# Small Business Support Grant –2022 Calculating weekly payroll template

# CALCULATING WEEKLY PAYROLL

When applying for the 2022 Small Business Support Program you are only required to input row D and E from the table below

* To calculate weekly payroll, refer to your calculation of wages, salaries and other amounts paid to NSW employees at [item W1](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ato.gov.au%2Fbusiness%2Fbusiness-activity-statements-(bas)%2Fin-detail%2Finstructions%2Fpayg-withholding---how-to-complete-your-activity-statement-labels%2F%3Fpage%3D3%23W1Totalsalarywagesandotherpayments&data=04%7C01%7CHanine.Hamed%40service.nsw.gov.au%7C73b264a6a4944375f24608d9e6a38145%7C1ef97a68e8ab44eda16db579fe2d7cd8%7C0%7C0%7C637794412183359821%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=1STp2fAyWyXQJqQ8TtcygnHp2MGSa3SukI2IIvzrVpY%3D&reserved=0) in your most recent lodged BAS or IAS for a tax period within the 2021-22 financial year.
* If you do not submit a BAS or IAS, refer to the last Single Touch Payroll (STP) from November or December 2021 submitted to the ATO.
* Businesses that do not submit a BAS, or IAS, or have no W1 amount should use the ATO definition of W1

**Important – Do not input your W1 figure as your weekly payroll.**

**Calculating weekly payroll template**

|  |  |  |
| --- | --- | --- |
| **A** | The amount included at W1 in the business’ most recently lodged BAS or IAS in the 2021-22 financial year | [*find amount shown in W1*] |
| **B** | Calculate the total gross payments to employees based outside NSW that was included at W1 |  |
| **C** | Calculate the payments withheld on behalf of contractors (including contractors based in NSW) under voluntary agreements included at W1 |  |
| **D** | A-(B+C) | [*insert subtotal*] |
| **E** | Enter the “From and To” dates for the payroll period for the W1 figure. This can be found on your Single Touch Payroll report  The payroll period is when the wages were paid for the W1 figure.  **From** date is the start of the payroll period.  **To** date is the last date of the payroll period for the W1 figure  The application calculates the number of days | [*insert date period*] |
| **F** | D/E | [*sub-total*] |
| **G** | F x 7 | [*Weekly payroll*] |

**Example payroll period:**

If you use a January 2022 IAS and pay in fortnightly cycles

Two fortnightly payments included:

6 January 2022: **24/12/2022** - 06/01/2022

20 January 2022: 07/01/2022 - **20/01/2022**

* **From** date is 24/12/2021
* **To** date is 20/01/2021

Number of days in payroll period equals 28