

Institute of Certified Bookkeepers

Making you Count

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Bookkeepers helping Bookkeepers helping Business

April 2019

Welcome to ICB's April 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

- ICB 2019 End of Year Workshops – Early Bird Price Closing Soon

Best Practice Bookkeeping

- What is the PPSR?
- Why Use the PPSR
- How to Use the PPSR
- Moving Employment Status
- Cashing Out Leave

The BAS Agent World

- ATO Use of Data and Analytics
- ATO advise STP FAQs

Continued Professional Education

- New Fair Work platform – Online Training Courses

Other Things Happening in the World

- TPB Consultative Forum Report
- Reasons you might not have to pay a debt
- BASAAG key messages March meeting
- Fashion start-up penalised over unpaid internship

From the ICB

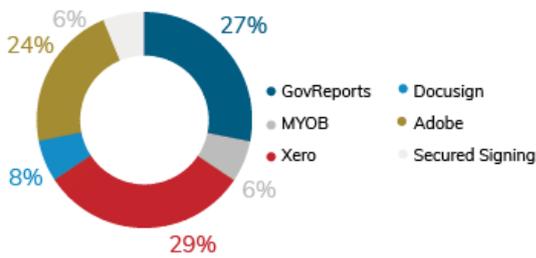
- April 2019 eBrief for your Clients and Business

Important News

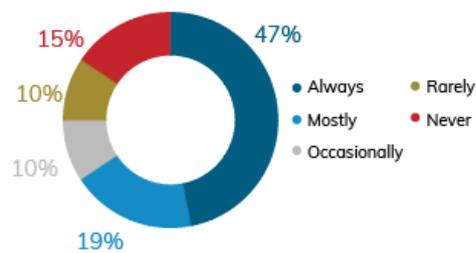
ICB Survey Results

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.

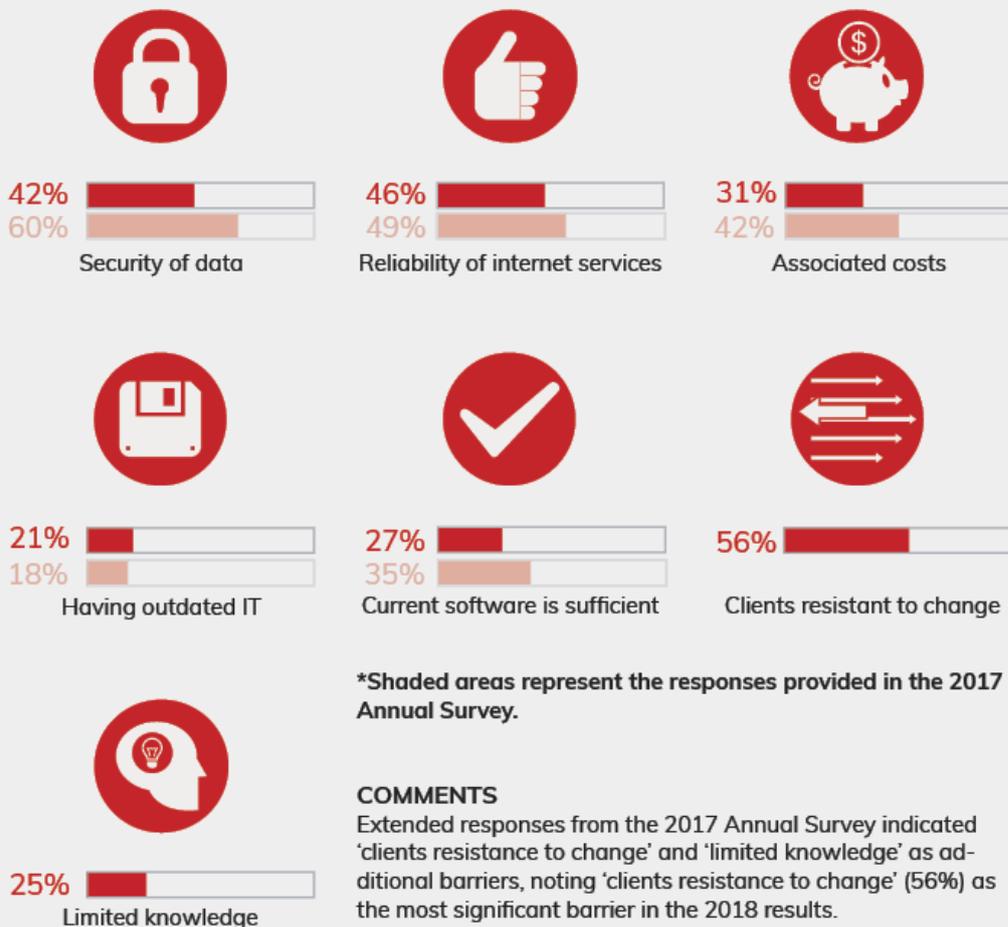
WHAT PRODUCT DO YOU USE TO OBTAIN DIGITAL SIGNATURES FROM YOUR CLIENTS?



