



# ICB Member Newsletters

January 2015 - December 2015

The indexes of each edition includes hyperlinks to launch the respective articles on the ICB website.

Members must be logged onto the ICB website to gain access.

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# ICB Member Newsletters

## January 2015 - December 2015

### Instructions

January 2015

February 2015

March 2015



- Use the blue tabs to navigate between months
- “PDF version” will allow you to immediately download the full edition of the Members Newsletter.
- “Web version” will take you directly to the first page of the **web** based version of the Members Newsletter.
- Each “Article” listed in the respective contents will take you to the web based version of the article.
- Do not forget to logon to the ICB website to view the Members Newsletters and articles.
- You can also search for a specific article or key word, on your keyboard select **Ctrl** and **F** together and then type in what you are looking for, this will take you directly to the article(s)

### Other Useful Links

- [ICB Members Newsletters](#)
- [January 2011 - December 2011 Newsletter Index](#)
- [January 2012 - December 2012 Newsletter Index](#)
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# January 2015



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## Important News

- 2014 Survey Highlights
- Formal Notice of Annual Members Meeting
- Nominations for Fellow Members
- ICB Conference March 2015 - Bookkeeping - Now and the Future

## Best Practice Bookkeeping

- End of Month Checklist
- Export of Goods and Services
- Record Keeping for Capital Gains Tax
- Super Fund USI & SPIN Lookup Table

## The BAS Agent World

- Super Guarantee Charge Statement can Now be Lodged Electronically
- BAS Agent Renewal Webinar

## Continued Professional Education

- This Month From the ICB CPE Page

## ICB Network Meetings

- Question for You to Discuss this Month??
- Upcoming Network Meetings

## Other Things Happening in the World

- When a Claim is Made, What Happens?
- How to Keep in Touch with Software Companies
- Digital Signatures, Electronic Employee Records and FairWork

## From the ICB

- Client Newsletter - eBrief - January 2015
- What's New this Month

## From the ATO

- ATO Portal Maintenance Scheduled Downtimes

## ICB Membership Statistics

## ICB Supporters and Sponsors



## February 2015



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### Important News

- Single Touch Payroll
- Software Companies - We are in the Midst of Your Change
- Bookkeepers and Software: What Did our Survey Tell Us
- You can now RELY on the ABN Lookup Tool
- ICB Conference March 2015 - Bookkeeping - Now and the Future - DO NOT MISS OUT

### Best Practice Bookkeeping

- GST Just Got Harder
- Software Feature Comparison Updated

### The BAS Agent World

- PAYG Withholding
- ATO Portals Now and in the Future
- Are all Subcontractors Covered by your PII policy?

### Continued Professional Education

- This month from the ICB CPE webpage

### ICB Network Meetings

- Question for You to Discuss this Month??
- Upcoming Network Meetings

### Other Things Happening in the World

- MYOB Advanced Live: What can it do?
- MYOB Roadshow Review
- Xero Roadshow Review
- ABR Update

### From the ICB

- ICB Annual Members' Meeting and Community Information Session
- ICB Member News
- Client Newsletter - eBrief - February 2015
- What's New This Month

### From the ATO

- Re-Imagining Compliance
- Agents Services Information from the ATO
- Fuel Tax Credits Rate Increase
- TPAR Lodgement Date is 28 August
- ATO Improved Website Search
- GST Common Errors Guide
- Portal Maintenance Scheduled Downtimes

### ICB Membership Statistics

### ICB Supporters and Sponsors



## March 2015



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### Important News

- ICB EOY June Workshops
- ICB Launches the CPE Register
- Conference Resources Released
- Single Touch Payroll
- Bookkeeping - The Future Looks Human
- New Webpage for Templates, Checklists and Authorities

### Best Practice Bookkeeping

- Export of Goods and Services - Bookkeeping for Overseas Entities
- Home Based Business Habits
- SMSF Message Provider Updated

### The BAS Agent World

- Lodgement Deferral Requests from 31st March
- PAYG Instalments - Completing and Varying
- ATO Chasing Agents own BAS and Tax
- TPB Code of Conduct - Personal Affairs
- TPB Consultative Forum Report
- AUSKey and Chrome

