



Institute of Certified Bookkeepers

Making you Count

P: 1300 856 181**F:** 1300 857 393**E:** admin@icb.org.au**W:** www.icb.org.au

Bookkeepers helping Bookkeepers helping Business

January 2020



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Additional Information for Members Only

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

Important News

- 2020 AGM – What Do You Want to Hear About?

Best Practice Bookkeeping

- Can a Bookkeeper be a Recipient of Whistleblower Information?
- When Must You Pay Staff?

The BAS Agent World

- Accountants Have to Behave and So Do We
- Confidentiality – All the Time or ...

Continued Professional Education

- GovReports – Save the Dates for Webinar Series

Other Things Happening in the World

- A Legal Guide to Buying or Selling a Bookkeeping Business

From the ICB

- From the Directors
- Notice of 2020 AGM
- January 2020 eBrief for your Clients and Business

Important News

Who Do You Want to Be in 2020?

The Australian Context

Bookkeeping in Australia remains in a different place than most of the world. Other countries are encouraging all “advisors” – but with an emphasis on accountants – to embrace technology, automate processes, and to start providing advice to the business. There are even voices stating that bookkeeping can be replaced with automation.

They are clearly not speaking to the advisors market in Australia. Bookkeepers provide far more than data entry, and are integral to adding value to business – much more than what can be automated.

Australian bookkeepers have, for some time, been leading businesses to embrace technology and automated processes.

This guide and vision is for the bookkeepers of Australia.

Expectations

What Will Change

The manual creation of accounting data is a thing best left in the past. Government policy does, efficient business expects, and software is increasingly able to; provide a digital environment. Business-to-business, business-to-government, and business-to-consumer transactions *should all be digital*. Every interaction with government should be digitally-based.

We have a connected computerised environment that enables the instant transmission of business information in a digital form. The narrative has changed, and everyone is expecting instant, readable, importable, processable information that just works. Smart, adaptable bookkeepers and their clients will thrive in this new environment.

The expectation of the professional bookkeeper has changed, and will continue to change.

- Be professional
- Use current technology
- Ensure efficient, streamlined, integrated digital business systems
- Provide certainty
- Ensure compliance – note that bookkeepers’ (and others) role in helping business meet their compliance requirements **is not going away**
- Understand, explain, and implement the current requirements

Be at least competent, and definitely up-to-date.

The regulators will be able to watch what you and your clients are doing. They will interact with you in a far more timely manner. The computers are connected; the data is received; the analysis is being performed; and the follow up will occur. Government expects the regulators to level the playing field, and now they have the means.

The ATO is analysing the behaviour of agents. What is the typical behaviour of clients of each agent? What is the error or adjustment rate? Do they have appropriate processes in place? The expectation has developed. The narrative has changed. Non-compliant agents will be detected and followed up.

What Won't Change

Despite what some voices (with vested interests) like to promote, the world imposes compliance requirements on business, and it isn't going away.

Business owners and entrepreneurs aren't necessarily good at compliance, and don't normally want to do it. A business with a good bookkeeper enables greater business success.

The Year Ahead

What Does it Look Like?

- Your own compliance will be monitored, and non-compliance will have repercussions
- myGovID – implement it for you and your clients [[ICB Implementation Pack](#)]
- Single Touch Payroll for all – finalising through STP for the first time [[ICB STP Resources](#)]
- Implementing Annualised Salary record keeping [[Solution kit launched at ICB Conference](#)]
- Superannuation Guarantee Compliance – with or without the Amnesty [[ICB SG Approach plan](#)]
- Taking you and your clients on the Digitisation Journey [[ICB Digitisation of Business](#)]
- Your own Business and Personal Health, Wellbeing and Development [[ICB resources](#)]

Who Do You Want to Be?

1. Ask yourself this: **Who is my ideal client?** What size business? How Many employees? Where could they be located? What software do they use? (because I like to use that software and know how to) How often am I talking to the client about my role, and what I am seeing about their business? (both positive and things to improve) If I was being paid as an employee, how much would I want to be earning? Therefore, what charge rate do I really want to work for? (Use the [ICB Charge rate calculator](#) to do the conversion)

Using all these factors, have a think about clients you should go and get – these factors will help you recognise when that good new client comes along, and also have a think about clients you should go and get rid of before 30 June.

