



# Institute of Certified Bookkeepers

## Making you Count

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## Bookkeepers helping Bookkeepers helping Business

## February 2019

Welcome to ICB's February 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

- Introducing Our New Directors
- Your Approach to STP in 2019

### Best Practice Bookkeeping

- Is it time to join a business network?
- Home Office Running Expenses
- Fair Work Best Practice Guide to Work and Family
- Understanding Modern Awards

### Other Things Happening in the World

- Sushi operator faces Court under new onus of proof laws

### From the ICB

- February 2019 eBrief for your Clients and Business

### From the ATO

- Brief ICB Status Report on all things ATO

## Important News

### 2019 Members Meeting

**All Members of ICB are invited to attend our Annual Members Meeting to be held by webinar 11th April 2019 at 2pm AEDT.**

Extended discussion and formal presentation of matters at Members exclusive AGM via webinar  
Information will be tabled and highlights only presented at the ICB Conference in 9 locations over March.  
Voting on matters for consideration (Electronic voting will be enabled until 18th April)

The formal ICB members meeting will be an exclusive members webinar session to provide information and allow discussion on matters tabled for voting, including the formal resolutions.

To be held on Thursday 11th April, 2019 at 2:00pm (AEDT).

[Register to attend.](#)

**The 2019 meeting will include:**

Constitution updates including

Language update

Setting the minimum number of members for a valid vote to 50 (Quorum)

Clarification of the wording and intent of clauses (no substantive change)

[Details available here](#)

The Online voting system will be enabled to allow members to cast their vote, in conjunction with the opportunity to meet and be informed at the online AGM by webinar. Voting will open on 4th March and close at 4:00pm on the 18th April 2019. (This allows for discussion of issues on the 11th and consideration before voting is finalised).

## Members Information at Conference

Face to Face meetings in each of 9 locations include:

Recognition of recipients of Fellow Membership

Recognition of Members Years of Service

Highlights from reports

Notification of Agenda Items that will be discussed at the Formal Members Meeting

Notification of Items requiring Members Voting

[Read more about ICB's National Conference.](#)

## Annual General Meeting Online

[Register to attend.](#)

## Presentation and Receive Reports

Constitution Updates Directors appointments 2018 Financials (Balance Sheet and Profit/Loss)  
Operations and Management framework for acceptance and clarification Membership Statistics and  
other items reported Policy and Philosophy of ICB ICB Achievements Key Activities and Initiatives  
Government Involvement

[AGM Reports and Information v1 – Including draft 2018 Financial Statements](#)

[Final Financial Statements – Audited 2017](#)

(Information and Reports being updated as we head towards the Meeting)

## Member Requested Agenda Items

Members have been requested to notify any items to be added to the agenda for consideration at the Online AGM. The Online AGM will allow any time required for members requests or questions. The conferences will highlight any matters raised that will be considered at the AGM.

Members may raise issues for discussion by prior notice to be received before 4th April. If any item requires resolution by the members the notice must be received by email to Celina McAlister at [celina@icb.org.au](mailto:celina@icb.org.au) before the 11th March. Any topics or questions asked at conference or during the Online AGM may need to be received and responses provided following the formal meeting.

## Voting – online

AGM Voting – not yet open – March 4th to April 18th

Online Voting System: [Secure Voting Declaration by Eintech](#)

## Policy & Philosophy Background

Membership of ICB is granted in accordance with our corporation documents and membership guides.

Explanation is provided:

In our [Constitution](#)

In our [membership grade explanation](#)

In our [ICB Code of Conduct](#)

## ICB March Conference 2019 – It's Not too Late to Register!



The ICB Conference is just starting, but it's not too late to register. It features a number of ICB and External speakers and is a great way to connect with the ICB and broader bookkeeping ecosystem..

**The conferences will be held between the 28th of February and the 29th of March.**

**[Click here to register.](#)**

# Agenda

## Key Topics for Discussion

- The World Before You – The ICB View
- Single Touch Payroll in 2019 – the small, micro and disconnected employers
- Introducing the new ICB Marketplace
- Managing expectations – when to say yes and when to say that's enough

## Technical Bookkeeping

A bookkeepers guide to the specifics of dealing with:

- GST and Property: a review and update on GST on property related transactions, GST on Property Settlements and the Renewable Energy Scheme framework
- Casual employees and recent changes – Practical interactive session with our HR Partner on what is a casual employee, casuals working systematic and regular hours, casual conversion letters, casuals working overtime and casual loading offsets.
- What hat are you wearing when? Dealing with confidentiality and the new Whistleblower Legislation

## Government Online

- ATO Debt Management
  - ▶ Understanding the ATO Debt Management Framework
  - ▶ Engaging with the Debt team
  - ▶ Setting up and managing debt payment plans
- ATO Online Services
  - ▶ New agent portals – how to get the best out of the new system
  - ▶ Introducing the myGov employee commencement tool

## ICB Members Interaction

- Introduction to the new look ICB Board
- Highlights from 2018
- Awarding Fellow Membership
- Recognition of 5 and 10 year members
- Providing an opportunity for your reflection and input into the ICB year that was and the years to follow

## Pricing

*\* all costs are GST-inclusive*

- **Full Members: \$341** (Early bird pricing now closed)
- **Students/Educators: \$341**
- **Certified Bookkeeping Practice Staff: \$341**
- **Non ICB Members: \$506**

## Conference Details

**Start Time:** 9:30am. Registrations from 8.30am

**Concludes:** 4:00pm

## Dietary Requirements – Important Note

At the time of booking your place for the conference, we ask that you also note any special dietary requirements you might have. Please note that the venues have advised that they can only cater for **Gluten Free, Dairy Free, Lactose Free, Vegetarian and Pescatarian** as per the venues' instructions. We cannot guarantee that any other special dietary requirements can be met. We require all special requests to be made within 10 days prior to event.