### Continued Professional Education

This month from the ICB CPE webpage

### ICB Network Meetings

- Question for You to Discuss this Month??
- Upcoming Network Meetings

### Other Things Happening in the World

- Key Questions to Ask a Potential HR Provider
- You are Covered for your use of Technology on Clients' Data Files
- Xero releases Inventory, Online Quotes and Increased Files Functionality
- SuperStream Certified Product Register

### From the ICB

- Find a Bookkeeper - New and Improved Search Function
- Client Newsletter - eBrief - March 2015
- What's New This Month

### From the ATO

- Director Penalty Notices
- Changes to FBT Rates for 2015 and Beyond
- ATO App Updated
- ATO Portal Maintenance Scheduled Downtimes

### ICB Membership Statistics

### ICB Supporters and Sponsors



# April 2015



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## Important News

- ICB Wins Best International Association Award!
- ICB Webinar - ICB Interviews the ATO Debt Team - 22nd May, 2015
- Prepare for End of Year Now
- End of Year Considerations
- Bookkeeper End of Year Project Plan
- Business Owner End of Year Project Plan
- Making Debt Easier to Pay
- Email ICB Support Directly

## Best Practice Bookkeeping

- Payslips for Casual Employees - What is Required?
- Public Holidays
- Employment Contract Requirements
- Help Your Clients with SMSFs get SuperStream Ready

## The BAS Agent World

- ATO - Complex Tax Issue Resolution
- The Authorisation Process
- Nil TPAR Online Form
- TPB Advisory Forum Report

## Continued Professional Education

- This Month From the ICB CPE Page

## ICB Network Meetings

- Question for you to Discuss this Month
- March 2015 Question of the Month - ICB's Response
- Upcoming Network Meetings

## Other Things Happening in the World

- Employees and Fraud - How to Handle This Situation
- What is a Dashboard?
- MYOB and SuperStream
- Standard Business Reporting Status Update

## From the ICB

- Questions from the ICB's 2015 Conference
- Live ATO Webcast for BAS Agents
- ICB EOY Webinars
- What's New

## Products and Solutions

- Client Newsletter - April 2015 eBrief
- Products and Solutions for your Business

## From the ATO

- BASAAG Report
- Portal Maintenance Scheduled Downtimes
- ATO Spam Emails
- Switch Paper BAS Back on
- We Like the ATO Call Centre

## ICB Membership Statistics

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# May 2015



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## Important News

- Budget for Bookkeepers
- Legislation Updates, Threshold Changes and Budget News
- End of Year Resources
- Asset Laws Have Changed Again
- Charge Rates - Things to Consider and Updated Calculator Spreadsheet

## Best Practice Bookkeeping

- Prepare for Payment Summaries Now
- Termination Payments - Correcting Errors
- SuperStream Mandatory Data Fields
- Assets and Depreciation Checklist

## The BAS Agent World

- CPE for BAS Agents - Structured vs Unstructured
- TPAR Overview
- TPAR - Authority to Lodge
- TPB Registration – Which Legal Entity Should be Registered?
- From the ATO - Agents Who Don't Lodge Their ATO Forms

## Continued Professional Education

- This Month From the ICB CPE Page

## ICB Network Meetings

- Question for you to Discuss this Month
- April 2015 Question of the Month - ICB's Response
- Upcoming Network Meetings
- Gwen Simcoe, Network Facilitator, Retires

## Other Things Happening in the World

- Manage ATO Debt with a Registered Agent
- Workforce Guardian - New Factsheets Issued
- GovReports - Digital Authentication
- Secured Signing Adds up for Bookkeepers
- Internet Use
- Is Automation Killing Bookkeepers?
- Labour Force Stats

## From the ICB

- Discounts for ICB Members
- ICB EOY Webinars
- Renew your ICB Membership by 30 June for a Tax Deduction
- What's New This Month?

