



# Institute of Certified Bookkeepers

## Making you Count

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### Bookkeepers helping Bookkeepers helping Business

## December 2018

Welcome to ICB's December Newsletter.



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## Additional Information for Members Only

In this month's [Members Newsletter](#) you will find the following additional information:

### Important News

- Call for Agenda Items and Fellow Nominations
- Nominate Directors for ICB

### Best Practice Bookkeeping

- Casual Conversion Clause Letter
- The Classification of Honorariums

### The BAS Agent World

- Requesting Amendments ATO

### Continued Professional Education

- ICB March Conference 2019

### Other Things Happening in the World

- ATO Industry Benchmarks
- Mentoring with Business Victoria

### From the ICB

- ICB Network Meetings – Farewells
- December 2018 eBrief for your Clients and Business

### From the ATO

- ATO Corporate Plan
- Fixing Client ABN Details and Registering Trading Names

## Important News

### Christmas Office Closure

Christmas/New Year is a chance to give the ICB team a well-deserved break to spend time with families, restore and revitalize in preparation for an even better year in 2019.

ICB administration and support will be closed from:

- 4.00pm on Friday 21st December, 2018

And will be open again from:

- 8.00am Monday 7th January, 2019

ICB would like to take this opportunity to thank you for your support during the year, and wish you and your family a safe, happy and prosperous Christmas and New Year.



### Annual Survey Reminder

NOW OPEN

ICB Annual Bookkeepers Survey



Just a quick reminder that the ICB survey is live and we would appreciate your feedback.

[Click here to complete the survey.](#)

### Important STP Clarification

On Friday 7th December 2018, the ATO issued a clarification in relation to the legislation to extend Single Touch Payroll to all employers from 1st July 2019.

Please note that this legislation has **not** yet passed the Parliament, despite some public commentary that suggests it has.

The Treasury Laws Amendment (2018 Measures No.4) Bill 2018 was passed by the Senate this week with proposed amendments to other measures contained in the Bill. The Bill has now been referred back to the House of Representatives to consider those amendments.

As the Parliament has finished sitting for the year, the next opportunity for the House to hear the Bill will be 12th February 2019.

The ATO advise that their focus has not changed. They remain committed to supporting larger employers to transition to STP reporting, encouraging employers with deferrals ending to start reporting and promoting STP to those employers who can voluntarily come on board.

The ATO will be working with those companies who intend to build low-cost STP solutions for micro employers (1–4 employees). See [www.ato.gov.au/STPsolutions](http://www.ato.gov.au/STPsolutions) for more information.

## TPB Crackdown on Agent Compliance

The Tax Practitioner Board (TPB) have this week announced that they are launching a new compliance strategy, which is set for full release in February 2019.

Calling on registered tax practitioners (which collectively refers to tax agents, business activity statement (BAS) agents and tax (financial) advisers) to settle their outstanding tax obligations, Mr Ian Taylor, Chair of the TPB, is reminding tax practitioners including those who may have failed to lodge income tax returns and activity statements and those who may have outstanding debts with the ATO of their obligations. About five percent of tax practitioners have late lodgements with the ATO, including activity statements and tax returns. Seven per cent of tax practitioners have outstanding ATO debts, totalling nearly \$115 million, without arrangement to repay these bills.



“ *Many tax practitioners continue to serve their clients with professionalism and integrity. However, we are concerned with those practitioners acting in breach of the law. The numbers of tax practitioners failing their tax obligations can undermine trust and confidence in the profession,*” Mr Taylor said.

*“Tax practitioners with outstanding lodgements of income tax returns or activity statements and ATO debt need to address these obligations urgently as they may be in breach of the Tax Agent Services Act 2009.”*

This new compliance strategy has been prompted by fresh data analysis indicating areas of non-compliance by registered tax practitioners.

The data shows that over 2,500 tax practitioners have not lodged one or more of their personal income tax returns or for those of their associated entities and over 1,000 have more than one outstanding Business Activity Statements (BAS) or for their associated entities. Of these numbers, nearly 500 tax practitioners have a combination of both.

