**Navigating the latest Budget – A survival guide for Small Businesses**

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|  |  | Owner | Issues | Actioned Date |
|  | **Base data** |  |  |  |
| 1 | Access payroll numbers from your latest pay period including employee age |  |  |  |
| 2 | Create a spreadsheet containing these numbers |  |  |  |
| 3 | Ensure this spreadsheet is driven by the hourly rate for basic pay |  |  |  |
| 4 | Include calculation fields for employers’ national insurance |  |  |  |
|  | **Add in new information for 2025** |  |  |  |
| 5 | Copy this tab and name it – incl Min starters and leavers |  |  |  |
| 6 | All starters and leavers included |  |  |  |
| 7 | All changes – i.e. promotions etc included |  |  |  |
|  | **Change hourly rate to reflect new National Minimum Wage** |  |  |  |
| 8 | Copy this tab and name it – incl NMW changes |  |  |  |
| 9 | Amend all hourly rate changes to reflect new National Minimum Wage |  |  |  |
| 10 | Amend any other hourly rates as necessary |  |  |  |
|  | **Include changes to Employers National Insurance calculation** |  |  |  |
| 11 | Copy this tab and name it – incl. ERSNI changes |  |  |  |
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