HOW OFTEN DO YOU USE AN ENGAGEMENT LETTER?



WHAT ARE THE PERCEIVED BARRIERS TO ALLOWING YOUR CLIENTS ACCOUNTING DATA ONLINE?

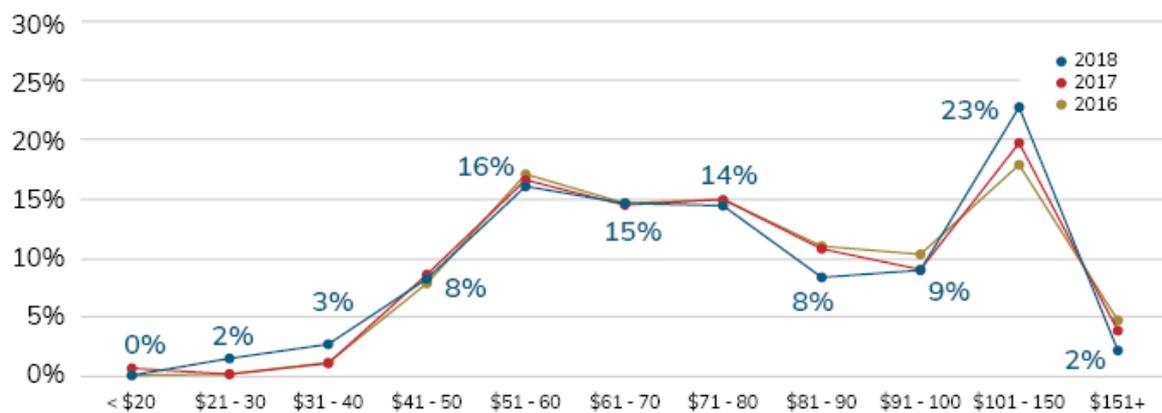


YOUR PROFESSIONAL PRACTICES

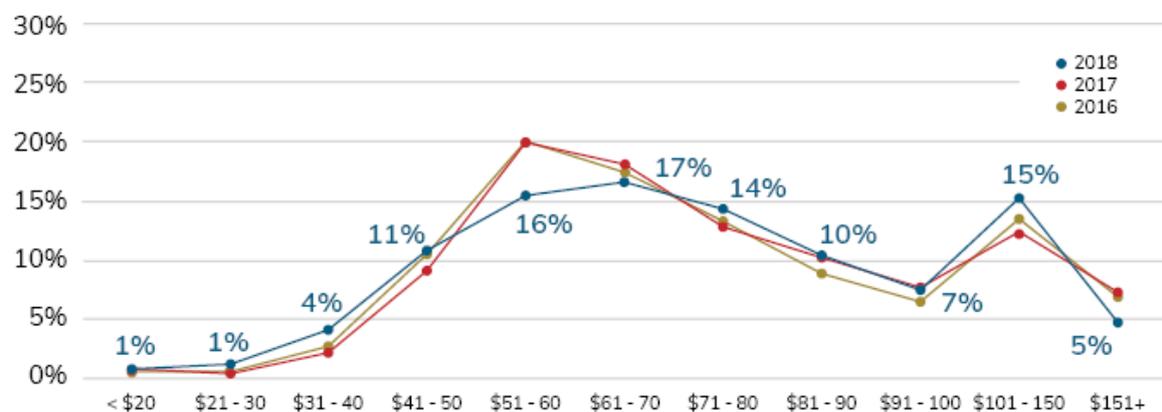
WHAT FEES DO YOU CHARGE FOR YOUR 'BOOKKEEPING' SERVICES?



WHAT FEES DO YOU CHARGE FOR YOUR 'HIGH-END/CONSULTING' SERVICES?



WHAT FEES DO YOU CHARGE FOR YOUR 'BAS' SERVICES?



Change to Elected Directors

Subsequent to the election process, **Melanie Power** has advised that she is unable to accept the position as a Director. Her work commitments have 'exploded' over the last few weeks since the process and Mel has advised that she believes it best to avoid future problems in allocation of time and her ability to give the position of Director the attention that members deserve.