## Registration Cancellation Policy

### ICB Members

- Cancellations received more than 14 days from the day of the event – **Refund of \$125 and manual will be posted.**
- Cancellations received within 14 days of the event – **No refund.** Access to all conference resources online post Conference. If hard copy of the Manual required, can purchase online and it will be posted.
- Notification of cancellation must be confirmed via email and received prior to the event.

### Non ICB Members

- Cancellations received more than 14 days from the day of the event – **Refund of \$125 applies.**
- Cancellations received within 14 days of the event – **No refund.**
- Notification of cancellation must be confirmed via email and received prior to the event.

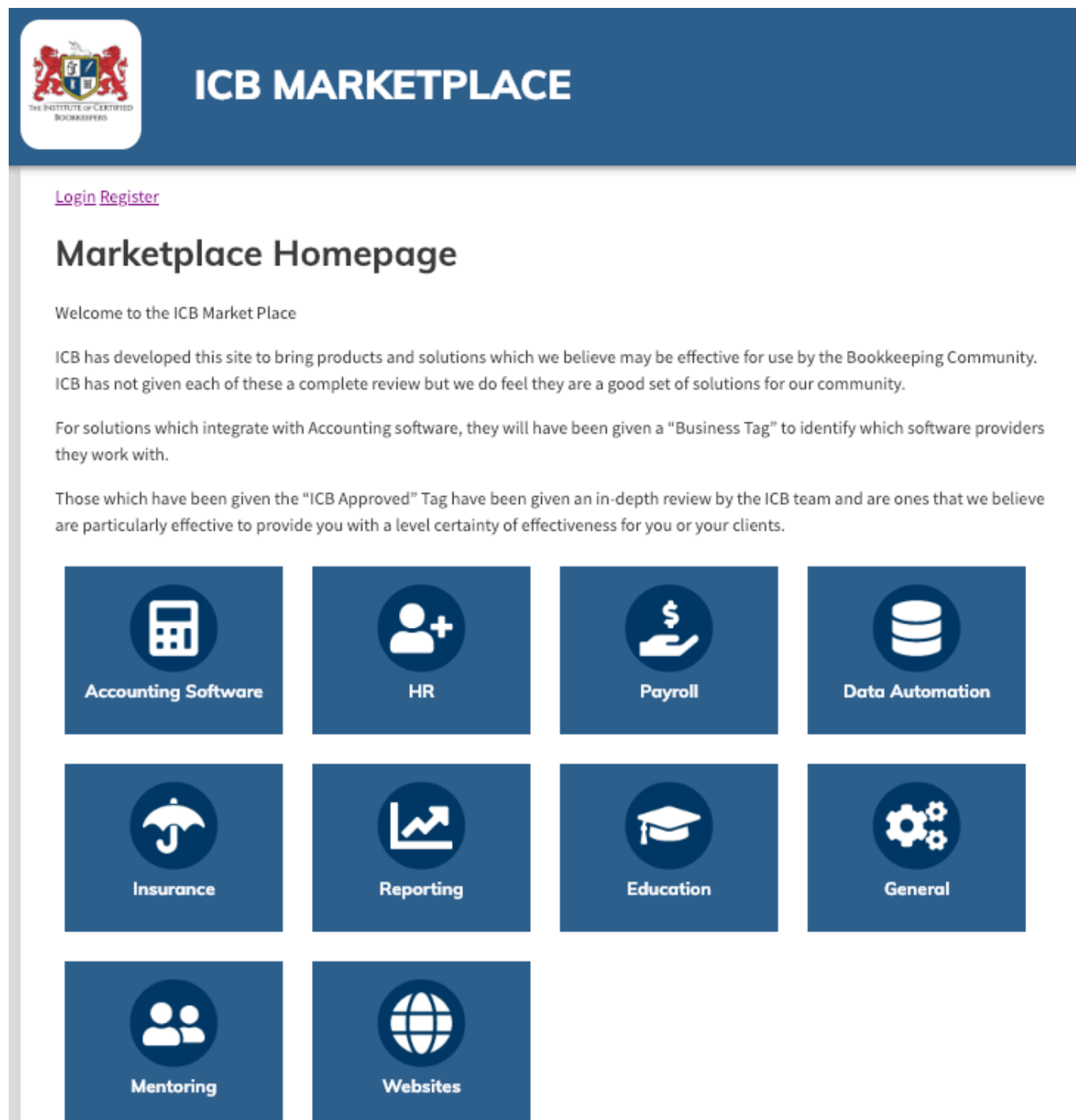
If you have any further questions, or would like to discuss any of the above with us, please do not hesitate to contact us – email [admin@icb.org.au](mailto:admin@icb.org.au) or call 1300 85 61 81

## Dates and Venues

**To register for the 2019 Conference, please [click here](#) to select from the available dates and locations to attend.**

