



ICB Member Newsletters

January 2016 - December 2016

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 2016 - December 2016

Instructions



- Click on 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 contents will take you to the web based version or the PDF download 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](#)
- [January 2013 - December 2013 Newsletter Index](#)
- [January 2014 - December 2014 Newsletter Index](#)
- [January 2015 - December 2015 Newsletter Index](#)



January 2016



PDF Version



Web Version

Important News

- Members Early Bird Discount Closes on 31st January
- ICB's National Conference Invitation - Bookkeeping 2016
- Single Touch Payroll is Back on the Agenda
- Use of Technology by Clients of Bookkeepers
- Workforce Guardian at ICB Conference 2016

Best Practice Bookkeeping

- Dealing with Difficult Clients
- Managing Conflict of Interest
- Review Professional and Ethical Considerations
- FBT Exemption for Multiple Mobile Devices
- Protected Earnings Amount 2016

The BAS Agent World

- What the TPB has said about Cloud Computing
- False GST Claims Means Suspension
- Brawling Means You Should Stop Portal Access
- ATO Accepts Pre-Payment of Tax Bills
- To Pre-Pay ATO Liabilities or Not

Continued Professional Education

- This Month From the ICB CPE Page

ICB Network Meetings

- January 2016 Question of the Month - Vineyards
- December 2015 Question of the Month - Bullying in the Workplace - ICB Response
- Upcoming Network Meetings

Other Things Happening in the World

- SMSF Statistics
- Calxa - Dealing with the Christmas Hangover

From the ICB

- ICB's 2016 Annual Members Meeting
- Call for ICB Photos
- ICB Webinar - GovReports Review
- What's New this Month from ICB
- January 2016 eBrief for your Clients

Products and Solutions

- Products and Solutions for your Business

From the ATO

- Check Your Clients are SuperStream Ready
- Your SuperStream Implementation Kit
- What we Talk About with the ATO
- Upcoming Portal Maintenance

ICB Membership Statistics

ICB Supporters and Sponsors

January 2016

February 2016

March 2016

April 2016

May 2016

June 2016

July 2016

August 2016

September 2016

October 2016

November 2016

December 2016



February 2016



[PDF Version](#)



[Web Version](#)

Important News

- ICB 2015 Survey: A Typical Bookkeeper Looks Like This
- FairWork Takes Action on Poor Advice
- Last Call for Conference
- ICB Members Meeting Notice

Best Practice Bookkeeping

- Pre-Establishment Business Expenses
- Selecting Software
- SuperStream for Directors

The BAS Agent World

- BAS Agent Portal Dashboard is Here!
- BAS Agent Deferral Forms Have Changed Again...
- TPB Acts on Agent Failing to Take Reasonable Care

Continued Professional Education

- This month from the ICB CPE webpage

ICB Network Meetings

- February 2016 Question of the Month - Resignation and a Negative Leave Balance
- January 2016 Question of the Month - Vineyards - ICBs Response
- Upcoming Network Meetings

Other Things Happening in the World

- Secured Signing – Complete the Paperless Transition

From the ICB

- What's New this Month from ICB
- February 2016 eBrief for your Clients

Products and Solutions

- MYOB Roadshow Report - February 2016
- Xero Roadshow Report - February 2016

From the ATO

- ATO Web Chat Service
- SuperStream Implementation - SMSFs Need an Electronic Service Address Now
- Upcoming Portal Maintenance

ICB Membership Statistics

ICB Supporters and Sponsors

January 2016

February 2016

March 2016

April 2016

May 2016

June 2016

July 2016

August 2016

September 2016

October 2016

November 2016

December 2016



March 2016



PDF Version



Web Version

Important News

- Conference Material Released
- Questions from ICB Conference
- Business Support Program Launched
- ICB End of Year June Workshops

