



SMASH

Successful Office Management

Summary

- Align Structure to be Fit for purpose (Company, Trust, partnership?)
- Benchmark yourselves
 - Dairy Base
 - Dairy push
 - Consultants
 - Peers
- Set Strategy
- Identify Cost drivers
- Apply Key Performance Indicators
- Set some Stretch Targets
- Use cashflow monitoring tools, to look back and look forward.
- Monitoring spend, Monitor Results
- Streamline your administration – Internet Bill payment and precoded data collation eg banklink, coded cheques/deposit books
- Aim to collect and collate data once. Then find a tool that you can mine the information.
- Build a strong Relationship with your Bank Manager, always present professionally
- Debt Management - Keep questioning the status quo
- Tax Budgeting – talk to your accountant – always ask what you don't understand
- Ask What Next in my business?
- Use Peer support groups to ask for help in your trouble spots.
- Peer support groups are a great place to hear and share knowledge. Trading Among Farmers has prompted the creation of a new Website ourco-op.co.nz to share ideas and keep up with what's been said.