

Te pōkai i te ahumoni: **Kia atamai**

Navigate your finances: **Work smart**

Mā te huruhuru ka rere te manu.

Adorn the bird with feathers so that it may fly.

There are many financial tools available to help you manage your time efficiently. Ask other artists and arts practitioners which financial tools they use to achieve this.



He āwhina mā tō pakihi

Support for your business

As an artist or arts practitioner, you can create an online account with the Ministry of Business, Innovation & Employment (MBIE) for advice, tools and tips to help you set up your business successfully.

Use the Do Business online tool to check out the many resources MBIE is offering.

[Do Business online | Ministry of Business, Innovation & Employment](#)

Te Puni Kōkiri

The Māori Enterprise team are here to tautoko you and your businesses to thrive. They provide services by Māori, for Māori and with Māori to support the growth and sustainability of businesses.

[Pakihi Māori – Māori Enterprise | Te Puni Kōkiri](#)

Pacific Business Trust

Access this hub of business resources that have been collected in one place.

[Resources for you | Pacific Business Trust](#)

Other organisations

Other organisations also support artists with their businesses including:

- [Oyster Workshop](#)
- [Powered by Volt](#) (a paid service)



Te tuku nama | Invoicing

What is an invoice?

An invoice is an itemised account for the service or products you (the supplier) supplied to your client (the buyer). Many software, such as Google Sheets and MicroSoft Excel, offer invoice templates that you can adapt. An invoice needs to include:

- The cost of your services or product
- The GST payable or a statement that GST is included (depending on if you are GST registered or not)
- A unique reference number
- Your bank account details
- Your contact details and address
- The address and details of your client
- Your GST number (if you are GST registered)
- When you expect the buyer to pay

Cash flow is key in all businesses. Issue invoices promptly so your buyers can pay you.

Download a MicroSoft Word invoice template and watch a video with tips on invoicing. These resources were designed for tradespeople but the invoice and tips are equally helpful for all small businesses including creative businesses.

[How to prepare an invoice | Ministry of Business, Innovation & Employment](#)

Withholding taxes or tax on schedular payments

Some entities may require you to include withholding tax in your invoice. View the information on the IR330C on the link about working multiple jobs as well as the Inland Revenue Information.

- [Working multiple jobs | Ministry of Business, Innovation & Employment](#)
- [Schedular payments | Inland Revenue](#)

What is e-invoicing?

E-invoicing is the digital exchange of financial information between suppliers that buyers and is designed to be user-friendly, accurate, secure, and time-efficient.

What are the benefits of e-invoicing?

View this resource about the benefits of e-invoicing and the value it could add to your business.

[Benefits of eInvoicing | Ministry of Business, Innovation & Employment](#)

E-invoicing for small and medium-sized businesses

Read this guide to getting your business ready for e-invoicing.

[E-invoicing: Getting your business up to speed \(PDF 744 KB\)](#)

View the guides and tips available to support small and medium-sized businesses with e-invoicing.

[Advice for small and medium businesses | Ministry of Business, Innovation & Employment](#)

Getting paid on time

Keeping on top of your cash flow is important. Check out this set of resources and tips for keeping cash flowing into your business.

[Getting paid on time | Ministry of Business, Innovation & Employment](#)



Te tono whakapaunga hei ringa toi | Claiming expenses as an artist or arts practitioner

As a business owner or sole trader, you can claim expenses. The expenses are offset against your business income, which means you pay less tax. Expenses include transport and travel costs, meals and related entertainment costs, donations and koha you have made and costs related to your art form. Your accountant can give you further advice here.

Types of expenses

Read this outline of different kinds of business expenses.

[Types of business expenses | Inland Revenue](#)

What you can claim

Read this resource to find out what you can claim.

[Claiming expenses | Ministry of Business, Innovation & Employment](#)

Working from home expenses

Read this resource to explore what expenses can be claimed when working from home.

[Home office expenses | Inland Revenue](#)

Inihua: Te tiaki i ō rawa hei ringa toi



Insurance: Protecting your assets as an artist or arts practitioner

Insuring business activities

As a business owner, it's a good idea to insure yourself against unexpected and known risks. Insurance companies offer different levels of cover, so shop around to find the policy that best suits your needs.

Check out this resource about insuring business activities to find out more.

[Insurance | Ministry of Business, Innovation & Employment](#)

Are you covered?

Use this one-stop guide to business insurance from the Insurance Council of New Zealand to evaluate your risks.

[Are you covered? | Protect what's important to you \(PDF 1.33 MB\)](#)

Liability insurance

Public liability insurance protects your business if you or one of your employees are sued.

Read this summary to find out more.

[Insuring Business Activities | Ministry of Business, Innovation & Employment](#)

Insurance cover for contractors

Use this guide to find out how to protect yourself as a contractor.

- [Insurance cover for contractors | Ministry of Business, Innovation & Employment](#)

Insuring your artform

Your art form may not be covered by an existing policy, however you can insure it separately. Speak with your insurance adviser to have it added to your insurance policy.

Insurance Checklist

- Inventory of your work.
- Estimate the value of what you are insuring. If you are an established artist, get your art form professionally valued.
- Identify your needs.
- Identify the risks.
- Shop around for the right provider.
- Read the policy fine print.

What to tell your insurer

Use these Insurance Council of New Zealand guides to what to tell your insurance company when buying insurance:

- [Consumer guide to disclosure \(PDF 127 KB\)](#)
- [Things You Need to Tell Your Insurer | Insurance Council of New Zealand](#)



Rapu āwhina | Seek advice

As with all financial decisions, it can be helpful to seek expert advice. Insurance can be purchased directly from companies, through your bank or an insurance adviser.

- The Regional Business Partner Network can support you if you are facing challenges or you want to grow your art business.
 - [Regional Business Partner Network | Ministry of Business, Innovation & Employment](#)
- Support is also available through Creative Career Service in some areas.
 - [Creative Careers Service | Work and Income New Zealand](#)



He aha kei tua | What's next?

Develop your own next steps and collaborate with others to continue to grow your career. Consider what is on top for you, and who you can go to for support in the following areas:

- **Support for your business**
- **Invoicing**
- **Claiming expenses**
- **Insurance**