## Introducing the ICB Marketplace

**An independent Marketplace which brings products and solutions to Bookkeepers.**



The screenshot shows the ICB Marketplace homepage. At the top left is the ICB logo. To its right, the text "ICB MARKETPLACE" is displayed in large, bold, white capital letters on a dark blue background. Below this, there are links for "Login" and "Register". The main heading is "Marketplace Homepage". A welcome message follows: "Welcome to the ICB Market Place". A paragraph states: "ICB has developed this site to bring products and solutions which we believe may be effective for use by the Bookkeeping Community. ICB has not given each of these a complete review but we do feel they are a good set of solutions for our community." Another paragraph explains: "For solutions which integrate with Accounting software, they will have been given a 'Business Tag' to identify which software providers they work with." A final paragraph mentions: "Those which have been given the 'ICB Approved' Tag have been given an in-depth review by the ICB team and are ones that we believe are particularly effective to provide you with a level certainty of effectiveness for you or your clients." Below the text is a grid of ten blue squares, each containing a white icon and a label: "Accounting Software" (calculator icon), "HR" (person with plus icon), "Payroll" (hand holding dollar sign icon), "Data Automation" (database cylinder icon), "Insurance" (umbrella icon), "Reporting" (line graph icon), "Education" (graduation cap icon), "General" (gears icon), "Mentoring" (two people icon), and "Websites" (globe icon).

## What is it?

The market place is a dedicate website for ICB to invite those providers of products and solutions which are relevant for Bookkeepers and or their clients to list their product and service offerings. The site will give Bookkeepers and businesses the ability to provide feedback to others on the products or solutions they have used.

**Visit the ICB Marketplace**

## What are the benefits of the Marketplace?

- The ability to see how others have rated and then commented on their experiences with a particular product or service
- The ability to search for solutions which interact with a specific accounting software platform
- Grouped into categories which are relevant for Bookkeepers
- Independent with coverage relating to any relevant solution presented for review on the site
- A place where only solutions which are relevant to Bookkeepers or their clients are listed
- Products which are “Approved” by ICB will be listed at the top in gold
- The higher the rating the higher the product will be on the page
- The ability to report a product if you or your client have experienced an issue, inappropriate content or behaviour
- Anyone can view all listings
- To rate or comment users must register and login avoiding anonymous entries
- Protected so only humans can rate and comment using Google “Recaptcha”

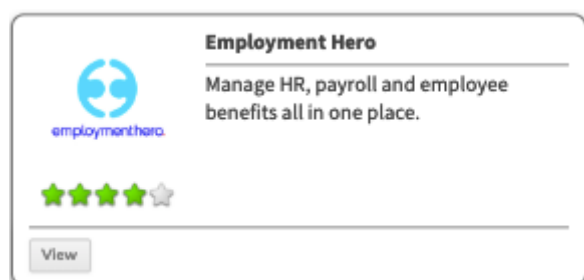
### Ratings



All in all a great HR management tool for leave, employee information management, timesheet capture etc. Nice integration with MYOB. Be aware timesheets don't sync automatically to MYOB. Like the ability for 2 tier authorisations for leave, however would be good if you could see in the management screen that a request has already been partially authorised without having to use the timeline toolbar.

AmandaICB | 07/02/2019

Please [login](#) to rate this listing.



What are the criteria's which must be met to be listed?

- For listing, a solution will need to be relevant to Bookkeepers or their clients
- That they have a Bookkeeper focus on their website
  - ▶ For example, a product which can help your client such as a builder manage their jobs would be relevant, but a product which is specific to accountants such as Income tax lodgement would not
- The pricing model is visible for all to see
  - ▶ The pricing model where applicable will be clear and well articulated, though there might be a good reason to have exceptions to this, on a specific product or offering basis

ICB do not conduct an extensive review of these products only checking to see they meet the above criteria. ICB Approved products which are listed on the ICB website under <https://www.icb.org.au/Approved-Products> are given an extensive review.

## How can you as members assist fellow Bookkeepers?

Visit the Market Place and leave comments on those products you are using

If you are using a product which you believe would be beneficial to others then refer them to the site so they can list. Complementary for the first 12 months



## New ATO Portal training

### ATO Portal Guide – Concise edition

Navigating the ATO Portal might be difficult for newcomers to the portal services. It might even be challenging if you have not used the portal services for some time. The ATO has continued to provide a comprehensive set of resources designed to make navigating the portal more straightforward. We have indexed a number of the important services and changes in service in the ensuing summary sections of the article.

Your system settings need to meet our [Minimum system requirements](#). To quickly check your settings use the [Online services system requirement check](#). The system will time out after 20 minutes of inactivity.

Menu options in this guide reflect the system – they will either be practice or client summary. You will need to navigate between the agent homepage and the client depending on the action you are performing.

### Portal Guide Summary pages

#### ■ Agent Homepage

- ▶ This section of the guide outlines the homepage features and the minimum system requirements for the system, it outlines the use of quicklinks and how to setup your preferences.

#### ■ Search

- ▶ The search feature allows you to search the portal service area of the system

#### ■ MY practice

- ▶ This part of the guide explains how you are able to manage clients in the system, you are able to track lodgement statuses in the system and the guide explains how

#### ■ Reports and forms

- ▶ This part of the guide addresses a number of the key challenges associated with report lodgement

#### ■ Communication

- ▶ This part of the guide outlines all of your communication with the ATO and any correspondence sent to you

#### ■ Payment options

- ▶ To learn about managing payment options and payment plans visit this segment of the guide

#### ■ Client summary

- ▶ Discover how to manage your clients and review client status using this useful part of the guide.