Accordingly we have sought advice including from our external scrutineer who have advised it is appropriate that the next candidate be considered elected as a Director of ICB. This is consistent with the constitution, corporations law and the process whereby the appointment of the elected directors is to be confirmed at the first meeting to be held next week.

Our Auditor, who was the scrutineer for the Election, has provided [notification](#) in relation to the appointment of a replacement Director, and has advised that **Mr Rob Marshall is so elected.**

Congratulations to Rob, who has accepted the delayed result.

Rob joins the Board of

- Melissa Foote
- Roslyn Van Welie
- Leanne Berry
- John Birse
- Matthew Addison
- Rob Marshall

and Amanda Linton appointed as a Director by the Constitution in her role as CEO

The concept tabled at the ICB Conferences around the country concerning the establishment of a Regional Advisory Board has been discussed at the recent Directors meeting, and work has commenced in relation to its establishment.

If anyone should have any question or concerns in relation to this appointment I would encourage you to contact our internal Governance Officer Celina McAlister at celina@icb.org.au

ICB and the ATO on Single Touch Payroll – Webinar series

ICB & the ATO present STP Solutions

The ATO will join with ICB to present to ICB members the current information and training required around the implementation of Single Touch Payroll (STP).

A series of interactive webinars to provide the current news from ATO, the problems and how to fix them, what the ATO is seeing. We will include what is happening as we implement the solutions.

Monday 29th April at 2pm – **John Shepherd (Assistant Commissioner) & Matthew Addison.**

All things STP with an emphasis on Implementing STP for all (including small) employers

The April 2019 update from the ATO

[View in the ICB Webinars Library](#)

Monday 20th May at 2pm – **Michael Karavas (Director STP Design) & Matthew Addison**

All things STP with an emphasis on End of year expectations and processes

The May 2019 Update from the ATO

[Register Here](#)

Monday 17th June 2pm – **Angela Lehmann (Assist Director STP) & Matthew Addison**

An employers and their Agents responsibilities for STP - lets review

The June 2019 Update from the ATO

[Register Here](#)

22nd July 2pm – **Chontelle Weyman (Assist Director STP) & Matthew Addison**

What the ATO is doing with STP data

The July update

[Register Here](#)

26th August 2pm – **John Shepherd (Assistant Commissioner) & Matthew Addison**

Now that STP is done and dusted what is the ATO way forward

The August (post end of year) update from the ATO

[Register Here](#)

Best Practice Bookkeeping

PPSR Overview

Personal Property Securities Register

Many people think that the PPSR is not relevant to them. However, it is relevant to most Australian businesses. Do your clients;

- Sell goods on retention of title terms?
- Hire, rent or lease out goods?
- Buy or sell valuable second-hand goods or assets?
- Want to raise finance using stock or other assets as collateral?
- Work as an adviser to clients who conduct these activities?

In 2012 a new law, which also established a new national register, was introduced which affects anyone who answered 'yes' to any of these questions. That's a significant proportion of Australian business.

Why do I need to do things differently?

The law has changed and that may mean changes in the way you operate. The national register has also replaced a range of Commonwealth, state and territory registers – such as vehicle security registers like REVS and the ASIC Register of Company Charges.

The following articles are intended to help you and your clients who may not be familiar with the practical implications of this law. It also explains how you might benefit from using the national online system – the Personal Property Securities Register, also known as the PPSR.

The BAS Agent World

ATO Approach to Business – Their Strategy

Help for small business

The ATO are committed to making it as easy as possible for all small businesses to understand and meet their tax obligations.

The ATO have an extensive and dedicated focus on:

- education, prevention and support
- delivering new tools to make things easier
- providing personalised information
- providing customised support for small business when they need it.

The ATO are transforming their culture to focus on client service and early intervention, to improve the experience of small businesses when dealing with them.

Using technology to enhance interactions

Sole traders can access ATO online services through their myGov account or voice authentication on any device to:

- manage activity statements and PAYG instalments
- manage accounts
- make payment arrangements and more.

Sole traders can also use myGov to lodge their tax return. Businesses with an AUSkey or a linked myGov account that use Manage ABN Connections, can access the Business Portal to:

- prepare and lodge activity statements and annual reports
- manage accounts
- update registration details.

The ATO app

Small business owners with simple tax affairs can use the ATO app to:

- manage tax obligations
- set reminders for key dates
- keep track of business income and expenses using the myDeductions tool
- compare performance against similar businesses with the Business Performance Check.

