

Compliance Bookkeeper Deadlines		
21st	Every Month	• Monthly BAS, PAYG, IAS payments
28th January	Qtr. 2 (Oct to Dec)	• Superannuation guarantee to be <i>in</i> super funds
31st January	Large/Medium Taxpayers	• Key date for lodgement of income tax returns for non-individuals if return not required earlier (i.e. 1st December)
28th February	Qtr. 2 (Oct to Dec)	• BAS – lodge and pay
28th February	Annual GST return	• Key date for lodgement & payment in some circumstances
28th February	Companies & Super funds	• Lodgement and payment if not required earlier
31st March	Year 1st April to 31st March	• Provide car odometer readings for FBT calculations
28th April	Qtr. 3 (Jan to Mar)	• BAS – lodge and pay
		• Superannuation guarantee to be <i>in</i> super funds
21st May	FBT Year end 31st March	• Lodgement and payment of FBT return
Pre-30th June	Qtr. 4 (Apr to Jun)	• Pay Superannuation guarantee before 30th June in order to obtain tax deduction
14th July	Financial Year	• STP Finalisation to ATO
28th July	Qtr. 4 (Apr to Jun)	• BAS – lodge and pay
		• Superannuation guarantee to be <i>in</i> super funds
21st August	GST Instalment choice	• Final date for monthly GST reporters to elect to lodge annually
28th August	Financial Year	• TPAR form due
30th September	Financial Year	• Lodge PAYG withholding payment summary annual report if prepared by a BAS Agent or Tax Agent
21st October	PAYG Instalment	• Annual PAYG Instalment vary rate, lodge and pay
28th October	Qtr. 1 (Jul to Sep)	• BAS – lodge and pay
		• Superannuation guarantee to be <i>in</i> super funds
28th October	GST Instalment choice	• Final date for quarterly GST reporters to elect to lodge annually
31st October	Financial Year	• Income tax returns due (if no Tax Agent)
1st December	Financial Year	• Key date for payment of income tax for previous year. Check with Tax Agent.

Allowances

Allowances are amounts paid to cover anticipated costs, or as compensation for conditions of employment, and are paid regardless of whether the employee incurs an expense. Allowances are assessable income to the employee and are generally included as income in their tax return. Due to the extensive list of allowances often present in many industries and workplaces, and how they are coded in STP, refer to ICB resource: [icb.org.au/s/Resources/What-is-an-Allowance](https://www.icb.org.au/s/Resources/What-is-an-Allowance)

General Principles for Tax and Superannuation Guarantee Requirements

Pay as you go withholding (PAYGW) applies to allowances when:

- They are occupation, qualification, working conditions type allowances.
- They are allowances for non-deductible expenses.
- The employee is entitled to a tax deduction at the end of the year for the allowance paid.

Superannuation Guarantee (SG) applies when the allowance is **not** a deductible expense, and qualifies as ordinary times earnings. It generally applies to allowances relating to work conditions, qualifications, tasks, and special duties.

PAYGW and SG don't apply on allowances that the ATO defines a threshold for. For amounts **over** the threshold, PAYGW will apply.

ATO Special Defined Allowances are allowances the ATO allocates a reasonable amount to, and PAYGW and SG don't apply. They are not reported on the Income Statement or via STP.

Current allowances are:

- Overtime meal allowance.
- Travel allowance – accommodation, domestic.
- Travel allowance – meals and incidentals, domestic.

For amounts paid **over** the reasonable allowance, PAYGW is paid, and the over amount will be reported on the Income Statement.