## Products and Solutions

- May 2015 eBrief - Client Newsletter
- GST Calculator Plus App

## From the ATO

- SMSF and SuperStream Update
- Approach to Information Gathering
- Portal Maintenance - Scheduled Downtimes

## ICB Membership Statistics

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# June 2015



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## Important News

- Budget 2015 becomes LAW
- FairWork Annual Wage Review - 2.5% Wage Increase
- ATO Small Business Superannuation Clearing House for more Employers
- ATO Lodgements are Changing to "Digital by Default"
- Single Touch Payroll Update
- Questions from the EOY Workshop

## Best Practice Bookkeeping

- Voluntary Withholding Agreements - New Resource
- Death of an Employee - How do You Handle this Situation?
- Payroll 53 Weeks and 27 Fortnights in a Year
- Paid Parental Leave has not Changed..... Yet
- Authority to use Super Clearing House
- What if SuperStream Fails?
- If your SGC is Late....
- Hospitality Awards Super Thresholds

## The BAS Agent World

- Provide Payment Summaries Electronically
- Authority to Lodge Payment Summaries Template
- Lodging and Amending Payment Summaries
- BAS Reconciliation Worksheet
- PAYG Instalment Rate Changes

## Continued Professional Education

- This Month From the ICB CPE Page
- ICB Technical Webinars

## Other Things Happening in the World

- Software Feature Comparison Update
- EOY Thoughts from Business.gov.au
- MyGov Mailbox for Business

## From the ICB

- Connect to ICB through Facebook, LinkedIn and Twitter
- What's New this Month from the ICB?

## Products and Solutions

- June 2015 eBrief - Client Newsletter
- Reckon Get SuperStream Compliant

## From the ATO

- ATO using Email Alert Services
- ATO: They have Reinvented
- Notes from ATO BASAAG Meeting
- Future of Tax Profession Working Group
- ATO News Alert Service
- Portal Maintenance - Scheduled Downtimes

## ICB Membership Statistics

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# July 2015



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## Important News

- Legislation Updates and Thresholds 2015-2016
- TPAR: ATO says it's a Resounding Success
- Business Information Sheet - SuperStream Compliance
- ATO Reinvents Debt Collection
- Your Voice as Bookkeepers
- Simplified Business Tax Systems - What to do
- New ICB Facebook Group

## Best Practice Bookkeeping

- Last BAS of the Year
- Trial Balance Adjustments - How to Create the EOY Journal
- Letter Template - Dear Client, Your Superannuation is Late
- Increasing your Fees
- Payroll Tax Thresholds 2015
- Terminations for Employees Over 65 - The Tax is Different

## The BAS Agent World

- ATO - Lodgement Deferral - You Still Have to Pay on Time
- New Client with Outstanding Lodgements
- Prove the Identity of Your Clients
- Payment Summary for Family Business

## Continued Professional Education

- This Month From the ICB CPE Page

## ICB Network Meetings

- Question for you to Discuss this Month
- June 2015 Questions of the Month - ICB's Response
- Upcoming Network Meetings

## Other Things Happening in the World

- MYOB SuperStream Process

## From the ICB

- ICB Webinars - Important News
- ICB Technical Webinars
- Students Can Become Affiliate Members
- What's New this Month?

## Products and Solutions

- July 2015 eBrief - Client Newsletter

## From the ATO

- ATO Tax Time 2015 - Things to Know
- ATO Behaviour Plans for 2015-16
- ATO Webinars
- ATO Rethinking Small Business
- Upcoming ATO Portal Maintenance

## ICB Membership Statistics

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## August 2015



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### Important News

- Somebody is Doing the Books in Every Business
- It may NOT be the ATO Calling!
- Bookkeeping in the Future is.....
- Members Disclosing Business Information
- Simplifying SGC
- ICB Support Position Available

### Best Practice Bookkeeping

- State by State Charge Rates
- Rostered Days Off and Time in Lieu - New Resource
- EOY Business Analysis - New
- No Records Means No GST Claim and No Tax Deduction
- Who are you and Who do you want to be in 2015?
- Job Prospects for Bookkeepers from Joboutlook.gov.au

### The BAS Agent World

- BAS Agent Lodgement Program 2015-2016
- ATO Security Systems Changing
- Less Paper Activity Statements

### Continued Professional Education

- This Month From the ICB CPE Page

### ICB Network Meetings

- Question for you to Discuss this Month - HELP Debt
- July 2015 Question of the Month - ICB's Response
- Upcoming Network Meetings