The app – already downloaded over 1.8 million times – includes a range of easy-to-use online tools, such as the tax withheld calculator and ABN Lookup.

Support when and how you need it

The ATO are there to help. They offer free and tailored support services to keep small businesses on track or help them get back on track. The ATO have also rolled out training for their frontline staff to assist them to better understand clients who are struggling with mental health issues or unexpected life circumstances.

As well as the information, services and tools the ATO provide to assist running a small business, they also focus on early engagement and support for those who need extra help to understand their obligations, increase their confidence and build judgment to be a successful and viable small business.

The ATO take an evidence-based approach and work with small businesses and their intermediaries. The ATO deliver face-to-face workshops and webinars to small business. They show small businesses how to engage with the ATO digitally and use their digital offer to help build their cash flow, business management, tax and super understanding. Workshop topics include tax essentials, record keeping, planning your regular financial commitments and employer essentials, while webinar topics may be narrower in focus.

The ATO strategy indicates that they are deeply committed to improving tax administration for practitioners and this is genuinely pleasing for the BAS agent and Bookkeeping community.

The ATO Confirms That They Have Changed

The ATO story

The ATO have changed. They have embraced technology and the digital world and changed how they interact with taxpayers.

The ATO's digital approach is driven by a clear focus on continuous improvement to their tax and super system. They now offer one of the most advanced online tax service environments in the world.

The ATO know that if you have trust and confidence in them, you are more likely to willingly comply with your tax obligations.

In his keynote address to the Tax Institute's 33rd National Convention (15 March 2018), the ATO Commissioner Chris Jordan, AO spoke about the need for balance, pragmatism, respect and empathy for taxpayers and their representatives.

“Taking money from people and businesses is not always welcomed, and at times we have to be very firm and resolute in our actions, so the majority knows we are acting in their interests to ensure everyone is paying the right amount,” Mr Jordan said.

He added “I do not underestimate how important it is that people have trust and confidence in me and the ATO.”

Creating a better experience for their clients is at the heart of everything they do. The ATO are making it easy for you to meet your tax obligations by being streamlined, integrated and data-driven. By focusing on digital, they can design the right client experiences, and further encourage voluntary tax compliance.

The ATO are a highly-regarded tax administrator. Australia is one of the most tax compliant members of the Organisation for Economic Co-operation and Development with one of the lowest corporate tax gaps.

What has changed?

Most Australians know that their quality of life depends on paying the right amount of tax. We all want good schools, modern hospitals and first-class universities. All of these services, and many others, are paid for by the taxpayer.

The ATO's goal is to make it easy to comply and hard not to. Collecting the right amount of tax up front is the most efficient way to operate a tax system, reducing the cost to the taxpayer.

The ATO are making a significant investment in digital services, data, and embracing new technology to make it easier for you.

People expect to have their questions answered and do business 24/7 – and the ATO have evolved to meet those needs.

Transferring almost all of their systems to a digital platform delivers the kind of experience Australia's taxpayers want. Over 6.7 million individuals now interact with the ATO online, whether it's on social media or the web.

The ATO work with reliable digital services, ensuring their IT providers, outsourced functions, digital service providers and other suppliers achieve excellence, efficiency and security.

It's all about building trust and confidence in the ATO – they help people get it right while ensuring those who cheat the system are caught.

What remains the same?

The ATO's vision, mission and values are the same. They are focussed on improving the client and staff experience and fostering a culture of service. The ATO want to get involved early and prevent mistakes, rather than trying to fix things afterwards.

They continue to help people who can't access digital services and help those who need it.

The ATO are building on what's important

Every interaction is important to the ATO. They focus on doing the basics brilliantly. The ATO will continue to declutter their processes and take action when they see something isn't right.

The ATO understand that, to build a system people can trust, they need to:

- encourage people to do the right thing and engage with them early if something could be a problem
- deal effectively with individuals and businesses that don't play fair.

The ATO are ready for the challenges and opportunities the future will bring.

Our long-term view

Five years ago, the ATO began reinventing themselves, and are still working hard to create a better tax and superannuation system. Their plan to 2024 is a clear vision for future Australia, which guides and gives direction for where they need to be and how they will get there.

The ATO want to be seen as a world class, service-oriented business that works with their clients to achieve the best results

ATO Approach to Tax Professionals

Working with tax professionals

The ATO is committed to making it as easy as possible for tax professionals to work with them and help their clients. Last year, 74% of individuals and 95% of businesses lodged their tax returns through a tax professional.