Best Practice Bookkeeping

- Sale or Purchase of a Business
- Sale or Purchase of a Business Checklist
- What can you Expect an Auditor to do? (And Not Do!)
- How to Correctly Process Casual Loading in the Software and Payslips
- Quoting and Packaging
- Engagement Exit Letter Template

The BAS Agent World

- Where is the Boundary for Tax Advice?
- BAS Agent Portal Wishlist
- Fuel Tax Credits Rate Change

Continued Professional Education

- This Month From the ICB CPE Page

ICB Network Meetings

- March 2016 Question of the Month - Rounding Payroll to Whole Dollars
- February 2016 Question of the Month - Resignation and a Negative Leave Balance - ICB's Response
- Upcoming Network Meetings

Other Things Happening in the World

- How to Go on a Holiday as a Sole Trader
- What is eInvoicing?

From the ICB

- ICB How to Guides Webpage
- Payment Summary Skill Assessment
- ICB Webinar - How to Determine Materiality
- March 2016 eBrief for your Clients
- Latest News and Information for Bookkeepers

Products and Solutions

- Products and Solutions for Your Business

From the ATO

- ATO Nomination of SBR Software Services
- Upcoming Portal Maintenance

ICB Membership Statistics

ICB Supporters and Sponsors

January 2016

February 2016

March 2016

April 2016

May 2016

June 2016

July 2016

August 2016

September 2016

October 2016

November 2016

December 2016



April 2016



PDF Version



Web Version

Important News

- Your Responsibilities When Recommending Software
- Bookkeeper and BAS Agent Pay Scale
- ICB June 2016 End of Year Workshops
- Conference Recording Released

Best Practice Bookkeeping

- Bookkeepers Starting Out
- What to do if Your Client is Underpaying Employees
- Things to Consider Before End of Year Hits
- Two Factor Authentication

The BAS Agent World

- TPB Actively Targets Unregistered BAS Preparers
- ATO Commits to Agents

Continued Professional Education

- Your CPE Plan
- ICB Technical Webinar - All Aspects of Terminations
- ICB Technical Webinar - Materiality
- ICB Technical Webinar - End of Year Payroll
- This Month From the ICB CPE Page

ICB Network Meetings

- April 2016 Question of the Month - Sale of Business and FairWork Non-Compliance
- March 2016 Question of the Month - Rounding Payroll to Whole Dollars
- Upcoming Network Meetings

Other Things Happening in the World

- Australian Small Business and Family Enterprise Ombudsman
- Government Wage Subsidy Program

From the ICB

- Technical Support Hours Extended
- ICB Business Information Sheets for Your Clients
- ICB Discussion and Support Facebook Group - Hosted by Peta Schimming
- April 2016 eBrief for your Clients
- Latest News and Information for Bookkeepers

Products and Solutions

- MYOB Celebrating 10 Years of Partnership with the ICB
- Workforce Guardian - A Handy New Checklist to Assess FairWork Compliance
- Determining Profitability with TSheets

From the ATO

- BAS Agent Portal Help Guides and Videos
- Tax Debt Calculator
- Simpler Ways to Calculate FTC From 1 January 2016
- Roadmap of Change From the ATO
- Upcoming Portal Maintenance

ICB Membership Statistics

ICB Supporters and Sponsors

January 2016

February 2016

March 2016

April 2016

May 2016

June 2016

July 2016

August 2016

September 2016

October 2016

November 2016

December 2016



May 2016



PDF Version



Web Version

Important News

- Last Chance to Register - June End of Year Workshops
- ICB Report on the 2016 Federal Budget for Bookkeepers
- Legislation Updates and Threshold Changes 2016
- Reduce the Risk of a Cyber Crime Attack on You
- SuperStream FAQs
- Support if Your Identity is Stolen
- Single Touch Payroll Update

Best Practice Bookkeeping

- Bookkeepers End of Year Project Plan and Timeline
- What is a Going Concern?
- GST Groups and Branches
- TPAR Applies to Government Grants from 1 July, 2017
- Business Information Sheet - What it Means to be an ICB Certified Bookkeeper

The BAS Agent World

- ATO Releases Simpler BAS
- ATO Deferral Requests May Take 28 Days
- Who can Lodge a BAS for a NFP Entity?