### Other useful parts of the guide

Profile outlines the methods for manage your profile settings, Lodgement assists with general lodgement matters, super is beneficial with super management related matters while business outlines STP, SBCH and GST property credits.

[Click here to access the guide](#)

## ICB Survey Results

The ICB Bookkeeping Survey is the longstanding survey within the booking sector. Thank you for your participation in the survey, it provides valuable insights into our community. Over the next few editions we will be distributing the results of the survey. In this edition we highlight the key demographic data as well as highlighting technology usage and insights.

### ALL ABOUT YOU

#### WHICH STATE/TERRITORY ARE YOU BASED IN?

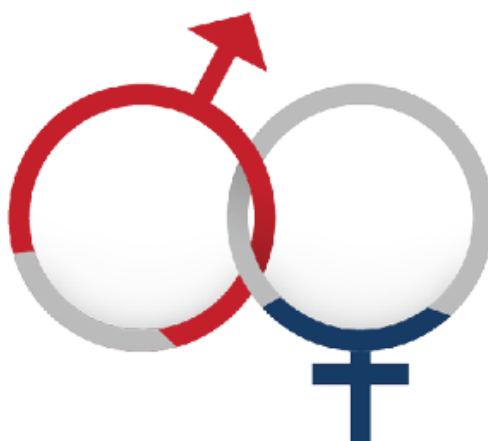


#### ARE YOU BASED WITHIN 100KMS OF A CAPITAL CITY?

YES  
2018 - 70%  
2017 - 75%  
2016 - 79%

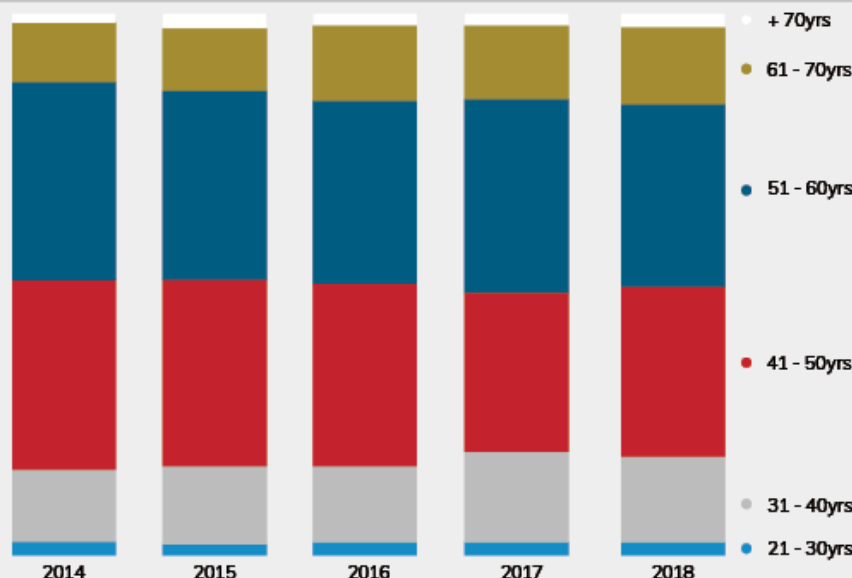


**86% FEMALE**  
Bookkeeping continues to remain a female dominant industry, averaging from 86-87% over the past three years.

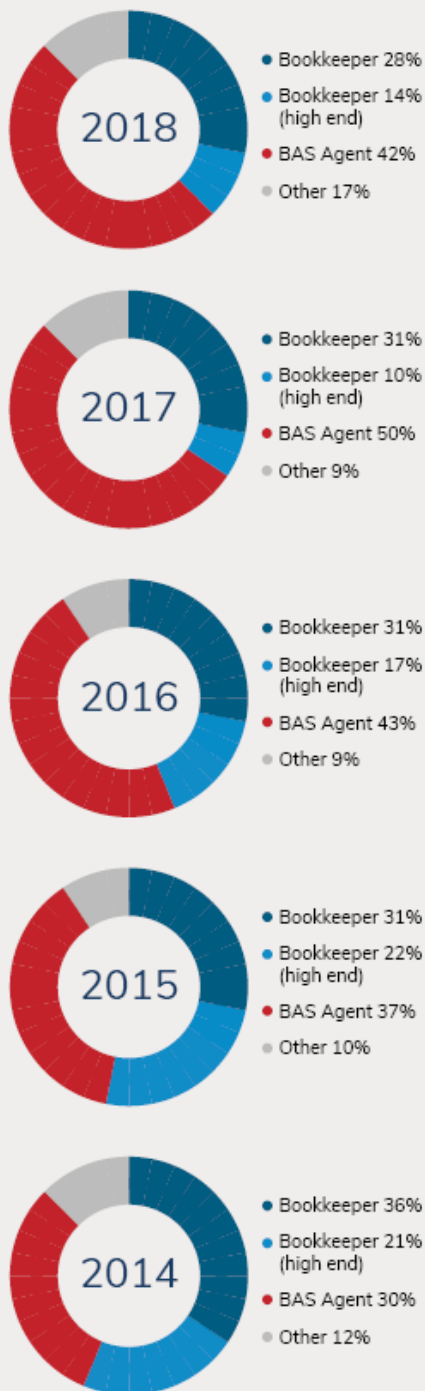


**14% MALE**  
Consistent with the past three years the male demographic continue to average between 13-14%.

**AGE**  
Consistent with previous years we can note the average age bracket for bookkeepers is 50. It is interesting to note however, the average female age sits between 41-60, whereas males show an average of 51-70.