The ATO's message to individuals and businesses is clear and promotes choice – either self-prepare or use a registered agent.

The ATO has a dedicated focus on:

- providing tax professionals with the right information when they need it
- maintaining and enhancing our relationship with tax professionals.

Working with you and your profession

Support for tax professionals includes:

- face-to-face open forums
- livestream webcasts
- weekly newsletters
- social media channels
- providing speakers for events and discussion groups.

This year, over 350 tax professionals have been consulted on more than 20 different matters including:

- Single Touch Payroll
- the future of the tax profession
- the financial planner experience
- real time analytics for tax practitioners
- communication preference.

Consultation

There are two main consultation groups that include members from the professional associations and individual agents – the Tax Practitioner Stewardship Group and the BAS Agent Association Group. These groups meet three to four times a year.

The ATO delivers 45 open forums every year across the country. These forums provide you with an opportunity to raise questions and have open discussions about their latest updates and changes. The forum's current focus is Single Touch Payroll and online services for agents, including the practitioner lodgement service (PLS).

The ATO's public advice and guidance community on [Let's Talk](#) hosts collaborative discussions with tax and legal professionals to provide feedback and share ideas. This feedback helps shape advice and guidance solutions on issues important to the tax community and helps us ensure existing products work.

The ATO encourages tax professionals to regularly visit [Let's Talk](#) and the consultation pages on their website for current consultations and how they can help.

Continued Professional Education

Continued Professional Education

ICB Events and Webinars	Classroom	Online
<p>ICB 2019 End of Year Workshops Multi-Locations, Workshop, Multi-Dates</p> <p>STP Discussions with ICB and ATO - Part 1 Online, Webinar, 29th April, 2019</p> <p>ICB Technical Webinar - Payroll Allowance and EOY 2019 Online, Webinar, 2nd May, 2019</p> <p>ICB Technical Webinar - Payroll Entitlements and EOY 2019 Online, Webinar, 7th May, 2019</p> <p>ICB Technical Webinar - Payroll Tax and EOY 2019 Online, Webinar, 16th May, 2019</p> <p>STP Discussions with ICB and ATO - Part 2 Online, Webinar, 20th May, 2019</p> <p>STP Discussions with ICB and ATO - Part 3 Online, Webinar, 17th June, 2019</p> <p>STP Discussions with ICB and ATO - Part 4 Online, Webinar, 22nd July, 2019</p> <p>STP Discussions with ICB and ATO - Part 5 Online, Webinar, 26th August, 2019</p>		<p>Reckon Webinar - Product Suite & STP for Bookkeepers Online, Webinar, Multi-Dates</p> <p>ATO Webinar - GST at Settlement Online, Webinar, 8th May, 2019</p> <p>ACNC Webinar - Charity Tax Concessions - A Joint ACNC/ATO Webinar Online, Webinar, 22nd May, 2019</p> <p>The Career Academy - Xero Courses Online, Webinar, Self-Paced</p> <p>The Career Academy - MYOB Courses Online, Webinar, Self-Paced</p> <p>The Career Academy - Reckon One Course Online, Webinar, Self-Paced</p> <p>The Career Academy - QuickBooks Course Online, Webinar, Self-Paced</p> <p>Intuit Quickbooks - Self-Paced Training Online, Webinar, Self-Paced</p>

Note: Webinars are recorded and available for members to listen to in your own time in the ICB Webinar Library