### Other Things Happening in the World

- AFL Public Holiday - It's Official!
- AUSkey Compatibility
- Small Business Ombudsman

### From the ICB

- ICB Member Making a Mark!
- ICB Technical Webinar
- What's New this Month from ICB?
- August 2015 eBrief - Client Newsletter

### Products and Solutions

- The Merchant Report - Valuing a Business
- New MYOB Partner Program Manager
- ICB Reports on Xerocon 2015

### From the ATO

- ATO Website - Brand New Look and Feel
- Your Clients' Correspondence Report
- ATO Penalty Units Increase
- The Future of ATO Digital Plans
- Portal Maintenance - Scheduled Downtimes

### ICB Membership Statistics

### ICB Supporters and Sponsors



# September 2015



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## Important News

- ICB's 2016 Conference - the Dates are in!
- Can you be Found on ICB's Find a Bookkeeper?
- Why was this Year-End so Frantic?
- Defining Bookkeeping
- How the ICB CPE Log Works

## Best Practice Bookkeeping

- Business Information Sheet - Authority to Make Payments
- Credit Card Security
- Warped Versions of GST
- Private Ride-Sharing (Uber) and GST
- Charge Rates - City vs Regional

## The BAS Agent World

- Changes to SBR Enabled Software and AUSKey
- SGC Payments to be Paid .....When
- BAS Service Examples Changed
- ATO 2015 Roadmap of Change for Tax Professionals

## Continued Professional Education

- This Month From the ICB CPE Page

## ICB Network Meetings

- Question for you to Discuss this Month - GST Registration
- August 2015 Question of the Month, HELP Debt - ICB's Response
- Upcoming Network Meetings

## Other Things Happening in the World

- Companies May No Longer Need a TFN
- Calxa - Why are Bookkeepers Valuable?
- Workforce Guardian - Understanding Community Service Leave
- Intuit - Guide to Cloud Accounting and Product Updates
- Reckon's Free app for Invoicing
- ICB Reports on Reckon Conference 2015

## From the ICB

- ICB Webinar: Developing Your Bookkeeping Business - Understanding Your Costs
- Q & A from the ICB Webinar All Things Subcontractors
- Upcoming Student Webinar
- 6 Reasons Smart Australian Bookkeepers Love the ICB
- What's New this Month from ICB
- September 2015 eBrief Newsletter for Your Clients

## Products and Solutions

- Products and Solutions for Bookkeepers

## From the ATO

- ATO - Making it Easier to Take on an Employee
- ATO Takes Action - Don't Blame the ATO
- Notes from BAS Agents Association Group Meeting
- ATO Answers the Phone Quickly
- Portal Maintenance - Scheduled Downtimes

## ICB Membership Statistics

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# October 2015



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## Important News

- ATO Current Hoax Alert
- Get Authority to Set up SuperStream for Your Clients
- How to Subscribe to ICB Network Meetings
- Cup Day Public Holiday - ICB Office Closed

## Best Practice Bookkeeping

- Billing up Front for Your Bookkeeping Services
- What Technology is Giving Us
- Business Needs Analysis Checklist
- Employing Seniors and Pensioners
- Obtaining Digital Signatures
- An ICB Review - What to Pay for Digital Signatures
- Moving From Sole Trader to Company Structure
- Business Information Sheet - Small Business Director Obligations

## The BAS Agent World

- Tax Risk Management and Governance Review Guide

## Continued Professional Education

- This Month From the ICB CPE Page
- Developing Your Bookkeeping Business Series 2 - Working with Clients and Staying Professional
- Developing Your Bookkeeping Business Series 3 - Progressing Your Business
- Upcoming Student Webinar

## ICB Network Meetings

- October 2015 Question of the Month - Directors and Superannuation
- September 2015 Question of the Month, GST Registration - ICB's Response
- Upcoming Network Meetings

## Other Things Happening in the World

- Commission Only Employment - What You Need to Know

## From the ICB

- ICB's 2016 Conference - A Life in the Day of a Bookkeeper
- ICB Members Recognised
- What's New This Month?
- October 2015 eBrief for your Clients

## Products and Solutions

- MYOB Conference 2015
- MYOB Speed and Performance Tips
- Products and Solutions for Bookkeepers