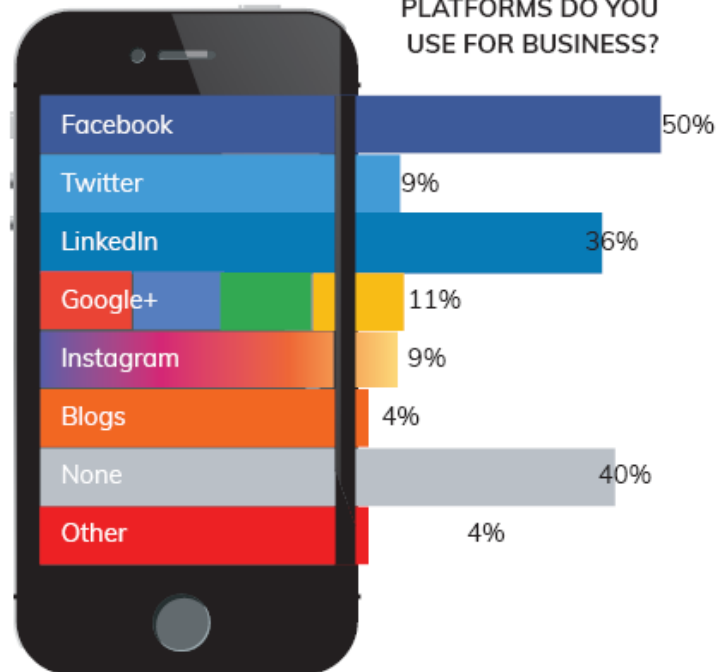


### WHICH OF THE FOLLOWING BEST DESCRIBES YOUR ROLE?

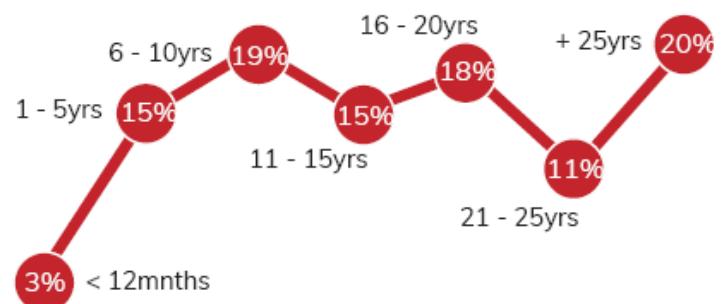


\*Other responses include accountant, administration, management, RTO, student, payroll, business owner and software/solutions company.

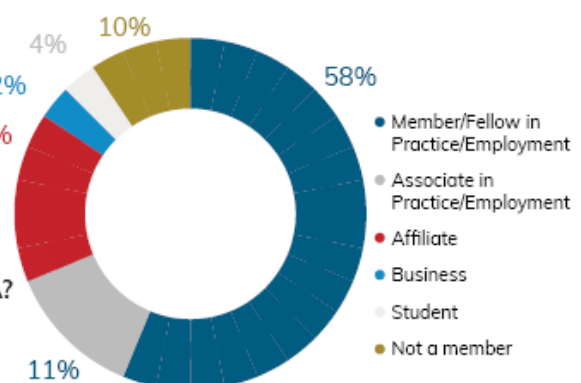
### WHAT SOCIAL MEDIA PLATFORMS DO YOU USE FOR BUSINESS?



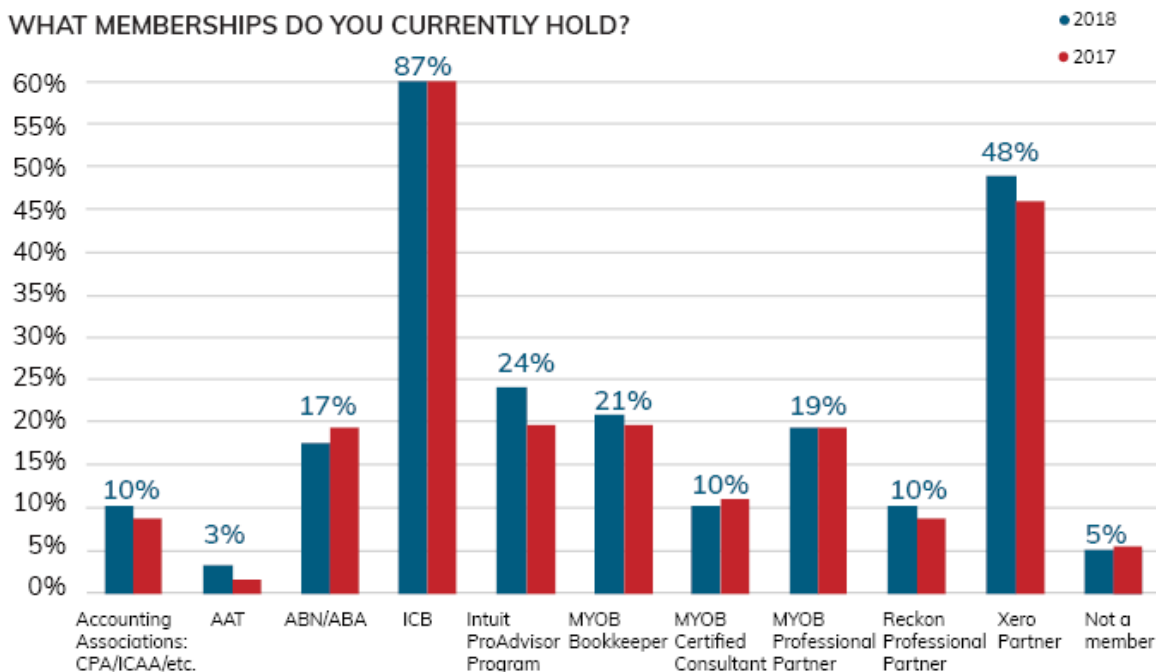
### HOW LONG HAVE YOU BEEN A BOOKKEEPER?