ICB Network Meetings

Upcoming Network Meetings

Webinars

Online
10th May, 2019

Online
13th May, 2019

ACT

Canberra -
Northside
13th May, 2019

Canberra - Phillip
14th May, 2019

NSW

Albury
10th May, 2019

Ballina
14th June, 2019

Balmain
13th May, 2019

Batemans Bay
3rd June, 2019

Bathurst
14th May, 2019

Bellingen
21st May, 2019

Belrose
13th June, 2019

Blue Mountains
15th May, 2019

Brookvale
17th June, 2019

Central Coast
15th May, 2019

Dubbo
17th June, 2019

Hawkesbury
Region
27th May, 2019

Hills Districts
8th May, 2019

Hornsby
9th May, 2019

Lower North
Shore
20th May, 2019

Moorebank
1st May, 2019

Newcastle
20th May, 2019

Newport
18th June, 2019

Orange
3rd May, 2019

Port Macquarie
14th May, 2019

Randwick - Bondi
8th May, 2019

Shoalhaven
3rd June, 2019

Southern
Highlands
13th May, 2019

Sutherland
22nd May, 2019

Tweed Coast
8th May, 2019

Wagga Wagga TBC, 2019	Wollongong 10th April, 2019			
NT				
Darwin 13th May, 2019				
Queensland				
Atherton Tablelands 22nd May, 2019	Brisbane Central 23rd May, 2019	Brisbane North 21st May, 2019	Brisbane South 21st May, 2019	Bundaberg 11th June, 2019
Burpengary 22nd May, 2019	Cairns 17th May, 2019	Dalby 26th April, 2019	Gold Coast - AM 14th May, 2019	Gold Coast - PM 14th May, 2019
Hervey Bay 21st May, 2019	Ipswich 14th May, 2019	Logan 15th May, 2019	Moreton Bay 14th May, 2019	North Sunshine Coast 10th May, 2019
Port Douglas 10th May, 2019	South Sunshine Coast 9th May, 2019	Toowoomba 10th May, 2019	Townsville 10th May, 2019	
South Australia				
Adelaide West 17th May, 2019	Mt Barker TBC, 2019	Para Hills 15th May, 2019	South Adelaide 9th May, 2019	Unley 16th May, 2019
Tasmania				
Hobart 31st May, 2019	Launceston 16th May, 2019			
Victoria				
Ballarat 13th May, 2019	Bulleen 11th June, 2019	Burwood 1st May, 2019	Chadstone 13th May, 2019	Cobram 2nd May, 2019
Docklands 5th July, 2019	Echuca 24th May, 2019	Frankston 9th May, 2019	Geelong 21st May, 2019	Greenvale 14th May, 2019
Macedon Ranges 18th June, 2019	Mildura 20th May, 2019	Mordialloc TBC, 2019	Mornington 24th May, 2019	Mt Waverley 7th May, 2019
Narre Warren 14th May, 2019	Ringwood 16th May, 2019	Sale 17th May, 2019	Thornbury 23rd May, 2019	Warragul 20th May, 2019

Wyndham 10th May, 2019	Yarra Valley 10th May, 2019			
Western Australia				
Balcatta 24th May, 2019	Broome 10th May, 2019	Bunbury 11th June, 2019	Busselton 10th May, 2019	Cockburn Central 22nd May, 2019
Geraldton 10th May, 2019	Joondalup 14th May, 2019	Mandurah 27th May, 2019	Melville 8th May, 2019	Midland 8th May, 2019
Northam 6th May, 2019	Welshpool 21st May, 2019			

April 2019 Question of the Month: Claiming GST if not included in purchase price

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

Are you able to claim GST for the purchase of goods even if the price you paid did not include GST?



Let us know your thoughts here

March 2019 Answer of the Month: Personal property securities register

Last Month we Asked You:

Do bookkeepers need to use the personal property securities register?

ICB's Response:

There are many occasions when a bookkeeper might be asked to register a interest on the PPSR, like when selling goods on consignment, if an insolvency event occurs, like the purchaser going into liquidation, then your goods might be used to pay secured creditors first, rather than paying you.

Check our our new PPSR resources in this edition to learn more.

Other Things Happening in the World

Protecting your IP

Source: *IP Australia – Protecting your IP*

Here are ten tips to help you protect your intellectual property (IP) and get your IP strategy right.



Australian Government
IP Australia

1. Identify your IP

Your new business may have a wealth of IP. From the name on your door, to an innovative new process, there will be things that differentiate you from your competitors. As your business grows, so too will the importance of these intangible assets.

2. Understand your options

Understand the [different types of IP](#) and the advantages of each one. Patents protect inventions, design registration protects their look. A registered trade mark protects brand names, logos, original sounds and scents, and even aspects of packaging.

For example, young Australian motocross bike innovator [Brad Smith decided not to apply for design IP](#) on his superlite bikes. For those new to IP strategy, this may have seemed like a risky proposition.

But Brad stuck to his guns. He believed it made more business sense to build up his company's reputation and therefore apply for a trade mark over his Braaap logo, than pay extra money for a design IP, which he believed would face constant and expensive challenges from IP trolling.

It seems to have worked. Braaap bikes have gone from a single outlet in Tasmania to exporting overseas.

3. Keep it confidential

Keep your idea confidential until it is protected. If you're talking to others about your idea, use a non-disclosure agreement (NDA) to prevent them from disclosing your idea without permission. Check out our [IP Contract Generator](#) for help preparing an NDA.