2. **Am I fully compliant?** Are my tax returns for last year lodged? Are all my personal BAS's lodged? Is any tax debt under a payment plan or under control? Are my own workers' compensation forms in (if applicable). Is my PI Insurance current, and have I notified ICB and the TPB this year that I have PI? Have I renewed my BAS Agent registration?
3. Am I set up to be really **efficient and effective?** Is the software I use for my clients improving and making things easier? Have I checked that I have an end of year payroll process documented that works for me and my clients and ensures I won't "forget" things. Same question for general end of year final BAS and datafile to the accountant process. How am I going to lodge BAS's for my clients this year?

4. How am I going to make (easy and fun) money this year? With improvements to technology – to software, to some processes, and even government making some compliance easier – some of the things we do take less time. Fact: You as an informed best practice ICB member do have a commercial advantage over many of your bookkeeping colleagues and competitors. You know the best ways – the efficient or fun ways – to perform your functions. But the debate rages between “being smart and best” and “but it saves too much time so you don’t make as much money”.

Charge for a result.

You have been charging for a result for years... it is just that you have been showing the way you charge as *time by rate* to come up with the answer.

It has cost you time and money to **know** the best way to do things. You have learnt better techniques, and embraced better software, so that you can deliver more effectively. **Charge for it.**

What is the result you provide? Charge for that result.

Your Solution Pack

ICB Resources

- [Strategy Guide for Members](#)
- [Develop a Bookkeeping Business Plan](#)
- [myGovID – Information and Implementation](#)
- [Single Touch Payroll](#)
- [Introduction to Annualised Salary Record Keeping](#)
 - ▶ [\(full solution kit and training launched at ICB Conference\)](#)
- [Superannuation Guarantee Compliance Planning – with or without the Amnesty](#)
- [Digitisation Journey / Digitisation of Business](#)
- [Business and Personal Health and Wellbeing](#)

Bookkeepers Responding to Bushfires

With bushfires sweeping across the country, many of our members and their families are being (or have been) affected by the crisis. Authorities have warned that the fire situation may worsen with the predicted weather conditions, and ICB has received numerous requests for information on where to offer support, and also seek assistance from our members.

- As bookkeepers, how can we best support our clients that have been affected by the fires?
- What resources and support are out there for ICB Members who have been personally affected?
- How can our members help to support each other?

ICB Bookkeepers Helping Each Other

ICB encourages our members to reach out if they need any extra bookkeeping support or assistance (or would like to offer support to fellow members) via your [Network Meetings](#) or the [ICB Discussion & Support Facebook group](#).

Members personally affected by the bushfires can reach out to ICB Member Services on 1300 856 181 or via email to admin@icb.org.au, where our team will be only too happy to support and assist with anything we can.

Strategy for Bookkeepers

The bookkeeper-oriented approach to dealing with your own business, or in advising clients about all things bookkeeping related:

1. **Be safe**, and personal safety is king (see Emotional Support Resources)

At different times in a recovery process, there is logic in evaluating your motivation and your ability to re-establish a business. There is also logic in the concept of becoming active in re-establishing a business, which can help with your personal recovery process.

Consider doing business a different way; merging with another business (at least in the short term), or doing business the way you dreamed of; review the products or services you sell.

2. **Cashflow** – we need to understand and plan an approach to managing cash needs

- a. What cash is on hand?
- b. What cash is likely to come in and when? (mostly from debtors)
- c. What is the list of obligations to pay? (for now it is an assessment)
 - Employees (amounts outstanding)
 - Superannuation
 - Suppliers
 - Taxes
- d. What cash is needed to re-establish the business?
(refer to below steps, and any insurance claims and other support)
- e. When can you foresee the business beginning to generate income again?
- f. Schedule and manage the cashflow
- g. Consider utilising the government financial support program

3. **Assessing** and Re-connecting

- a. Assess the damage – destroyed or damaged items list
- b. Liaise with your insurer
- c. Impact on *personnel* – try to contact them and establish a return-to-work discussion
- d. Liaise with *customers* – advise of your situation and return-to-trade plans, and sensitively seek payment of any outstanding amounts
- e. Liaise with *suppliers* – obtain their return-to-trade plans and advise them of yours, discussing your plan or when you will have a plan in relation to payments

4. **Re-establishing** a business – the steps to setting up again

- a. Establish the list of key equipment.
- b. Can you re-establish in the same location?
Otherwise can you find a new short or long-term location?
- c. Review the products or services you have to sell.
Consider ceasing some or taking on some new ideas.