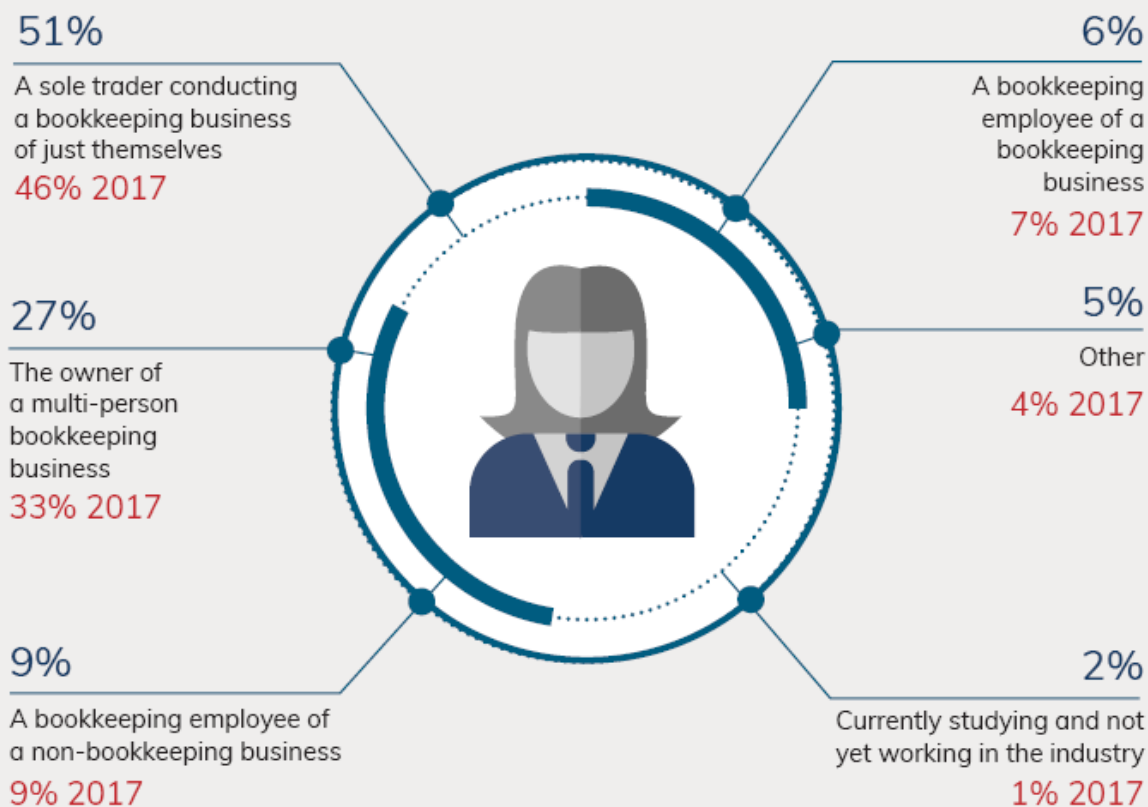
### ARE YOU A MEMBER OF ICB AUSTRALIA?



### WHAT MEMBERSHIPS DO YOU CURRENTLY HOLD?



### WHERE DO YOU FIT IN THE BOOKKEEPING WORLD?



## Best Practice Bookkeeping

### New to Business Essentials

#### Business essentials program access

When you or a client start a new business you will now receive access to the small business essentials learning program. Through the program you will receive a series of modules with a focus on the key challenges faced by businesses in terms of sales, compliance, record keeping and management. You are also able to register directly with the business essentials platform to access the training at your discretion.

Visit the New 2 Business Essentials page by clicking on the link below. It is a worthwhile client resource.

- [N2BE landing page on business.gov.au](#)

**Business**  
*business.gov.au*

## The BAS Agent World

### TPB says CPE audits are to increase

#### The Tax Practitioners Board has advised:

“Following the success of our CPE reviews we are extending the project”

Of approximately 200 CPE records reviewed by the TPB, the vast majority were compliant with the TPB's requirements. Of the remainder:

- ▶ over 30 were sent education letters
- ▶ six **surrendered their registration**; and
- ▶ three were issued with written cautions and **orders to complete their deficient CPE hours**.

We are providing you with advance notice that the review program is being expanded.

#### The Requirement

Our CPE policy requires practitioners to maintain records and evidence of CPE activities completed. We will ensure all tax practitioners comply with the policy and maintain the knowledge and skills relevant to the services they provide. Failure to comply may lead to a formal investigation that could result in an administrative sanction.

It is important to remember that if a member of a [recognised professional association](#) is compliant with the association's CPE requirements, it will be accepted as meeting our CPE requirements, subject to the CPE activities:

- being relevant to the tax agent services you provide
- being provided by persons or organisations with suitable qualifications and/or practical experience in the subject area
- meeting our minimum amount of CPE hours as mentioned above.