Public Holidays 2024–2025		
2024 Dates	Holiday	State
Monday 5th August	Picnic Day	NT
Monday 23rd September	King's Birthday	WA
Friday 27th September	Friday before AFL Grand Final	VIC
Monday 7th October	Labour Day	ACT, NSW, SA
Monday 7th October	King's Birthday	QLD
Tuesday 5th November	Melbourne Cup	VIC
Tuesday 24th December	Christmas Eve	NT, QLD, SA
Wednesday 25th December	Christmas Day	National
Thursday 26th December	Boxing Day (Proclamation Day in SA)	National
2025 Dates	Holiday	State
Wednesday 1st January	New Year's Day	National
Monday 27th January	Australia Day Holiday	National
Monday 3rd March	Labour Day	WA
Monday 10th March	Canberra Day	ACT
Monday 10th March	Adelaide Cup Day	SA
Monday 10th March	Eight Hours Day	TAS
Monday 10th March	Labour Day	VIC
Friday 18th April	Good Friday	National
Saturday 19th April	Easter Saturday	Excluding TAS & WA
Sunday 20th April	Easter Sunday	Excluding TAS
Monday 21st April	Easter Monday	National
Friday 25th April	ANZAC Day	National
Monday 5th May	May Day	NT
Monday 5th May	Labour Day	QLD
Monday 2nd June	Reconciliation Day	ACT
Monday 2nd June	Western Australia Day	WA
Monday 9th June	King's Birthday	Excluding QLD & WA

School Term Dates 2024-2025					
State	Term 4 (2024)	Term 1 (2025)	Term 2 (2025)	Term 3 (2025)	Term 4 (2025)
ACT	14 Oct – 17 Dec	31 Jan – 11 Apr	28 Apr – 4 Jul	21 Jul – 26 Sep	13 Oct – 18 Dec
NSW	14 Oct – 20 Dec	31 Jan – 11 Apr	28 Apr – 4 Jul	21 Jul – 26 Sep	13 Oct – 19 Dec
NT	7 Oct – 13 Dec	29 Jan – 4 Apr	14 Apr – 20 Jun	15 Jul – 19 Sep	6 Oct – 12 Dec
QLD	30 Sep – 13 Dec	28 Jan – 4 Apr	22 Apr – 27 Jun	14 Jul – 19 Sep	7 Oct – 12 Dec
SA	14 Oct – 13 Dec	28 Jan – 11 Apr	28 Apr – 4 Jul	21 Jul – 26 Sep	13 Oct – 12 Dec
TAS	14 Oct – 19 Dec	8 Feb – 12 Apr	29 Apr – 5 Jul	22 Jul – 27 Sep	14 Oct – 19 Dec
VIC	7 Oct – 20 Dec	29 Jan – 4 Apr	22 Apr – 4 Jul	21 Jul – 19 Sep	6 Oct – 19 Dec
WA	7 Oct – 12 Dec	5 Feb – 11 Apr	28 Apr – 4 Jul	21 Jul – 26 Sep	13 Oct – 18 Dec

Common Bookkeeping Acronyms and Abbreviations

ABN	Australian Business Number	Government Organisations	
ACN	Australian Company Number	ABR	Australian Business Register
BAS	Business Activity Statement	ACC	Australian Competition and Consumer Commission
FBT	Fringe Benefits Tax	ACNC	Australian Charities and Not-for-profits Commission
PAYG	Pay As You Go	ASIC	Australian Securities and Investments Commission
PAYGW	PAYG Withholding	AUSTRAC	Australian Transaction Reports and Analysis Centre
Super	Superannuation	ATO	Australian Tax Office
SG	Super Guarantee	FWC	Fair Work Commission
SGC	SG Charge	FWO	Fair Work Ombudsman
TASA	Tax Agent Services Act	TPB	Tax Practitioners Board
TFN	Tax File Number		
TPAR	Taxable Payments Annual Report		



The Institute of Certified Bookkeepers

Bookkeepers Reference Guide

Institute of Certified Bookkeepers	icb.org.au
Member Services	1300 85 61 81 admin@icb.org.au
Member Support	support@icb.org.au