In addition, over 2,700 tax practitioners, who are also trustees of their own self-managed superannuation fund (SMSF), have outstanding SMSF annual returns.

In relation to ATO debt, over 5,000 have a debt of over \$300 (with no active payment arrangements), representing a total debt of nearly \$115 million.

“ *The TPB will initially work closely with practitioners to give them an opportunity to remedy any outstanding tax obligations.*” Mr Taylor said.

The period from now until the end of January 2019 is not an amnesty period, but the TPB will look more favourably on any actions that Agents have taken to rectify their positions. From February 2019 firmer action will be taken to enforce the laws, including investigations, sanctions, prosecutions and proactive collection action where appropriate. The TPB have advised that all investigations will be conducted on a case by case basis and any actions taken will therefore be assessed on the same basis.

A new [information sheet](#) outlines what is required of tax practitioners under Code item 2 (complying with the taxation laws in the conduct of personal affairs).

## Thanks for Celebrating Global Bookkeeping Week

ICB would like to extend its gratitude to everyone that took the time to celebrate Global Bookkeeping Week between Nov 19–23. It was especially great to see all of our Network Meeting groups celebrating this event and raising a cup to bookkeepers across the globe.

We recently ran a competition within our Network Meeting groups, asking them to create the new ICB Mascot. We can happily announce that the Echuca Network Meeting, which is run by Sue Kapperer have taken the prize and will be enjoying \$100 towards their December meeting. Thank you to all network groups that participated!

For anyone that missed the Global Bookkeeping Week Webinar held on Nov 21, [the recordings are now available](#).



## Best Practice Bookkeeping

### Employee Consultation for Successful Workplace Change

Successful change involves consultation and cooperation with all parties involved, including managers, employees and any employee representatives.

In addition to any matters where consultation is mandatory, employers should consult with their employees on workplace issues that may impact on the welfare and productivity of employees. As a matter of best practice, consideration should be given to the value that consultation could add to any business decision making. Consultation can identify opportunities, assist decision making and help ensure any new ideas work effectively in practice.

Consultation may take the form of:

- establishment of employer/employee (and employee representative) committees
- regular staff meetings and communication with employees
- regular performance and training reviews
- regular written communications such as newsletters
- encouragement of employee feedback on business and administrative decisions.




These practices may be implemented through administrative structures, company policies, enterprise agreements, or – where appropriate – may be set out in employees' contracts of employment.

When consulting in the workplace, remember to respect everybody's opinions and backgrounds. Depending on your workplace, you may need to take into account cultural and language differences and make sure that everybody understands the consultation process.

To learn more about best practice in consultation, review Fair Work's best practice resource. [Click here to learn more](#).

# Continued Professional Education

## Continuing Professional Education

ICB Events and Webinars	Classroom	Online
<p>ICB 2019 Conference Multi-Locations, Multi-Dates</p> <p>ICB Business Series Webinar - Communicating with Clients and Accountants Online, 22nd January, 2019</p> <p>ICB Business Series Webinar - Working with Clients Online, 24th January, 2019</p> <p>ICB Technical Webinar - Workers Compensation Online, 14th February, 2019</p> <p>ICB Technical Webinar - Subcontractors Online, 26th March, 2019</p> <p><b>Note:</b> Webinars are recorded and available for members to listen to in your own time in the <i>ICB Webinar Library</i></p> 		

