ..... . One issue that you should think about once your business expands and your staff grow in numbers is equal opportunity. In particular, you should consider drawing up a company policy on equal opportunity. **(12)** ..... .

If you need more information on legal or other matters relating to employment, contact your local Chamber of Commerce, which will either be able to help you, or will put you in touch with organizations who can.

**Example:**

<b>0</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- A** It is a good idea, when considering this issue, to ask your local Fire Authority to check your work premises in order to ensure that they comply with current fire regulations.
- B** Even if your sales are under that figure, it may be worthwhile registering voluntarily because you could recover what you have been charged on your business purchases.
- C** If you are new to this, talk to your local Chamber of Commerce about placing suitable advertisements in the local press.
- D** For example, you might be in a less prosperous region where grants are made to encourage the start-up of small businesses.
- E** You may be due a repayment of income tax deducted while you were in employment, so do this as soon as possible.
- F** If this includes a commitment to employ disabled people, you will need to ensure that your premises are equipped to accommodate them, for example with ramps for wheelchairs, special provision of toilets, and so on.
- G** Once this is done, your bank manager will need to review the plan and discuss any overdraft facility you might need.