Bookkeepers of the Future

Insurance		
Insurance Made Easy	1800 641 260	icb.org.au/s/approved-products/insurance
Tax Office		
General Enquiries	13 28 66	ato.gov.au
ABR	13 92 26	abr.gov.au
ATO Calculators		ato.gov.au/calculators
Superannuation	13 10 20	ato.gov.au/super
BAS Agents	13 72 86	ato.gov.au/tax-professionals
Non-Profit	1300 130 248	ato.gov.au/non-profit
Report a Scam	1800 008 540	ato.gov.au/scams
Education		
ICB Upcoming Webinars		icb.org.au/s/icb-webinars
ICB Recorded Webinar Library		icb.org.au/s/webinar-library
ICB Network Meetings		icb.org.au/s/events/network-meetings
ICB News & Newsletters		icb.org.au/s/monthly-newsletters
ICB News Channel		icb.org.au/s/media/icb-news-channel
Payroll and Employer Requirements		
Employer Obligations		business.gov.au
Department of Employment		dewr.gov.au
Fair Work Ombudsman	13 13 94	fairwork.gov.au
ICB HR Advice		icb.org.au/s/approved-products/hr-advice
Employment Innovations	1300 144 120	icb.org.au/s/approved-products/hr-advice/employment-innovations
For all things Payroll		icb.org.au/s/Resource-Category/0T05j0000010zyjGAA/payroll
BAS Agent Information		
For all things BAS Agent		icb.org.au/s/Resource-Category/0T05j000000H3qFGAS/bas-agent
Tax Practitioners Board	1300 362 829	tpb.gov.au
Software Support and Guidance		
MYOB Support	1300 555 123	myob.com/au/support
Intuit Support	1800 046 038	quickbooks.intuit.com/learn-support/en-au
Xero Support		xero.com/support
Reckon Support	1800 732 566	reckon.com/au/support
GovReports	1300 652 590	govreports.com.au/Faq.html
Other Useful Numbers		
ACNC (Charities)	13 22 62	acnc.gov.au
ABN Lookup		abr.business.gov.au

Note: ICB technical resources are only available to ICB members logged in to the ICB website.

Workcover		
State	Website	Phone
ACT	worksafe.act.gov.au/workers-compensation	13 22 81
NSW	safework.nsw.gov.au	13 10 50
SA	rtwsa.com	13 18 55
WA	workcover.wa.gov.au	1300 794 744
QLD	worksafe.qld.gov.au	1300 362 128
NT	worksafe.nt.gov.au	1800 019 115
TAS	worksafe.tas.gov.au	1300 366 322 (within Tasmania) (03) 6166 4600 (outside Tasmania)
VIC	worksafe.vic.gov.au	1800 136 089

Payroll Tax		
State	Website	Phone
ACT	revenue.act.gov.au/payroll-tax	02 6207 0028
NSW	revenue.nsw.gov.au/payroll-tax	1300 139 815 02 7808 6904
SA	revenuesa.sa.gov.au/payrolltax	08 8226 3750 (select option 5)
WA	wa.gov.au/organisation/departement-of-finance/about-payroll-tax	08 9262 1400 1300 368 364 (landline callers)
QLD	osr.qld.gov.au qro.qld.gov.au/payroll-tax	1300 300 734
NT	treasury.nt.gov.au/dtf/territory-revenue-office/payroll-tax	1300 305 353
TAS	sro.tas.gov.au/payroll-tax	03 6166 4400 1800 001 388
VIC	sro.vic.gov.au/payroll-tax	13 21 61

BAS Agent Only Services	
Only BAS Agents and Tax Agents can provide BAS services of:	
• Advice and lodgement of PAYG Withholding, BAS, TPAR and SGC Statement.	
Are you being relied on to give the client confidence that their BAS provision obligations are being met? Then yes you are providing a BAS Service.	
If you ask questions of others for interpretation or explanation of the system, then no you are not being relied on, and you are not providing a BAS Service. Unless you are a registered agent or an employee of the business you may not complete or lodge a client's BAS.	