#### NOTE: TPB Webinar explaining their CPE expectations

Learn about relevant continuing professional education (CPE) activities, how to record them, extenuating circumstances, and complying with your CPE obligations. We'll also share the latest outcomes from our CPE reviews.

Tuesday 12th, 11am AEDT  
[Information on TPB website](#)

## What you need to check

ICB Comment: Note the emphasis by the TPB

- Must have the records: Use the [ICB CPE Register](#)
- Must achieve 45 hours CPE relevant to being a BAS Agent in each 3 years. The [ICB CPE Program](#) provides CPE opportunities in excess of the requirement.

### Your Plan

- Attend [Network meetings](#)
- Attend our [Annual Conference March 2019 – Register Now](#)
- Attend our [End of Year or November Payroll Workshops](#)
- Participate in [ICB Online Webinars](#)
  - ▶ [\(including Library of past online Webinar training\)](#)
- Participate in [ICB Online Network Meetings](#)
- Attend [TPB Webinars](#)
  - ▶ [\(including Library of past online network meetings\)](#)
- Attend [ATO Open Forums](#)
- Attend [ATO online Webcasts \(Library of past webcasts available\)](#)
- Attend or participate in Software company training
  - ▶ [MYOB](#)
  - ▶ [Reckon](#)
  - ▶ [Intuit QBO](#)
  - ▶ [Xero](#)

**Note:** The ICB Webinars and Network Meetings are included in ICB Membership fees. Members receive special pricing for Conferences and Workshops

Prove that you are competent

ICB [Annual Skill Review](#) – checking that you are current and competent

ICB [Specialist Skill accreditations](#) – HR Intermediary, Payroll, TPAR, Software

If you aren't a yet an ICB member, [apply for ICB Membership here](#)

## Tax Governance (ATO updated docs)

Source: [ATO – Tax risk management and governance review guide](#)

## Tax risk management and governance review guide

Tax risk is the risk that companies may be paying or accounting for an incorrect amount of tax (including both income and indirect taxes), or that the tax positions a company adopts are out of step with the tax risk appetite that the directors have authorised or believe is prudent.



We have embraced the increasingly global view that tax risk management should be a part of good corporate governance. The presence and testing of a tax internal control framework are an integral part of the risk-assessment protocols used by tax authorities.

This guide sets out principles for board-level and managerial-level responsibilities, with examples of evidence that entities can provide to demonstrate the design and operational effectiveness of their control framework for tax risk.

It was developed primarily for large and complex corporations, tax consolidated groups and foreign multinational corporations conducting business in Australia. The principles outlined can be applied to a corporation of any size if tailored appropriately. When appropriate we assess the tax governance processes of large business entities that we have under review. However the aim of this guide is to help you understand what we believe better tax corporate governance practices look like, so you can:

- develop or improve your own tax governance and internal control framework
- test the robustness of the design of your framework against our best practice benchmarks
- understand how to demonstrate the operational effectiveness of your key internal controls to your stakeholders, including the ATO.




In order to provide a 'whole of tax' best practice framework, this guide has been updated in January 2018 to include excise and indirect taxes including GST, luxury car tax (LCT), wine equalisation tax (WET), as well as to 'fuel tax' entitlements (FTCs) and obligations arising under the *Fuel Tax Act 2006* in addition to the original income tax guidance.

**For directors:**

Director's summary is an overview of your responsibilities for tax risk management and governance

## Continued Professional Education

### Continuing Professional Education

ICB Events and Webinars	Classroom	Online
<p>ICB 2019 Conference Multi-Locations, Multi-Dates</p> <p>ICB Technical Webinar - Subcontractors Online, 26th March, 2019</p> <p>ICB Members Meeting via Webinar Online, 11th April, 2019</p> <p>ICB Technical Webinar - Preparing for End Of Year 2019 Online, 11th April, 2019</p> <p>ICB Technical Webinar - Everything TPRS/TPAR and Reckon Online, 15th April, 2019</p> <p>ICB Technical Webinar - Everything TPRS/TPAR and MYOB Online, 16th April, 2019</p> <p>ICB Technical Webinar - Everything TPRS/TPAR and Intuit Online, 17th April, 2019</p> <p>ICB Technical Webinar - Payroll Allowance and EOY 2019 Online, 2nd May, 2019</p> <p>ICB Technical Webinar - Payroll Entitlements and EOY 2019 Online, 7th May, 2019</p> <p><b>Note:</b> Webinars are recorded and available for members to listen to in your own time in the <a href="#">ICB Webinar Library</a></p> 		<p>ATO - Single Touch Payroll Webinar Series Online, Multi-Dates</p> 