## From the ATO

- ATO Future Tax Profession Working Group
- ATO - Guidelines on Contacting Clients of Registered Agents
- What does the ATO app mean for Bookkeepers?
- Portal Maintenance - Scheduled Downtimes

## ICB Membership Statistics

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# November 2015



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## Important News

- 2015 ICB Members Guide - It's in the Mail
- ICB Annual Survey - Tell us What's Changed this Year?
- Bite Back - You Are Not Too Expensive
- Check Status of the ATO Portal Here
- Quick Finance Within Your Accounting Software - Tread Carefully

## Best Practice Bookkeeping

- How Quickly Should You Get Paid?
- Christmas Shutdowns
- Christmas Parties and FBT - How Should You Treat These Expenses?
- Factors Businesses Think About When Considering the Cloud
- Imported Goods and the Proposed GST Threshold Changes
- Do you Receive Government Grants? Be Careful

## Continued Professional Education

- This Month From the ICB CPE Page
- ICB Technical Webinar - Developing your Bookkeeping Business Series 3, Progressing your Business

## ICB Network Meetings

- November 2015 Question of the Month - NFP and FBT
- October 2015 Question of the Month - Directors and Superannuation - ICB Response
- Upcoming Network Meetings

## Other Things Happening in the World

- FairWork Workplace Basics - Take the Quiz
- Not for Profit Access to Discounted Software
- Inspector-General of Taxation Review into ATO Employers Compliance Activity
- How to Stay Secure Online for Bookkeepers and Accountants

## From the ICB

- ICB's 2016 Conference - A Life in the Day of a Bookkeeper
- ICB Welcomes Sage as a Strategic Partner
- ICB Technical Webinar - Developing your Bookkeeping Business Series 3, Progressing your Business
- What's New this Month?
- November 2015 eBrief for your Clients

## Products and Solutions

- Calxa - Planning for Seasonal Ups and Downs
- TransferMate - Great Rates for International Payments

## From the ATO

- The ATO Will be Nice About Debt
- What have the ATO Achieved in 2015?
- Great Feedback on ATO Community Consultation Event from ICB Members
- Upcoming Portal Maintenance - Scheduled Downtimes

## ICB Membership Statistics

## ICB Supporters and Sponsors



## December 2015



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### Important News

- ICB Annual Survey - Join the 500+ Responses Before it Closes
- Men Charge More for Bookkeeping, Why?
- Dear Software Companies - Today's To Do List
- Fellow Membership Nominations
- Notice of ICB's 2016 Annual Members Meeting
- ICB Annual Conference - March 2016

### Best Practice Bookkeeping

- ICB's Top Support Topics of 2015
- Developing Your Bookkeeping Business Checklist
- How Do You Invoice Your Clients? Is Hourly, Fixed Fees or Value Based the Right Way for You?
- Is Your Business a "Small Business" for Tax Purposes?
- Correction - Minor Benefits for Christmas
- When the Software is Not Right
- Reverse Charge GST

### The BAS Agent World

- Monthly PAYG on Quarterly Activity Statements
- ATO Explains GST (Terms)
- Losing a Client or Taking One On
- Highlights of the TPB Annual Report
- Tax Practitioners Board Changes
- TPB Acts on False Statements

### Continued Professional Education

- This Month from the ICB CPE Page
- ICB Technical Webinar for Student Members - Suppliers and Purchases

### ICB Network Meetings

- December 2015 Question of the Month - Bullying in the Workplace
- November 2015 Question of the Month - NFP and FBT - ICB Response
- Upcoming Network Meetings

### Other Things Happening in the World

- Can You Refuse a Client?
- Use of IT by Business - Not Enough

### From the ICB

- ICB Technical Webinar for Student Members - Suppliers and Purchases
- Do you have Trouble Accessing ICB Downloads?
- ICB Christmas 2015 Closure
- What's New this Month from ICB
- December 2015 eBrief for your Clients

### Products and Solutions

- Products and Solutions for Bookkeepers





## From the ATO

[ATO Taxpayers Charter](#)

[Notes from TPB Consultative Forum - November 2015](#)

[ATO into 2015/16](#)

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