Continued Professional Education

- This Month From the ICB CPE Page

ICB Network Meetings

- May 2016 Question of the Month - SGC and RESC
- April 2016 Question of the Month - Sale of Business and Non-Compliance - ICB's Response
- Upcoming Network Meetings

Other Things Happening in the World

- AUSkey in the Cloud

From the ICB

- ICB Technical Webinar - End of Year Payroll
- ICB Technical Webinar - End of Year BAS
- ICB Technical Webinar - End of Year Financials and Accountants
- May 2016 eBrief for your Clients
- Latest News and Information for Bookkeepers

Products and Solutions

- Workforce Guardian - Three Common Mistakes Employers Make and How to Fix Them
- Receiving Money and Controlling Debtors
- Xero Updates - Assurance Dashboard and Activity Statement

From the ATO

- Dob in a Tax Cheat - Proposed Mandatory Disclosure Rules
- ATO Mental Health Working Group
- BAS Agents Advisory Group May 2016
- Upcoming Portal Maintenance

ICB Membership Statistics

ICB Supporters and Sponsors

January 2016

February 2016

March 2016

April 2016

May 2016

June 2016

July 2016

August 2016

September 2016

October 2016

November 2016

December 2016



June 2016



PDF Version



Web Version

Important News

- June Workshop Resources Webpage
- SuperStream Delayed till October
- TPB Chases Unregistered BAS Service Providers
- Unregistered BAS Providers Cannot Advertise
- Minimum Wage Increase From 1 July 2016
- Scam Emails from the Boss

Best Practice Bookkeeping

- Legal PDF of the TFN Declaration Form
- Payment Summary Guide
- Payslips for Casuals - The Law
- Payroll Tax - Review Contractors, Directors, Superannuation and Groups Before End of Year
- RESC and Salary Sacrificed Super
- Add Value to Your Clients' End of Year Reporting
- Materiality Decisions

The BAS Agent World

- Expanding the Services that BAS Agents can Provide
- TPB Gets Another \$2m in the Budget
- Last BAS of the Year
- Correcting Terminations Paid at End of Year
- ATO Email Notifications in the BAS Portal

Continued Professional Education

- This Month From the ICB CPE Page

ICB Network Meetings

- June 2016 Question of the Month - Treatment of a Commission Payment
- May 2016 Question of the Month - SGC and RESC - ICB's Response
- Upcoming Network Meetings

Other Things Happening in the World

- Cancelling ABNs
- Business.gov.au Promotes BAS Agents and Bookkeepers

From the ICB

- ICB Technical Webinar - Taxable Payments Annual Report Review
- ICB Technical Webinar - BAS Agent Portal Review
- June 2016 eBrief for your Clients

Products and Solutions

- Selecting Software Checklist

From the ATO

- Tax Deductions for Your Bookkeeping Business
- ICB Contributes to ATO Future Projects
- ATO Advises on Super Changes Following on from Budget
- ATO Supports the Dairy Industry
- Upcoming Portal Maintenance

ICB Membership Statistics

ICB Supporters and Sponsors

January 2016

February 2016

March 2016

April 2016

May 2016

June 2016

July 2016

August 2016

September 2016

October 2016

November 2016

December 2016



July 2016



PDF Version



Web Version

Important News

- ATO Tax Tables Updates from 1 July 2016
- Advise Your Clients about Current Scams
- Are you being Hoodwinked into Contracted Advice Services?
- How Secure is Your Email?

