

# How to improve & sustain your cash flow using working capital best practice

## Stepping Up: Advance Workshop and Mentoring Programme

Sponsored by the New South Wales Government Department of Industry & Investment [www.business.nsw.gov.au](http://www.business.nsw.gov.au)

**The NSW Government in conjunction with the Southern Highland Business Chamber and Clifton Accountants is excited to introduce your business to Best Practice Working Capital Improvement and will help pay for it!**

**Pay only \$2,500 plus GST for 20 hours of workshops and mentoring by our working capital improvement experts for up to 3 staff members and its fully tax deductible**

**Start Date: Tuesday, 23 March 2010**

bpworkingcapital's successful and proven small and medium business (SME) Best Practice Workshop and Mentoring Programme will assist your company to improve and reduce total working capital requirements and release "trapped" cash in accounts receivable, inventory and accounts payable.

**Our objective** is to assist your business to deliver 15%-30% improvements across Days Sales Outstanding (DSO), Days Payable Outstanding (DPO) and Inventory Days (ID) to release cash and lower excess working capital.

**Outcomes** lead to a sustainable decrease in total working capital requirements, overdraft costs and a substantial increase in cash and operational benefits for your business.

Being trained, up skilled and mentored by the most experienced working capital experts in Australia the programme will develop your own working capital skills and knowledge as well as the performance of your business.

### Why "Cash is King" in today's economic climate?

- A recovering economy
- Tighter bank credit

- Fewer & more cautious customers
- Slower paying customers
- Suppliers demanding faster payment
- Slow moving or obsolete inventory
- Lower sales volumes

### Why Best Practice?

Best Practice is based on empirical and factual data not opinion. It produces superior business and process performance and clearly demonstrates that through experience, research or by doing one or more proven actions consistently leads to a desired set of outcomes

### Workshop Content

The 1 day workshop delivers the theory, methodology and measurement techniques for Best Practice Working Capital Performance Improvement in accounts receivable, accounts payable and inventory management. Using a combination of presentation material, interactive exercises, case studies and open discussion we deliver a pragmatic, objective and expert approach to improve your business. Facilitated by our specialists you receive in depth knowledge of Best Practice working capital improvement that can be immediately transferred into your business during the mentoring sessions.

### Mentoring

Employing one-on-one mentoring sessions we assist you with the practical implementation of the workshop material directly into your business. Held over 12.5 hours mentoring is designed to offer you expert assistance and advice to apply the workshop content, methodology and techniques into the day to day operations of your business. Mentoring clearly demonstrates your business will receive immediate and tangible benefits and guarantees that you will understand and can apply the methodology and techniques learned at the workshops to improve and manage your business more efficiently and effectively.

### About bpworkingcapital

We are Australia's leading Best Practice working capital improvement specialists and service provider to small and medium business (SMEs). Recognised by State and Federal Government to participate in their subsidised programs, our services cover Best Practice workshop and mentoring programmes, independent working capital audits and advice.

For more information please visit [www.bpworkingcapital.com](http://www.bpworkingcapital.com) or contact Stephen Hilton on (02) 8324 1433



Industry &  
Investment



## Programme outcomes

- Deliver benefits of approx. 15%-30% improvement across DSO, DPO and inventory with expected ROI of 10:1
- Generate cash from operations (as opposed to outside finance)
- Understand the trade-offs in working capital management
- Obtain accurate measurement of all your working capital functions
- Identify areas of sub-par performance within your business
- Establish and manage targets across all working capital functions AR, AP & inventory
- Overall improvement & reduction in working capital requirements
- Achieve measurable & sustainable results
- Understand the implications & impact of the cost of capital on excess working capital

## A tailored mentoring programme for your company

- Over 12.5 hours the mentoring focuses on **you** and **your company** to create and establish a business blue print **for cash flow improvement** for today and into the future. We will work with you to focus on:
  - Understanding **all** aspects of working capital
  - How to **measure, monitor & manage** your working capital requirements
  - How to **improve** the day to day processes within AR, AP and inventory management
  - **Identify & reduce** underperforming working capital
  - **Increase** cash generation through “quick wins”
  - **Planning & implementing** actions to release and improve working capital on a sustainable basis
  - **Educate** your staff and increase their knowledge in all working capital functions
  - **Review** your working capital operations to reduce your overall working capital requirements
  - Establish a company-wide **working capital policy** and **awareness** programme
  - Ensure there is no resistance to **change** or conflicting **goals** within the company
  - Aligning working capital with your **strategic goals**
  - How a well managed capital position can assist you and your business with your bank

## Programme funding

The cost for the programme is subsidised by the New South Wales Government Department of Industry & Investment by 50%.

**Eligibility criteria:** participating companies must have an annual turnover between \$1million and \$30million per annum, have been in operation for at least 2 years, employ at least 2 people (FTE's – excluding the business owner).

**Attendees:** Up to 3 participants per company. Maximum 8 companies.

**Workshop Date & Time:**  
**Tuesday 23 March 2010.**

Time: 8:30am – 5:30pm.

Breakfast, lunch and light refreshments will be served.

**Location:** Mittagong.

**Venue:** Mittagong RSL, Cnr Hume Highway & Bessemer Street, Mittagong NSW 2575

**Cost:** The full cost of this programme is \$5,000 plus GST per company. **Eligible companies will pay \$2,500 plus GST on submission of your application with the balance of the cost (\$2,500 plus GST) paid by The Department of Industry & Investment.**

**Tax deduction:** Eligible companies will be able to use the programme fee as a tax deduction.

**Contact:** Kurt Clifton,  
email: kurt.clifton@cpaaccountants.com.au

---

**Registration form for expression of interest:** fax completed form to Kurt Clifton, fax number (02) 4423 7819

Name \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Tel. Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Principal Activity \_\_\_\_\_ Industry \_\_\_\_\_

Turnover \_\_\_\_\_ Staff Number \_\_\_\_\_

I meet the eligibility criteria as stated above? (Please circle) YES NO

Signature \_\_\_\_\_ Date \_\_\_\_\_