

MEMBER'S NEWSLETTER

MARCH 2020



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Dear member,

At time of writing, the Government is looking very closely at public events given the spread of the Coronavirus. We brought out [advice](#) for businesses on how to prepare in February, but it is important for people to maintain a sense of proportion: 80-120 Irish people die every year from the normal winter flu. Coronavirus is more serious, and the population has not been vaccinated against it, but it is still a naturally occurring flu event. Your business should at this stage put together a contingency plan to deal with Coronavirus, and the Department of Business and Enterprise has a simple template available [here](#).

General Election 2020 was inconclusive, but it's important we make an impression early on with our new TDs. Small business has been lost in the noise about housing and health, despite the fact that almost 70% of private sector workers are employed by SMEs. It is important that you make your voice heard locally with your TD. If you don't know who s/he is, you can check your constituency representative [here](#).

2020 was the first time that ISME was represented on the Industrial and Commercial nominating panel for the Seanad Éireann elections. On the basis of his commitment to small business, the fact that he wrote the Perjury Bill for outgoing Senator Padraig O'Céidigh, and his determination to address the insurance issue if elected, ISME nominated Councillor James Geoghegan to the panel. We wish him well as he canvasses TDs and councillors.

I want to thank all of you who responded to our survey on captive insurers. 79% of respondents were unhappy with their current level of insurance premium, and 88% were willing to participate in captive insurance entities! We will be sharing the results with like-minded trade associations and with the Alliance for Insurance reform. Stay tuned for further updates!

The ISME Roadshows are back. Along with useful updates for business, we've added a 'pitch-your-business' slot this year, which went down a storm in Liffey Valley in January. Other business networks charge you a fee to pitch your business. Why pay when ISME gives you the chance free of charge? Check out the dates of our upcoming Roadshows [here](#). And don't forget your business cards!

Neil McDonnell | CEO | neil@isme.ie



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The latest edition of the bISME is now live. Stay up to date below:

[Read here](#)



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ISME NEWS

ISME launch guide to preparing for the Coronavirus

As cases of Coronavirus have been identified here, and as an office and schools in Dublin have closed their doors as a temporary preventive measure, it is time for Irish employers to make plans for when further cases of infection are confirmed here. [Here](#) you will find our guide on best practices companies should deploy to help their employees.



Increases in commercial vacancy rates recorded

The national commercial vacancy rate stood at 13.3% in Q4 2019, 0.1pp higher than the same period in Q4 2018. Sligo, at 18.9%, was the county with the highest commercial vacancy rate. The five counties with the highest vacancy rates were all located in Connacht, a sign of the prominent east-west divide in terms of commercial activity. Read the report in full from Geo Directory [here](#)

Accelerate your product to market with Co-Innovate

If your business has an innovative idea with strong commercial potential and has found a strategic innovation partner to help make this idea happen, the 'Business to Business Partnership' programme from Co-Innovate can help, with funding up to €150,000 (up to 50% match funded) and support to develop your new product or service. Apply by 31st March 2020 and an innovation advisor will be in touch. [Apply Today](#)

Share the love with local business this Mother's Day

As Valentine's Day approaches ISME is appealing to Irish consumers to make a real effort to 'shop local' and 'buy Irish.' Every €10 spent locally on Irish products generates more than €40 of benefit to the local community in terms of employment. The retail sector employs more people than any other sector in the Irish economy. With retailers under significant pressure with rising business costs, it's more important than ever to shop local. Remember If you love where you live, and want it to thrive, buy local.

Nuala Woulfe, Owner, Nuala Woulfe Serenity Spa Serenity Day Spa, in Sandycove, Dun Laoghaire, Co Dublin:

"Independent businesses create and offer choice. By supporting your local small business, you're directly putting money back into your own community. This Mother's Day, book her some 'Me Time' with a Spa Treat"



ISME NEWS

ISME Q4 2019 Bank Watch Results are LIVE

ISME has released its quarterly Bank Watch survey for Q4'19. The results show a decrease in loan refusal rates, decreasing from 58% to 19%, although 44% of respondents reported being only partially successful with their request. Demand for credit remains high at 24%. Waiting time from decision to drawdown is on average two weeks. Read the report in full [here](#).



ISME Business Development team attend Biz Expo & HospitalityExpo



ISME would like to welcome all our new members who we met at Biz Expo and The Hospitality Expo last week. It was great to meet so many SMEs and have the opportunity to discuss their businesses and how we in ISME can work with them to grow and improve their enterprises.

Brexit: Resources from ISME

ISME have created a page for BREXIT resource to help you navigate these unknown times. Included on the page is **A Brexit Guide** written by ISME Roadshow speaker, Paul McMahon 'BrexitLegal.ie' is a comprehensive free website about Brexit for Irish business. Read more [here](#).