Best Practice Bookkeeping

- Novated Lease
- Bookkeeping for TPAR
- Make up a Tax Invoice from Other Documents
- Employment Status

The BAS Agent World

- Client Correspondence in BAS Portal
- 2016-2017 Lodgement Program for BAS Agents
- Authorisations and Declarations are Required
- Checking ABNs when the ABR is Wrong

Continued Professional Education

- This Month From the ICB CPE Page
- ICB Technical Webinar - Taxable Payments Annual Report Review
- ICB Technical Webinar - BAS Agent Portal Review

ICB Network Meetings

- July 2016 Question of the Month - Assets and a De-Registered Company
- June 2016 Question of the Month - Treatment of a Commission Payment - ICBs Response
- Upcoming Network Meetings

Other Things Happening in the World

- COSBOA National Small Business Summit 2016
- Conversation Starters: How to Approach Those Employers Doing 'Interesting' Things
- Credit Card Surcharge Rules to Change

From the ICB

- WiseClick ICB Outstanding Student Award
- July 2016 eBrief for your Clients
- Latest News and Information for Bookkeepers

Products and Solutions

- MYOB Partner Connect 2016
- Cyber Security with Secure ISS
- Products and Solutions for your Business

From the ATO

- Can the ATO Demand Early Lodgement of Forms?
- Upcoming Portal Maintenance

ICB Membership Statistics

ICB Supporters and Sponsors

January 2016

February 2016

March 2016

April 2016

May 2016

June 2016

July 2016

August 2016

September 2016

October 2016

November 2016

December 2016



August 2016



PDF Version



Web Version

Important News

- Global Bookkeeping Week 12th to 16th September
- Bookkeepers Cyber Security Insurance - You are Protected!
- Expression of Interest for Cashflow for Small Business Pilot Program
- IME Insurance Changes Means no Change

Best Practice Bookkeeping

- Engagement Letter Template Updated
- Introduction to Not for Profit Organisations
- NFP Volunteers and Other Workers
- Important Changes to Annual Leave
- Payroll Tips for Commission Only Employees

The BAS Agent World

- TPB Investigating Unregistered BAS Service Providers
- TPAR When no ABN Quoted
- GovReports - Live Client Update
- What to do When you Know BAS is Going to be Late

Continued Professional Education

- This Month From the ICB CPE Page
- ICB Technical Webinar - All Things Paylips
- ICB Technical Webinar - Revise and Amend BAS, TPAR and PSAR

ICB Network Meetings

- August 2016 Question of the Month - GST on Holiday Packages
- July 2016 Question of the Month - Assets and a De-Registered Company - ICBs Response
- Upcoming Network Meetings

Other Things Happening in the World

- eInvoicing Update
- ABS Statistics on Cloud Computing
- Use of IT by Small Business
- VAT vs GST

From the ICB

- Global Bookkeeping Week Webinar
- August 2016 eBrief for your Clients
- Latest News and Information for Bookkeepers

Products and Solutions

- Reckon Professional Partner Profile
- ICB at Xerocon
- ICB at MYOB Partner Connect
- MYOB Essentials Connected Ledger
- Products and Solutions for your Business

From the ATO

- Get Involved - Single Touch Payroll Development
- Upcoming Portal Maintenance

ICB Membership Statistics

ICB Supporters and Sponsors

January 2016

February 2016

March 2016

April 2016

May 2016

June 2016

July 2016

August 2016

September 2016

October 2016

November 2016

December 2016



September 2016



PDF Version



Web Version

Important News

- Save the Date: ICB Annual Conference 2017
- ATO Tax Tables Change from 1 October
- Supervision and Control of Unregistered BAS Service Providers
- ICB at Xerocon: Bookkeepers are Influencing the World; World is Impacting Bookkeeping
- Global Bookkeeping Week Review
- How ICB Communicates with You

Best Practice Bookkeeping

- What Does "Reasonable Extra Hours" Mean According to FairWork?
- Property Transactions - New GST Resource
- Not for Profit (NFP) - Sporting Clubs - Updated Resource
- Superfunds Demanding More Than They Should