If you are interested in obtaining a patent or design, you need to safeguard and maintain secrecy until you have filed your application. You may determine that keeping your invention a secret is better than applying for a patent and having to disclose the invention's details. Protection in this manner is known as a trade secret.

For example, the drink formula for Coca-Cola has remained a trade secret for generations. There is no patent protection, and therefore no onus on the company to publicly disclose the recipe. Nor is there a limit of 20 years to its protection. Trade secrets work best where the product is difficult to reverse engineer or replicate, and the knowledge can be protected with confidentiality agreements.

4. Protect your idea or brand by registering it

Protect your idea using the IP system to register a patent, trade mark, design or plant breeder's right (PBR). However, make sure you consider the risks and the benefits of registered and unregistered rights.

For example, the two University of Queensland doctors, Ian Frazer and Jian Zhou, who worked for years on Gardasil (a vaccine for strains of the human papillomavirus) took out a provisional patent on their research in early 1991. Three days later they spoke about their research at a conference in the United States. Not long after, a patent was filed in America for very similar research. After a number of court battles, the Australians emerged victorious over the IP, due to the strength and detail in their provisional patent.

5. Be cautious in commercialisation

Where practical, build a model of your invention to help prospective financial backers to visualise your smart idea and its market potential. However, do not let anyone see it without having a confidentiality agreement in place first.

Also, if you have an invention, be careful not to chase money in relation to that invention before lodging an application for patent protection. Commercial use or even an exhibition of the invention before you file a patent application may prevent you from receiving a patent.

6. Track your costs

Keep track of all your development and protection costs to help put a value on your IP and give you an idea of how profitable your venture needs to be to recover costs.

7. Research your market

Research your potential market and understand the likely consumers, buyers, licensees, investors, manufacturers and distributors. This will help you work out your unit cost and should give you a basis to see if your product or service is competitive.

Search the patent, trade mark and design databases to ensure your ideas are new and to avoid infringing the rights of others.

For trade marks, you can use the [Australian trade mark search](#), known as ATMOSS.

For patents, you can use the [Australian patent search](#), known as AusPat.

For designs, you can use the [Australian designs search](#), known as ADDS.

For PBR, you can use [Australian plant breeder's rights search](#).

You should also search for new business opportunities and competitor activities.

8. Get business know-how

To successfully [commercialise your idea](#) you need a variety of business skills. Get educated, and also take advantage of support groups such as inventors' associations, your local business enterprise centre and government agencies for assistance.

9. Work out a commercialisation strategy

There are different ways to make money from IP. You can sell it, license it or make products yourself. It might be more profitable in some cases not to manufacture your idea yourself. You can seek professional advice before entering into contractual agreements with others.

10. Beware of infringement

Keep an eye out for anyone who may [infringe your IP](#). They can erode your market share and poor-quality imitations can quickly ruin your brand's reputation.

You might consider developing an infringement strategy and consider IP insurance. There are sometimes factors which you can't foresee, but you can be forewarned.

For example, the owner of Australian clothes company Stepsam Investments (the group behind Wombat and Harry Potter designs) could not have known that they would [face a court battle from Time Warner](#). This came after a then little-known author JK Rowling chose the same name for her Hogwart's hero, some eight years after the clothes company had started producing Harry Potter clothes.

Agent status at Inland Revenue celebrated by bookkeepers

ICB Members, please find attached a press release issued by the Institute of Certified NZ Bookkeepers in relation to the newly endorsed agent status with Inland Revenue. This is a significant development for the bookkeeping industry in New Zealand, and one that has been lobbied for by our association for number of years.



- [Press Release – IR agent status – March 2019](#)

From the ICB

ICB Benefit of the Month

Do you know that you have access to all recorded webinars through the ICB website, this includes all the soon to be captured STP sessions, as well as the sessions that are held on topics as diverse as Payroll practices, Awards, Best Practice Bookkeeping and sessions on emerging solutions, technology and compliance. If you miss a session why don't you just catch up online, our web player supports your preferred platform, whether its iOS, Android, Windows or Mac, and all modern browsers.

- [ICB Webinars Library](#)

What's New this Month from ICB

New and updated resources for April 2019

- [Casual Loading Offset and Calculation](#)

Other news for April 2019

- [APRA – Residential Mortgage Lending](#)
- [Change to Elected Directors](#)
- [ATO advise STP FAQs](#)
- [ICB seeks TPB info on 72hr response](#)
- [Scam ATO phone calls](#)
- [ICB and the ATO on Single Touch Pay](#)



[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.