ISME resources for exporting

With the UK now out of the EU we have prepared a guide to working with a number of countries both in the EU and further a field. Browse the guides [here](#).



ISME NEWS

ISME Roadshow

The ISME Roadshows provide business owners with an opportunity to network and enjoy talks and discussions from a selection of speakers. In addition to our speaker line up, attendees will have the opportunity to **'Pitch their Business'** so don't forget your business cards! Admission to all of our Roadshows will be complimentary.

The upcoming locations for the ISME Roadshow are:

The third Roadshow of 2020 will take place on Wednesday 25th March in the **Maldron Hotel, Oranmore, Co Galway**

The fourth Roadshow of 2020 will take place on Wednesday 22nd April in the **Midleton Park Hotel, Co Cork**

You can register for both events [here](#)

Following the Galway Roadshow, The WRC will deliver a free workshop on the WRC Inspection Service including what happens at an inspection. You can register for that free event [here](#).

There was a great turn out for the ISME Roadshow in Meath on Thursday the 28th of March. Speakers included;

- Neil McDonnell, ISME CEO, SME Lobbying, key issues for business & how ISME can help you.
- Adam Weatherley, ISME Learning and Development Manager, Training Update
- Kay Baxter, Inspector, Health and Safety Authority
- Peter Boland, Alliance for Insurance Reform

The WRC also delivered their workshop after the Meath Roadshow and members found it to be an informative session.

Promote your business with ISME

Advertising with ISME is an effective way to reach Owner / Managers of Irish SMEs. We currently have an opportunity for members to advertise in our online publication The bISME. If you wish to receive members rates and more details on advertising packages please email Ciara@isme.ie



ISME **WELLNESS** PROGRAMME

EMPLOYEE ASSISTANCE PROGRAMME

UNLIMITED ACCESS FOR AN EMPLOYEE
AND THEIR FAMILY TO:

- 24/7 Freephone Mental wellbeing support
- Up to 6 Sessions of face to face Counselling
- Video/telephone counselling option
- Support across finance, legal, mediation, parenting coaching, life coaching and more

€500 p.a. for up to 30 employees, for each subsequent employee €9 per employee p.a.

[LEARN MORE >](#)

**Full course calendar
available here:**

ISME Members

Can avail of up to **33%** discount & we can design a suitable training course to meet your needs or we can help you source suitable trainers.

| Course | Date | Location | Fees |
|--------------------------------------------------------------------------------------|----------------------------------------|----------------------------------|---------------------------------------|
| Essential Management Skills– QQI Level 6 Seeking Learners / Expressions of Interest | End March 2020 | Dublin | €1650 ISME members, €1850 Non-Members |
| Diploma in Business Management | Commencing 16 th March 2020 | Dublin | €1795 ISME members, €1995 Non-Members |
| Certificate in Sales and Marketing– QQI Level 7 Griffith College | Commencing April 2020 | Dublin | €1350 ISME members, €1495 Non-Members |
| Breakfast Clinic Series: Positioning Your Business – How to Attract Talent | 04/03/2020 | Dublin | €45 ISME members, €60 Non- Members |
| Customer Service & Complaint Handling | 05/03/2020 | Dublin | €230 ISME Members, €325 Non-Members |
| Breakfast Clinic Series: Witness a Live Hack – Cyber Security & Business | 06/03/2020 | Dublin | €45 ISME Members, €60 Non-Members |
| Effective Sales Planning | 10/03/2020 | Dublin | €230 ISME members, €325 Non- Members |
| Breakfast Clinic Series: Going Global – How to Become an Exporter | 11/03/2020 | Dublin | €45 ISME members, €60 Non-Members |
| Employment Law | 12/03/2020 | Dublin | €230 ISME Members, €325 Non-Members |
| Introduction to Excel | 12/03/2020 | Dublin | €230 ISME members, €325 Non- Members |
| Essential HR Fundamentals | 19/03/2020 | The Moran Hotel, Red Cow, Dublin | €230 ISME Members, €325 Non-Members |
| LinkedIn for Beginners | 19/03/2020 | Dublin | €230 ISME Members, €325 Non-Members |

ISME BUSINESS CLINIC SERIES 2020

Late last year, we entertained 30 avid learners with our recent Business Clinic Series which address the recently published OECD report's recommendations for Irish businesses.

We will be continuing the series in 2020.

- 04th March - Positioning Your Business – How to Attract Talent
- 06th March - Witness a Live Hack – Cyber Security for Your Business
- 11th March - Going Global – How to Become an Exporter

You can express your interest for these courses [here](#):

Other topics to be covered:

- Practical Remote Working Strategies for Your Staff
- Successful Conflict Conversations
- Digital Optimisation – Your Online Presence
- Data Protection as a Marketing & Engagement Tool



INNOVATION AND R&D PROGRAMME FOR SMES

This programme perfectly aligns with the 2019 OECD report's recommendations for Irish business – Innovation, R&D and entrepreneurship. This is currently FREE of charge at the pilot phase – a saving of €2,500 per learner. It will be accredited to Level 8 status.

