

INDA's Small Business Newsletter

April 15, 2002

Welcome to the INDA Small Business e-Report. This monthly e-publication provides INDA members with insight and advice on operating a successful small business in today's nonwovens industry.

INDA CONTINUES TO SEEK INPUT FROM ITS MEMBERS CONCERNING THE FORMATION OF A SMALL BUSINESS COMMITTEE DEDICATED TO THE ISSUES YOU ARE FACING TODAY. CONTACT MISTY AYERS AT 919-233-1210; mayers@inda.org WITH ANY COMMENTS.

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INDA WEB SPOTLIGHT SHINING ON NATIONAL WIRE FABRIC

Anyone logging on to www.inda.org this month can learn all about one of INDA's member companies, National Wire Fabric, as part of the association's Member Spotlight feature.

Each quarter, INDA chooses a member company through a lottery system and gives that company the opportunity to put their information on the INDA website along with a clickable link to that company's website.

INDA's website receives about 9,000 hits a day. This is INDA's way of highlighting member companies to enhance the benefits of membership.

INTC TAKING SHAPE FOR SEPTEMBER

Planning is well along for the premier technical event of the year, the International Nonwovens Technical Conference (INTC), September 24-26 in Atlanta. Co-sponsored since 2000 by INDA and TAPPI, the three days offer an excellent opportunity for companies of any size to hear the latest technical developments in the nonwovens industry.

Plus, the networking opportunities are excellent, since every major nonwovens producer will be in Atlanta for INTC.

The technical sessions include: Binders & Additives; Polymers & Fibers; Properties & Performance; Process Technologies; Filtration; Finishes & Surfaces; Mats & Insulation; Absorbents; Porometry; Automotive Interiors; Protective Barriers; Process Modeling; and Sustainability. Among the companies presenting papers are American Kuhne, Dispotech Fabrics, Georgia Tech, Glo-Tex, Hills, Inc., Monadnock Non-Wovens, Nalco Chemical and Owens Corning Veil.

Also featured will be a Nonwoven Products Tutorial, Student Poster Presentations as well as a Table-top Event and Reception. For a schedule of events, please visit www.inda.org.

THOUGHT FOR THE DAY

"The greatest danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it." –Anonymous

INDA ANNUAL MEETING NEXT WEEK

We are looking forward to seeing a lot of smaller nonwovens companies at the INDA Annual Meeting next week in family-friendly Orlando. There will be three days of networking, management seminars and even the INDA State of the Association report.

If you're not planning on attending, you'll be able to read some highlights in the May issue of the INDA Small Business e-Report.

TWO VIEWS ON TELECOMMUTING

Here are some things to consider before you ask your boss if you can telecommute, or before you agree to an employee's request to work from home:

Of the 150 executives polled by the Journal of Business Strategy:

- 36% saw no difference in the productivity of off-site and on-site workers
- 21% felt telecommuters were more productive
- 26% felt working off-site could compromise performance
- 82% of executives were looking into offering flex time or condensed workweeks, since they believed commuting issues ranked high among staff.

And then USA Today asked more than 400 executives to respond to the statement that full-time telecommuters do not advance as quickly as on-site executives:

- 45% strongly agreed
- 27% strongly disagreed
- 18% were neutral

TAX TIME IS TIME TO LOOK AT PAYROLL REPORTING

Now that April 15 has arrived it is a good time for small businesses to look at the one item that causes them the most problems and needless expenses — payroll. There are a lot of hidden costs for your business if you're not handling them correctly.

A study done several years ago by the U.S. General Accounting Office showed that more than 32% of all federal payroll filers had incurred some penalties, which are not tax deductible but can be totally avoidable. The two biggest problem areas:

- Late filing of payroll reports/Late payment of payroll taxes. The answer is simple: make the reports and tax deposits the same day you do payroll. Many businesses, depending on size, are allowed to deposit taxes by the 15th of the month following the month in which the wages were paid, but there's no rule preventing a business from depositing the taxes sooner.
- Incorrect tax deposits/Improper withholding. This problem is also easily and quickly corrected by using a payroll software package. This type of software has built-in payroll programs that can calculate withholding and the amount of the deposit you must make each month.

Here are some totally unbiased suggested software resources:

- Quicken 2002 Deluxe helps you track your spending and savings, optimize investments and prepare for taxes. For guidance, check out http://www.quicken.com/small_business/selector/
- Peachtree 2002 is packed with accounting basics, plus powerful business management and Internet tools to give you the insight behind your numbers.
- Paycycle tracks your information and reminds you by email whenever there's something to do. And Paycycle provides you with pre-filled payment coupons and forms for federal and state tax filings.

BUSH SETS SMALL BUSINESS AGENDA

In the past month or so President George W. Bush has shined the spotlight on the needs of small businesses. In one of his radio addresses, he outlined a plan that "will help create an environment where small businesses can flourish."

Bush's agenda emphasizes that small businesses are "the backbone of the American economy" and says he will give small business owners the jump-start they need to create new jobs, support their workers, and improve our economy. Among the components:

- Provide new tax incentives to make it easier for small businesses to make important job-creating investments;
- Give small business owners more power to provide health care for their uninsured employees, and improve the health care options for employees who already have insurance;
- Tear down the regulatory barriers to job creation for small businesses and give small business owners a voice in the federal regulatory process;

- Save taxpayers dollars by ensuring full and open competition to government contracts;
and
- Provide small businesses with the information they need to succeed.

Sounds great. Are there any catches?

INDUSTRY MEETINGS SCHEDULE

April 16-19, 2002: INDEX 2002, Geneva, Switzerland. For information: www.index02.org

April 25-27, 2002: INDA Annual Meeting, Orlando, FL. For information: www.inda.org

September 24-26, 2002: INTC 2002, Atlanta, GA. For information: www.inda.org

December 3-5, 2002: Filtration 2002, Washington, DC. For information: www.inda.org

THAT'S ALL, FOLKS

That's it for this month. The INDA Small Business e-Report will come to you again May 15. In the meantime, we would love to hear from you. Just email us at [mjacobson@inda.org](mailto:mjacobsen@inda.org) to let us know how you are getting along.

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INDA Small Business e-Report