April 2019 eBrief for your Clients and Business



The April 2019 Bookkeeping eBrief is now available for you to download.

- [April 2019 Bookkeeping eBrief Newsletter – Customisable](#)
- [April 2019 Bookkeeping eBrief Newsletter – PDF](#)

Back copies are available here.

“The best bookkeepers using the best resources”

From Strategic Partners

Onboarding Clients to Hubdoc

You're ready to onboard your clients to Hubdoc... now what?

Hubdoc is a data capture solution that automatically fetches your clients' bills, receipts, and statements; extracts the key data; then publishes to your accounting software for one-click reconciliation and audit-proofing.



If you're already using Hubdoc at your bookkeeping practice, we want to provide you with the materials you need to help your small business clients be successful using Hubdoc.

Our free Partner Guide provides suggested next steps if you have already:

- [Signed up](#) for your free Hubdoc Partner account
- [Seen a demo](#) of Hubdoc and are familiar with its key features and functionality
- Completed all relevant [Hubdoc education courses](#) (congrats!)

As a result, you are:

- Ready to start bringing clients on to Hubdoc
- Looking for tips/best practices to better communicate the value of Hubdoc to your clients
- In need of resources to help your clients get started on Hubdoc

We're here to help! In our [Partner Guide](#), you'll find a number of tips and materials to assist your clients as they get ramped up on Hubdoc, including how to choose your first few clients to add to Hubdoc, templates for communicating with your clients, and more.

[Click here to access the Partner Guide](#)

If you have any other questions or concerns about Hubdoc, don't hesitate to reach out to our Support Team – support@hubdoc.com.au

QuickBooks Connect

You're invited to QuickBooks Connect in Melbourne on 30 & 31 May, 2019
Intuit is offering an exclusive discount of 40% to members of the ICB.
Simply use the code QBC19ICB at <https://au.quickbooksconnect.com/>



For just \$179 you'll receive:

- A 2-day conference pass
- All meals, snacks and beverages
- Access to the QuickBooks Connect after party
- Swag bag filled with goodies
- Certificate for up to 8 CPD hours

Here is a sneak peek at the breakout sessions especially designed for accountants and bookkeepers:

- Stop the Clock: Use Single Touch Payroll to enter into Value Pricing – Leverage STP and learn practical steps to introduce advisory services into your practice.
- Choose the Right Apps for Clicks, Bricks or Project Businesses – Take a deep dive into the best apps for businesses running online stores, retail stores or projects.
- Beyond Word of Mouth: Winning New Clients Online – The cloud can help. Add online to your marketing mix and win new clients while you sleep.

We've also just announced the following speakers will be sharing their stories on the mainstage and there are more announcements to come:

- Abigail Forsyth, Co-founder of KeepCup
- Michael McQueen, Multi-award Winning Speaker, Trend Forecaster & 6-Time Best-Selling Author
- Ronni Kahn AO, Founder & CEO of OzHarvest
- Stevan Premutico, Founder of Dimmi & me&u.

Any questions? Drop us an email at eventsAUS@intuit.com



MYOB – Single Touch Payroll

STP matters, if clients employ staff, they need to think about it, or empower their bookkeeper to initiate an STP strategy, but this may be daunting for the client and the bookkeeper. MYOB are able to assist with their STP resource collection designed to assist bookkeeping professionals.



- www.myob.com/stpconnect

Clients are not able to defer this issue any longer, even small employers now need to have an STP strategy. It is really daunting for many clients, and even for the bookkeeping community that has to journey with their clients to ensure compliance, and viable reporting outcomes and most importantly happy clients. While it might not be on every client's radar, bookkeepers need to help them realise the importance of this change, arguably one of the most significant since GST. While you might not want to think about it, and are probably tired of us at ICB talking about it, now is the time to review each client's STP strategy. MYOB is here to help, with a dedicated set of STP resources, and an easy to use STP resource site, it is a great way to learn about how to have those challenging STP discussions with clients. To learn more about how to use MYOB solutions to fast track client STP strategies click on the provided link to visit the MYOB STP solution portal.

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 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

Quarterly Major Systems Release

Start time	End time
Friday 21 June 11.30pm AEST	Monday 24 June 7.00am AEST

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

ICB Membership Statistics

6,042 Members at 31 March 2019

4,112 Members maintain Fellow, Member, Associate, Affiliate and Educator Membership.

ICB also has 11 Accredited Training Provider Members and 1,919 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

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

[To unsubscribe from receiving this newsletter, please click here](#)

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