The BAS Agent World

- What is More Important - BAS on Time or BAS Correct?
- New Catch-Up Client - Advise the ATO
- GST Doesn't Apply from 1 October for Overseas Business
- SME Tax Rate Drops - Review PAYG Instalments
- ATO Continues its Program of Reinvention

Continued Professional Education

- This Month From the ICB CPE Page
- ICB Technical Webinar - The Bookkeeping Cycle - Sales
- ICB Technical Webinar - Everything Casual Pays
- ICB Technical Webinar - The Bookkeeping Cycle - Purchases
- ICB Technical Webinar - The Bookkeeping Cycle - Payroll
- ICB Technical Webinar - Simpler BAS and Single Touch Payroll Updates

ICB Network Meetings

- September 2016 Question of the Month - Shadow Director for a Client's Company
- August 2016 Question of the Month - GST on Holiday Packages - ICB's Response
- Upcoming Network Meetings

Other Things Happening in the World

- Unfair Contracts, It Gets Worse
- Mobile Payment Solutions
- Xerocon 2016 Report
- Australia's New Payments Platform

From the ICB

- ICB Education Advisory Board - Get Involved
- September 2016 eBrief for your Clients
- Latest News and Information for Bookkeepers

Products and Solutions

- Become a Reckon One Cloud Advisor
- Products and Solutions for your Business

From the ATO

- AUSkey Updates
- BASAAG - ATO Report August 2016
- ATO Reports on Tax Scams for 2016
- Upcoming Portal Maintenance

ICB Membership Statistics

ICB Supporters and Sponsors

January 2016

February 2016

March 2016

April 2016

May 2016

June 2016

July 2016

August 2016

September 2016

October 2016

November 2016

December 2016



October 2016



PDF Version



Web Version

Important News

- A.I. in the World of the Bookkeeper
- When does it Become a Legal Service?
- Network Meetings - Get Together with Other Bookkeepers

Best Practice Bookkeeping

- Keep Your Own Proof
- Not for Profit (NFP) - Religious Institutions - Updated Resource
- Business Information Sheet - Cyber Security of Your Software - New Resource
- Software Set-Up is a BAS Service
- Managing ATO Debt
- Make a Complaint about Contracts - Fair Trading
- Employee vs Contractor - The Law as Opposed to the Tool
- Changes to Non-Concessional Contributions Cap for Super

The BAS Agent World

- Death of Client - New Resource
- GST on Imported Digital Products and Services
- ATO Assurance Letters - GST is OK
- Bookkeepers Don't Need to Worry About PLS

Continued Professional Education

- This Month From the ICB CPE Page
- ICB Technical Webinar - The Bookkeeping Cycle - Purchases
- ICB Technical Webinar - The Bookkeeping Cycle - Payroll
- ICB Technical Webinar - Simpler BAS and Single Touch Payroll Updates
- ICB Technical Webinar - Overseas Sales and Purchasing
- ICB Technical Webinar - The Bookkeeping Cycle - Banking

ICB Network Meetings

- October 2016 Question of the Month - Claiming GST
- September 2016 Question of the Month - Shadow Director for a Client's Company - ICB's Response
- Upcoming Network Meetings

Other Things Happening in the World

- Building Budgets Back to Front

From the ICB

- ICB Annual Conference - Bookkeeping 2017
- October 2016 eBrief for your Clients

Products and Solutions

- MYOB Conference 2016
- GovReports Pricing Update

From the ATO

- ATO Chasing Building and Construction Industry Debt
- ATO Superannuation Tool
- Technical Advice from the ATO
- Upcoming Portal Maintenance

ICB Membership Statistics

ICB Supporters and Sponsors

January 2016

February 2016

March 2016

April 2016

May 2016

June 2016

July 2016

August 2016

September 2016

October 2016

November 2016

December 2016



November 2016



PDF Version



Web Version

Important News

- ICB Annual Bookkeepers Survey
- Valid KPIs for a Bookkeeping Practice - New Resource
- ATO Supports Stressed Business Owners
- Artificial Intelligence or Automated Intelligence? - New Resource