# ICB Network Meetings

## Upcoming Network Meetings

<b>Webinars</b>				
Online 10th December, 2018	Online 14th December, 2018			
<b>ACT</b>				
Canberra - Northside 16th January, 2018	Canberra - Phillip 12th February, 2019			
<b>NSW</b>				
Albury 1st February, 2019	Ballina 14th December, 2018	Balmain TBC, 2019	Bathurst 12th February, 2019	Bellingen 22nd January, 2018
Belrose 7th February, 2019	Blue Mountains TBC, 2019	Brookvale 11th February, 2019	Central Coast 13th February, 2019	Dubbo 18th March, 2019
Hawkesbury Region TBC, 2019	Hills Districts 16th January, 2019	Hornsby 13th December, 2018	Lower North Shore 17th December, 2018	Moorebank 6th February, 2019
Newcastle 4th February, 2019	Newport 11th December, 2018	Orange 8th February, 2019	Port Macquarie 11th December, 2018	Randwick - Bondi 13th February, 2019
Shoalhaven 11th February, 2019	Southern Highlands 13th December, 2018	Sutherland 20th February, 2019	Tweed Coast 13th February, 2019	Wagga Wagga TBC, 2019
Wollongong TBC, 2019				
<b>NT</b>				
Darwin TBC, 2019				
<b>Queensland</b>				
Atherton Tablelands 23rd January, 2019	Brisbane Central 17th January, 2019	Brisbane North 15th January, 2019	Brisbane South 19th February, 2019	Bundaberg 18th December, 2018
Burpengary 19th December, 2018	Cairns 14th December, 2018	Dalby 31st January, 2019	Gold Coast - AM 12th February, 2019	Gold Coast - PM 12th February, 2019
Hervey Bay 14th December, 2018	Ipswich 4th December, 2018	Logan 23rd January, 2019	Moreton Bay 8th January, 2019	North Sunshine Coast 14th December, 2018
Port Douglas 21st December, 2018	South Sunshine Coast 13th December, 2018	Toowoomba 14th December, 2018	Townsville 14th December, 2018	
<b>South Australia</b>				
Adelaide West 14th December, 2018	Mt Barker TBC, 2019	Para Hills 16th January, 2019	South Adelaide 7th February, 2019	Unley 21st February, 2019
<b>Tasmania</b>				
Hobart 18th January, 2019	Launceston TBC, 2019			
<b>Victoria</b>				
Brunswick TBC, 2019	Bulleen 12th February, 2019	Burwood 5th February, 2019	Chadstone 11th February, 2019	Cobram 6th December, 2018
Docklands 7th December, 2018	Echuca 14th December, 2018	Frankston 13th December, 2018	Geelong 11th December, 2018	Greenvale 12th February, 2018
Macedon Ranges TBC, 2019	Mordialloc 11th December, 2018	Mornington 25th January, 2019	Mt Waverley 5th February, 2019	Narre Warren 12th February, 2019
Ringwood 24th January, 2019	Sale 7th December, 2018	Warragul 17th December, 2018	Wyndham 14th December, 2018	Yarra Valley 14th December, 2018
<b>Western Australia</b>				
Balcatta TBC, 2019	Broome TBC, 2019	Bunbury 23rd January, 2018	Busselton 15th February, 2019	Cockburn Central 13th December, 2018
Geraldton 18th January, 2019	Joondalup 8th January, 2019	Mandurah 28th January, 2018	Melville 12th December, 2018	Midland 12th December, 2018
Welshpool 19th February, 2019				

## December 2018 Question of the Month: Christmas queries

### This month's question for you all to debate at your network meeting is:

- Can Santa claim dry cleaning on his suit after falling through the chimney?
- Can Santa claim 68c per km traveled over the Christmas period even though the reindeer never walk on the road?
- Can Santa claim party expenses for his elves and reindeers from the north pole?
- If Santa has an ARN and not an ABN, can he claim GST on his storage bill for the presents held at Iceland?



Let us know your thoughts here

## November 2018 Answer of the Month: Paying accounts in reward points

### Last Month we Asked You:

My client uses barter group Capricorn Society Supplier accounts and has requested the rewards points (which are of a substantial value) to pay this month's account in full. How do I account for the payment?

### ICB's Response:

When an organisation awards you loyalty points it is not a taxable supply, and it is not consideration for services, so there is no GST impact and no bookkeeping/tax impact. When you redeem loyalty points for goods or services there is also no GST or accounting/bookkeeping/tax impact. If you buy points – for example if you pay cash for extra points – the points are a currency, and there is only a reallocation of value from cash into the value of points purchased. If you redeem points for cashback then there may be an accounting/bookkeeping/tax impact. If you would like to learn more about the income tax or GST implications [click here to read our new resource](#).