This programme is an online programme and can be completed in your business environment at a pace that you are comfortable with.

- Module 1: Using research to identify future opportunities
- Module 2: Smart methods to gather and analyse data
- Module 3: Managing your research project
- Module 4: Evaluating success and future opportunities

For more information on the project click here: <https://isme.ie/learning/funded-projects/57219-2/>

Or, contact Adam at adam@isme.ie





ISMEs Learning and Development Manager, Adam Weatherley spoke about the importance of SMEs adopting digitalisation to address their productivity issues, as outlined in the OECD Report published in Oct 2019. Adam was speaking at the Technological Universities Symposium hosted at The Richmond Education and Event Centre on the 11th February.



BUSINESS MANAGEMENT PROGRAMMES LAUNCHING IN FEBRUARY, MARCH & APRIL.



- ISME's Essential Management Skills QQI L.6 – End Feb 2020
- Dublin Business School's Diploma Business Management – 16th March 2020
- Griffith College: Marketing & Sales Programme QQI L.7 – April 2020

Please email Adam at adam@isme.ie for expressions of interest and more information on any of these long programmes.



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March

Dividend Withholding Tax

14th Due date for payment and filing of returns of withholding tax on dividends paid by companies in February 2020.

PAYE/PRSI

23rd Payment of PAYE/PRSI deductions for February 2020 (ROS filers).

VAT

23rd Payment of January/February 2020 VAT liability and filing of related VAT return (ROS filers).

Corporation Tax

23rd Company year-end 30th April 2020: Preliminary tax due, minimum 90% of total liability for the year. Small companies can pay 100% of previous year's liability (ROS filers).

Company year-end 30th June 2019: Payment of balance of corporation tax and filing of corporation tax return (ROS filers).

Company Secretarial

28th Filing of Annual Returns dated 29th February 2020.

Corporation Tax

31st Company year-end 30th September 2018: Close companies with undistributed profits may have to make a distribution by this date to avoid surcharge.

Company year-end 30th June 2019: Filing of 'Return of third-party information' (Form 46G).

Company Secretarial

31st Company year end 30th June 2019: Final date for holding Annual General Meeting and latest possible Annual Return date for 2020.

Income Tax

31st Deadline for claiming Separate Assessment for 2020. Deadline for Nominating Assessable Spouse or Nominated Civil Partner for 2020.

ROS Extended Pay and File - Deadline 2020

Revenue has confirmed that the extended ROS pay and file deadline for 2019 Form 11 Income Tax returns and taxpayers liable to Capital Acquisitions Tax is Thursday 12th November 2020. This extended deadline applies only if the relevant returns and the appropriate tax payments are submitted via ROS. Otherwise the required date to submit both returns and payments is no later than 31st October 2020.

According to Revenue e Brief No: 009/20

For customers who file the 2019 Form 11 Return and make the appropriate payment through ROS for:

- Preliminary Tax for 2020
- Income Tax balance due for 2019
- the due date is extended to Thursday 12th November 2020.

For beneficiaries who receive gifts or inheritances with valuation dates in the year ended 31st August 2020 and who make CAT Return and the appropriate payment through ROS, the due date is also extended to Thursday 12th November 2020.

To qualify for the extension, customers must both pay and file through ROS. Where only one of these actions is completed through ROS, the extension does not apply and the required date to submit both returns and payments is no later than 31st October 2020.

No P60s for employees for 2019

Employees and directors will not receive a P60 for 2019. Instead an Employment Detail Summary is available to view and download in myAccount. This summary replaces P60 and shows pay and statutory deductions for the year as reported by employers or pension providers. It is like the information that was stated on the P60. It can be used in the same way as a P60 was previously used, for example, it can be provided to third parties as proof of income. More details are available on the Revenue website.

PAYE and Directors *(page over)*

Treatment of Income

Payments to director of Irish incorporated companies are subject to the Schedule E charge to Irish Income Tax and to deductions at source under the PAYE system. More information is contained in Revenue Tax and Duty Part 42.04.61. The legislation (section 112 Taxes Consolidation Act 1997) provides two treatments for directors depending if the individual is a proprietary director (holds at least 15% of the company's shares) or a non-proprietary director.

General Treatment

Since 1st January 2018, income from an office/employment is chargeable to tax on a receipts basis. This means that the income is subject to tax, USC and PRSI when it is received, regardless of when it was earned. Income received by a proprietary director is still taxed on an earnings basis. Employers must, however, operate PAYE on the director's salary at the time of payment and report this payment to Revenue on or before the date it is paid. More information on employers' PAYE obligations can be found in Revenue's Tax and Duty Manual Part 42.04.35s.

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