Best Practice Bookkeeping

- Casual Workers - New Resource
- Christmas Related Matters - Updated Resources
- Does Your Charity Have the ACNC Tick?
- Who do You Want to be in 2017?
- ATO Super Entitlement Tools
- Software Comparison Update

The BAS Agent World

- ATO Working With Registered Agents - They Admit They Need To
- Dealing with Non-Compliant Clients
- TPB Forum for BAS Agents
- The New TPB Website - What do you Think?
- TPB Refuses BAS Agent

Continued Professional Education

- This Month From the ICB CPE Page
- ICB Technical Webinar - Overseas Sales and Purchasing
- A Practical, Plain-English Guide to Modern Awards
- ICB Technical Webinar - The Bookkeeping Cycle - End of Month
- ICB Technical Webinar - Review of Payroll Entitlements

ICB Network Meetings

- November 2016 Question of the Month - GST on Processed and Unprocessed Milk
- October 2016 Question of the Month - Claiming GST - ICB's Response
- Upcoming Network Meetings

Other Things Happening in the World

- Xero Loves Bookkeepers

From the ICB

- How to Use the ICB Website
- ICB Christmas 2016 Closure Notice
- Bookkeeping 2017 - ICB Annual Conference
- November 2016 eBrief for your Clients

Products and Solutions

- Income Protection Insurance - New Policy for Bookkeepers
- Inside Small Business Magazine

From the ATO

- ATO Small Business Benchmarks
- AUSkey Update
- ATO Forum Report
- ATO "Connect with Us" Showcase Event Report
- Upcoming Portal Maintenance

ICB Membership Statistics

ICB Supporters and Sponsors

January 2016

February 2016

March 2016

April 2016

May 2016

June 2016

July 2016

August 2016

September 2016

October 2016

November 2016

December 2016

December 2016



PDF Version



Web Version

Important News

- ICB Celebrates 10 Years
- ICB Annual Bookkeepers Survey
- ICB Annual Conference - Bookkeeping 2017
- Business Information Sheet - Simpler BAS - New Resource
- Business Information Sheet - Single Touch Payroll - Updated Resource
- Artificial Intelligence is Not Bank Feeds
- Stop Underselling Your Product

Best Practice Bookkeeping

- Employer Obligations in Annual Salary Agreements
- Leave Loading Paid on Termination - Updated Resource
- Bookkeeping for Airbnb - New Resource
- Christmas Gifts Clarified
- Balance Sheet Accounts - Updated Resource

The BAS Agent World

- New Deferral Requests - You Will Love It
- How to Use the BAS Agent Portal - New Resource
- TPB Annual Declaration
- TPB Investigating Unregistered BAS Service Providers
- TPB Terminates BAS Agent Partnership
- TPB Report October 2016

Continued Professional Education

- This Month From the ICB CPE Page
- ICB Technical Webinar - The Bookkeeping Cycle - End of Month
- ICB Technical Webinar - Review of Payroll Entitlements
- ICB Technical Webinar - The Bookkeeping Cycle - BAS
- ICB Technical Webinar - The Bookkeeping Cycle - End of Year Preparation

ICB Network Meetings

- December 2016 Question of the Month - How to Encourage a Client to Move Forward
- November 2016 Question of the Month - GST on Processed and Unprocessed Milk - ICB's Response
- Upcoming Network Meetings

Other Things Happening in the World

- Public Holidays in Victoria

From the ICB

- ICB Christmas Closure Notice
- Call for Fellow Membership Nominations
- December 2016 eBrief for your Clients

Products and Solutions

- Major Features Released for Reckon One in 2016

From the ATO

- ATO - Private Rulings
- Upcoming Portal Maintenance

[ICB Membership Statistics](#)

[ICB Supporters and Sponsors](#)