## From the ICB

### Member Benefit of the Month: Support for Members

ICB provides what we consider to be the most comprehensive support service within the profession. Our team of support staff work across timezones and regions to provide caring and knowledgeable support to our members. With staff have multiple platform and provider expertise, and regional knowledge they are able to assist members across a number of different issues pertinent to bookkeeping practice. If you need assistance with your query they are only a phone call or email away.



## What's New this Month from ICB

New and updated resources for December 2018

- [Child Support Payments](#)
- [Terminations – Dismissals](#)

Other news for November 2018

- [Business Indicators](#)

[Click here to view the latest news for the month.](#)

[ICB Q&A Space](#) – You can check out all the latest threads here. Feel free to ask your questions regarding any issue you may be having or if you require clarification, we are here to help.

The [Latest Updates](#) lists all the topics in order of replies.



## From Strategic Partners

### MYOB INCITE 2019

## 5 reasons to attend your local MYOB INCITE event in 2019

MYOB INCITE is the event to attend for any bookkeeper or accountant seeking to stay ahead in a world of technological disruption.

That's right, the whirlwind roadshow INCITE returns in early 2019.

How far has your business progressed along the path to The Connected Practice? INCITE is touring Australia and New Zealand with the sole purpose of providing you a clear picture of where you stand, and what's left to be done.

[Click here to learn more.](#)



## QuickBooks ProAdvisor Program

### Just launched – new & improved QuickBooks ProAdvisor Program

Five years ago, Intuit released the QuickBooks Professional Advisors Program. The goal of the program was to help accounting professionals take a more proactive role in helping their clients achieve maximum financial success while using QuickBooks.

While our product offerings have evolved over the years, our commitment to fueling your and your clients' success rings as true today as ever.

That's why we're excited to announce an evolution in the ProAdvisor Program, redesigned to recognise more of the work you do with new and innovative benefits.

[Log in to learn about the new points structure, new benefits and brand new Elite tier.](#)

[Learn about the QuickBooks ProAdvisor Program!](#)



## From the ATO

### ATO Portal Maintenance

See [this link for scheduled times](#) for the full guide to system maintenance and issues.

The portals will be unavailable at the following times for scheduled system maintenance.

### Planned System Maintenance

Start Time	End Time
Saturday 5 January – 11.30pm AEDT	Sunday 6 January – 7.00am AEDT
Saturday 2 February – 10.00pm AEDT	Sunday 3 February – 10.00am AEDT

### Additional Maintenance: Quarterly Major Systems Release

Start Time	End Time
Friday 15 March 2019 – 11.30am AEDT	Monday 18 March 2019 – 7.00am AEDT

For more details regarding BAS Agent portal maintenance, [click here](#).

## ICB Membership Statistics

**5,793 Members** at 31 October 2018

4,020 Members maintain Fellow, Member, Associate, Affiliate and Educator Membership.

ICB also has 14 Accredited Training Provider Members and 1,759 Student Members.

## ICB Supporters and Sponsors



Please note that, in between newsletter issues, articles may be published straight to the Latest News section of the website.

The Institute of Certified Bookkeepers complies with the Spam Act 2003 and we have a documented [Spam Policy](#) on our website. You can unsubscribe from ICB newsletters and updates [here](#).

ICB's Newsletter contains news articles, links and regular sections that we feel will be of interest. If there is anything that you would like to see, whether a regular feature or a one-off, please let us know. Email your ideas to [admin@icb.org.au](mailto:admin@icb.org.au)

**The** monthly Newsletter for members of the Institute of Certified Bookkeepers.

A selection of those articles listed are accessible by ICB Members **only** – ICB Members, you will need to be logged onto the ICB website to view all the articles in full.

The newsletter of ICB is designed as information and resources for Bookkeepers with clients and also bookkeepers in employment.

The content of the newsletter maybe relevant in part or in whole to other publications or other purposes.

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Kind regards,  
ICB Newsletter Team

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