- d. List and then establish the core solutions and functions you need to trade.
 - e. Map out the cash requirements to re-establish (both equipment and supplies) and build that into the cash flow plan.
 - f. Reconnect to your existing digital platforms.
 - g. Revise your target market: who will you be able to sell to, and how will they know?
5. An **opportunity** – *Let's go Digital*
This is a chance to adopt a newer approach, and while the circumstances are not wished for, it provides a chance to implement current solutions:
- ▶ Digital point-of-sale terminals
 - ▶ Internet-based or supported software
 - ▶ Online communications and marketing presence (e.g. website)
6. **Compliance** – Tax, PAYG, GST and Activity Statements– a plan to lodge and pay
- a. Be aware of public information and general deferrals granted.
 - b. Establish a plan towards compliance.
 - c. Liaise with authorities when able and required.
7. What to do about **lost records**
- a. Retrieve physical records, and identify lost records.
 - b. Assess what records need to be recreated.
 - c. Note that a significant number of business records can be recovered online.
 - d. Establish a future digital record-keeping system.

The State of Play

Support and Deferrals

■ **ATO for Activity Statements (PAYGW and GST etc.):**

In general, those affected in November have until 21 January, and those affected in December and January have until 28 May 2020 as their new lodgment deadlines for activity statements.

However, you should check the detailed page on the ATO website and review for your postcode.

- ▶ ATO Emergency Support Infoline: 1800 806 218

■ **ATO for payments outstanding:**

In general, call the ATO on 1800 806 218 to discuss your plans, or to implement a payment plan.

■ **Superannuation – SGC:**

ICB hopes that the Government/ATO will not apply any compliance activities to Superannuation Guarantee Contributions which were unable to be made due to the bushfires. If the proposed SG Amnesty becomes law, this will enable businesses to become compliant within 6 months. Current law does not allow any consideration of concessions for the December quarter SG payments that are due by the 28th of January.

■ **Employees:**

In general, a business can stand down employees (without pay) during such disasters. Alternatively, an employer can require an employee to take annual leave. *Personal Leave would be for personal injury or care of others only.* Unpaid community service leave is also an entitlement for relevant voluntary emergency management activities.

- ▶ [Bushfires: Employers' rights & obligations – Employment Innovations fact sheet](#)
- ▶ [Bushfires across Australia – Fair Work Ombudsman outlines relevant provisions](#)
- ▶ [Jury Duty and Community Leave – ICB Community Leave Resource](#)

■ **TPB for Agent registrations and Annual Declarations:**

The TPB has announced that they will not take action for agents in affected areas. For all agent inquiries (including those not in the affected areas), call them on 1300 362 829.

Government Support Program Announcement

– *Information provided by COSBOA*

Government grants and loans, financial support hotline

It is worth noting that the grants and loans for small businesses will be managed by state governments. Online application portals are not yet available for all states and we will be posting links to them on our social media as they become available. Further below are links to relevant state agencies that will provide more information.

The provisions mean that businesses directly affected by the fires are eligible for grants of up to \$50,000. Businesses that have suffered a significant asset loss or a significant loss of revenue due to the fires are eligible for concessional loans of up to \$500,000.

■ **New South Wales**

Visit <https://www.service.nsw.gov.au/>

■ **Victoria**

Visit <https://www.vic.gov.au/bushfire-recovery-victoria>

■ **South Australia**

Visit <https://dhs.sa.gov.au/services/disaster-recovery>

The Government has also announced that they will establish a Small Business Bushfire Financial Support Line and fund 10 additional financial counselors with the ability to provide advice to around 100 small businesses a day. Again, these services are not yet available but we will be posting information on our social media channels when they do become available.

It should also be noted that sole traders and small business operators can apply for a disaster recovery allowance from Centrelink.

Resources

Emotional Support

■ **Lifeline – Recovering after a natural disaster (Phone Lifeline Australia on 131 114)**

Lifeline Australia is a 24-hour telephone service offering confidential support and advice to help you deal with stress and personal challenges.