Typical Tax Code Usage				
Tax Code	BAS	Simpler BAS	Description	Typical Uses
GST	G1 G11	G1/1A 1B only	Goods and Services Tax	GST transactions where claimable by the business
ITS	G4	G1 only	Input Taxed Sales	Interest income, Residential rent received
EXP	G2	G1	Export Sales	Sales to overseas customers
N-T	Excluded	Excluded	Not Reportable	Income, expenses, and any other form of transfers and transactions that have no requirement for inclusion on the BAS
FRE	G1	G1	No GST	When completing your BAS you must report GST-free sales at G1 Total sales
Tax Codes Info: icb.org.au/s/Resources/Tax-Code-Usage				

Other Accounting software programs may be named differently but have the same consequence. For example:

BAS Excluded:	For any transactions that you don't want to include on the BAS (e.g. personal drawings or non-deductible entertainment)
GST Free Expenses:	Transactions that are GST-free (e.g. bank fees, donations, GST-free foods, etc.)
GST Free Capital:	Capital acquisitions that are GST-free (e.g. computers bought overseas)

Marginal Tax Rates 2024–2025 (+ Medicare 2%)	
Taxable Income	Tax Payable
0 – \$18,200	Nil
\$18,201 – \$45,000	16c for each \$1 over \$18,200
\$45,001 – \$135,000	\$4,288 plus 30c for each \$1 over \$45,000
\$135,001 – \$190,000	\$31,288 plus 37c for each \$1 over \$135,000
\$190,001 and over	\$51,638 plus 45c for each \$1 over \$190,000
<i>*The above rates do not include the Medicare levy of 2%</i>	

ATO Rates and Thresholds 2024–2025 (as at 1st July 2024)		
Type Asset	Threshold	Conditions
Capital Acquisitions	Immediate deduction for most depreciating assets costing less than \$1,000.	<i>Always check with Tax Agent</i>
Capital Acquisitions Small Business	Budget 2024–25 announcement: temporary instant asset write-off threshold of \$20,000 for businesses with less than \$10m turnover until 30th June 2025.	Not law at time of printing
Superannuation	<i>Base threshold of \$450 no longer applies.</i> Employees will be paid superannuation on all earnings. However, employees under 18 are required to work 30 hours per week to be eligible for superannuation.	11.5% from 1st July 2024
Superannuation Contribution Caps	Maximum contribution base for Super Guarantee Concessional contributions (all ages)	\$65,070 income per quarter \$30,000 annually (all ages)
Car Limit	\$69,674	\$6,334 max. GST (1/11th of the car limit)
Luxury Car Tax	\$80,567	
Fuel Efficient Vehicles	\$91,387	
Motor Vehicles (Cents Per Km)	88c per km (flat rate)	
Wage Tax-Free Annual Threshold	\$18,200	

Payroll Tax Thresholds 2024–2025 (as at 1st July 2024)			
State	Wage Thresholds		Rate
	Annual	Monthly	
ACT	\$2,000,000	\$166,666 0.25% surcharge over \$50m 0.5% surcharge over \$100m	6.85%
NSW*	\$1,200,000	\$101,918 (31 days)	5.45%
NT	\$1,500,000	\$125,000	5.5%
QLD*	\$1,300,000	\$108,333	4.75% – 4.95%
SA	\$1,500,000–\$1,700,000	\$125,000 (max. annual deduction entitlement \$600k)	0% – 4.95%
TAS*	\$1,250,001–\$2m	\$106,164 (31 days)	4.0%
	\$2,000,001+	\$169,863 (31 days)	6.1%
VIC	\$900,000	\$75,000	4.85%
VIC Regional	\$900,000	\$75,000	1.2125%
VIC – MHW (Mental Health & Wellbeing) Surcharge	\$833,333	The amount of the surcharge is 0.5% > \$10m An additional 0.5% > \$100m	0.5%
WA*	\$1,000,000	\$83,333	5.5% tiered rate scale
Payroll Tax: payrolltax.gov.au/resources		<i>*check relevant state sites for finer detail.</i>	

Regarding **All** Employees
For any queries relating to pay rates, conditions, allowances, terminations, entitlements and so on, you ***must*** refer to the Industrial Instrument (i.e. Modern Award or EBA), FWO and State Body.