# ICB Network Meetings

## Upcoming Network Meetings

Webinars				
Online 8th March, 2019	Online 18th March, 2019			
ACT				
Canberra - Northside 18th March, 2019	Canberra - Phillip 12th March, 2019			
NSW				
Albury 15th March, 2019	Ballina 12th April, 2019	Balmain 11th March, 2019	Bathurst 9th April, 2019	Bellingen 19th March, 2019
Belrose 11th April, 2019	Blue Mountains 20th March, 2019	Brookvale 8th April, 2019	Central Coast 13th March, 2019	Dubbo 18th March, 2019
Hawkesbury Region 25th March, 2019	Hills Districts 3rd April, 2019	Hornsby 7th March, 2019	Lower North Shore 18th March, 2019	Moorebank 3rd April, 2019
Newcastle 15th April, 2019	Newport 9th April, 2019	Orange 15th March, 2019	Port Macquarie 12th March, 2019	Randwick - Bondi 13th March, 2019
Shoalhaven 8th April, 2019	Southern Highlands 11th March, 2019	Sutherland 20th March, 2019	Tweed Coast 20th March, 2019	Wagga Wagga TBC, 2019
Wollongong 21st February, 2019				
NT				
Darwin 11th March, 2019				
Queensland				
Atherton Tablelands 19th March, 2019	Brisbane Central 21st March, 2019	Brisbane North 19th March, 2019	Brisbane South 19th March, 2019	Bundaberg 9th April, 2019
Burpengary 20th March, 2019	Cairns 22nd March, 2019	Dalby 28th February, 2019	Gold Coast - AM 9th April, 2019	Gold Coast - PM 9th April, 2019
Hervey Bay 19th March, 2019	Ipswich 9th April, 2019	Logan 20th March, 2019	Moreton Bay 19th March, 2019	North Sunshine Coast 8th March, 2019
Port Douglas 8th March, 2019	South Sunshine Coast 14th March, 2019	Toowoomba 8th March, 2019	Townsville 8th March, 2019	
South Australia				
Adelaide West 15th March, 2019	Mt Barker TBC, 2019	Para Hills 13th March, 2019	South Adelaide 7th March, 2019	Unley 21st March, 2019
Tasmania				
Hobart 22nd March, 2019	Launceston 14th March, 2019			
Victoria				
Bulleen 9th April, 2019	Burwood 6th March, 2019	Chadstone 18th March, 2019	Cobram 7th March, 2019	Docklands 12th April, 2019
Echuca 22nd March, 2019	Frankston 14th March, 2019	Geelong 19th March, 2019	Greenvale 12th March, 2019	Macedon Ranges 16th April, 2019
Mordialloc TBC, 2019	Mornington 22nd March, 2019	Mt Waverley 5th March, 2019	Narre Warren 12th March, 2019	Northcote 21st March, 2019
Ringwood 18th April, 2019	Sale 8th March, 2019	Warragul 18th March, 2019	Wyndham 8th March, 2019	Yarra Valley 8th March, 2019
Western Australia				
Balcatta 18th March, 2019	Broome 22nd March, 2019	Bunbury 26th March, 2019	Busselton 5th April, 2019	Cockburn Central 20th February, 2019
Geraldton 8th March, 2019	Joondalup 12th March, 2019	Mandurah 25th March, 2019	Melville 13th March, 2019	Midland 13th March, 2019
Welshpool 19th March, 2019				

## February 2019 Question of the Month: BAS agents and whistleblower provisions

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

Are BAS agents covered by the whistleblower provisions?



Let us know your thoughts here

## January 2019 Answer of the Month: Super and portable LSL

### Last Month we Asked You:

Who makes superannuation payments to an employee upon the employee taking leave from a portable LSL Fund?

### ICB's Response:

No one is required to do so, unless the employer chooses to do so at their discretion.

## From the ICB

### Member Benefit of the Month: eBriefs

Do you share the ebrief with clients? The ebrief is designed with sharing in mind. The modern economy is built upon sharing and knowledge distribution and sharing the ebrief is a great way to build goodwill. Make it part of your communications strategy, consider writing an article and then consider sharing the article with the ebrief, highlighting your expertise and your affiliation. A simple way to get started would be to create a mailing list including your clients and prospective clients on the list, then use the editable ebrief as your resource for distribution adding your own tips and advice. Consider adding a brief note to the start of the document to add a more personal introduction to the included items. It is a great way to build your brand

## What's New this Month from ICB

New and updated resources for February 2019

- Workers Compensation
- Wine Industry and WET (Wine Equalisation Tax)
- Taxable Payments Reporting System (TPRS)
- Long Service Leave



## Other news for February 2019

- [TPB Welcomes New Chair and Board Appointments](#)
- [Connecting Software to the ATO for STP](#)
- [Free ACNC Webinar - Honorariums](#)

[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

### Receipt Bank Exchange

***Don't miss out on attending Receipt Bank Exchange in Port Douglas***



Our very special retreat, Receipt Bank Exchange, happening 3rd to 5th April, is fast approaching! Hurry don't miss out!

Receipt Bank Exchange will be an experience like no other: stimulating sessions, exclusive networking and after all of that, jaw-dropping trips in an otherworldly setting: weâ€™re thinking snorkelling, whale-watching and sunset cruises.

Don't miss out. [Learn More](#)

## 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 2 March 10.00pm AEDT	Sunday 3 March 10.00am AEDT
Saturday 6 April 10.00pm AEDT	Sunday 7 April 10.00am AEST
Saturday 4 May 9.00pm AEST	Sunday 5 May 9.00am AEST
Saturday 1 June 9.00pm AEST	Sunday 2 June 9.00am AEST
Saturday 3 August 10.00pm AEST	Sunday 4 August 10.00am AEST
Saturday 7 September 10.00pm AEST	Sunday 8 September 10.00am AEST
Saturday 5 October 10.00pm AEST	Sunday 6 October 10.00am AEDT
Saturday 2 November 10.00pm AEDT	Sunday 3 November 10.00am AEDT
Saturday 7 December 10.00pm AEDT	Sunday 8 December 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

**5,920 Members** at 31 January 2019

4,052 Members maintain Fellow, Member, Associate, Affiliate and Educator Membership.

ICB also has 12 Accredited Training Provider Members and 1,856 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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