Note: *All information, rates and thresholds are correct at the time of publication.*

National Fair Work Standards For Payroll		
Standard	Hours/Days/Weeks	Conditions
Maximum Weekly Hours	38 hours	Plus additional hours if required, paid as per award or agreement
Flexible Working Arrangements	In some situations, employees can ask to change how they work.	Employees need to have worked for the same employer for at least 12 months.
Parental Unpaid Leave	Up to 12 months	Can also request up to 12 months of additional leave
Annual Leave (AL)	4 weeks / 152 hours (38 hours per week)	+1 week for certain shift workers Unused AL accrual will carry over to next payroll year.
Personal Leave / Carers Leave (PL)	10 days paid leave +2 days unpaid carers leave (if required)	Unused PL accrual will carry over to next payroll year. fairwork.gov.au/leave/sick-and-carers-leave/unpaid-carers-leave
Family and Domestic Violence Leave (FDVL)	10 Days	Paid Leave
Compassionate Leave (Separate to Personal Leave)	2 days paid for each occurrence Unpaid for casuals	Family or household member dies or suffers life-threatening illness or injury
Long Service Leave (LSL)	States provide for ability to pay out LSL pro-rata after certain amount of service.	Refer to State guidelines for relevant details and legislation. fairwork.gov.au/leave/long-service-leave
Community Service Leave	Amounts/Days depend on State icb.org.au/s/Resources/Jury-Duty-and-Community-Leave	Paid leave for jury duty Unpaid leave for voluntary emergency service
Notice of Termination	Up to 4 weeks (5 weeks if over 45 and 2 years continuous service)	Based on length of service
Redundancy Pay	Up to 12 weeks	Based on length of service
Provide Fair Work Information Statement to any new employee	fairwork.gov.au/employment-conditions/information-statements/fair-work-information-statement	
Provide Casual Employment Information Statement to any new Casual Employee	fairwork.gov.au/employment-conditions/information-statements/casual-employment-information-statement	
Paid Parental Leave / Dad and Partner Pay	Up to 22 weeks or 110 days based on a 5-day work week Up to 10 Days reserved for partner based on approval	Gov. funded (Services Australia) Current Parental Leave Payment is \$183.16 per day (before tax) or \$915.80 per 5-day week.
Casual Conversion	Casual employment only	The right to become a full-time or part-time employee in some circumstances
Public Holidays	Full-Time/Part-Time Employees: A paid day off if you would normally work. Can refuse to work, if reasonable to do so. Casuals: Unpaid day off. Can refuse to work if reasonable to do so.	
Fair Work Minimum Wage	\$24.10 hourly or \$915.90 weekly	From 1st July 2024
smallbusiness.fairwork.gov.au/employer-advisory-service		

Onboarding an Employee			
Employee Details	Statutory Documents	Employer / Employee	Forms & Registrations
• Personal Details (name & address) • Confirm Identity • Contact Details (phone/email) • Emergency Contact (e.g. next of kin) • Bank Details	• Tax File Declaration • Super Choice Form (check Stapled Fund) • Fair Work Statement • Casual Employment Info Statement • Authority to email payslips • Visa Documents	• Award • Pay Details • Flexible Agreement • Contract of Employment • Workplace Policies • Uniform • Tools	• myGov Registration • Police Check • Working with Children Card • Responsible Service of Alcohol (RSA) • Specialised License

For complete checklist, refer to ICB resource: icb.org.au/s/Resources/New-Employee-Guide