- [Beyond Blue – Bushfires and mental health](#) (*Phone Beyond Blue on 1300 224 636*)
Beyond Blue provides mental health support, services, and resources for Australians.
- [NURSE-ON-CALL](#) (*Phone NURSE ON CALL on 1300 606 024*)
NURSE-ON-CALL is a 24-hour telephone service that allows people in Victoria to discuss any health-related issues with a registered nurse for the cost of a local phone call.
- [Better Health Channel – Trauma - reaction and recovery](#)
- [Department of Human Services – Bushfire Recovery Access Program](#)
Free counselling and additional mental health support for individuals, families and emergency services workers affected by the bushfires.

Financial Support

- [Department of Human Services – Help in an emergency – Bushfires](#)
Support for people directly affected by bushfires in disaster declared areas.
- [ATO – More time to lodge, pay and respond](#)
- [State Revenue Offices](#) (refer to your state office for the responses)
These states have specific information:
 - ▶ [Victoria – Tax relief measures for bushfire affected communities](#)
 - ▶ [New South Wales – Help for bushfire-affected customers](#)
 - ▶ [Queensland – Disasters and alerts](#)
- [DisasterAssist](#)
An Australian Government Initiative: find the Local Government Areas which have been declared natural disasters. People in those area can then apply for disaster recovery payments.
- [Business.gov.au – Employer Support Payment Scheme \(ESPS\)](#)
For employers of Reservists, when a Reservist is away on eligible periods of Defence service.
- [MYOB – offer for all bushfire-affected customers](#)

Legal Advice

- [Business Victoria – Disputes, disasters and succession – Bushfire recovery](#)
**provided by Business Victoria but relevant to all*
- [CPA Australia – Disaster Recovery Toolkit](#)
**updated version of the disaster recovery toolkit for business*

Other Resources

- [ATO – Bushfire support](#)
- [ATO – Reconstructing your tax records](#)
- [FWO – Bushfires across Australia](#) (Information regarding employer obligations during disasters)
- [Understand Insurance – Types of disasters – Bushfires](#)
- [BlazeAid](#)
BlazeAid is a volunteer-based organisation that works with families and individuals in rural Australia after natural disasters such as fires and floods. Volunteers help to rebuild fences and other structures that have been damaged or destroyed.
- [RSPCA – Pet Hazards – Bushfires and House Fires](#)

Donations

- ATO – Donations to help disaster victims

Meet the Director Candidates 2020

Meet the Candidates

The Board of ICB requires the election of two Directors from March 2020; Mr. John Birse's 1 year term has expired, and John has indicated he will not nominate for re-election. Rob Marshall is standing for re-election.

7 Candidates have been nominated for the upcoming ICB Election:
(listed order determined by drawing names out of a hat)

- Darren McMahan
- Rob Marshall
- Chris Rockemer
- Rob Boon
- Donna Tait
- Dai Reynolds
- Margaret Whitfield

[Review their introduction to you at the ICB website.](#)

Obtain their full nomination information, including answers to such things as:

- Current Activities
- Conflicts of Interest
- Experience and Background
- Software
- Why they are applying to be a Director?
- What is their view on the future of Bookkeeping?
- What do you like about ICB?
- What does ICB need to change?
- Why should we appoint them to the Board?

Meet the Candidates

Recorded interviews with each person are available on the [Meet the Candidates webpage](#).

A meet the candidate webinar will also be held to address any member initiated further questions.

[Register for the Webinar here](#) – 6th February 2pm AEDT

Voting will be online and open from 9am Thursday 6th February until 9am Monday 17th February. Voting uses a secure, independent service. You will receive a unique invitation to vote when the election opens.

There are two sections of the election:

1. confidence in the candidate – you may select all candidates to be suitable, then
2. allocate up to 2 votes. You are able to nominate which 2 of the candidates you vote for.

Please forward any questions, concerns suggestion to celina@icb.org.au.

Celina is the ICB Governance Officer and the ICB Auditors McPhail Partners act as the scrutineer.

Best Practice Bookkeeping

FWO Challenges Payments to Contractors

The Fair Work Ombudsman recently instigated court action which challenged whether the worker was a Contractor or an Employee – FWO believe they are employees and the persons were underpaid.



A purchaser should ensure they are paying enough

A developing perspective being applied to all businesses is:

that when you are purchasing services, the amount you are paying to your supplier has to be at least what would allow the persons providing the service to receive a minimum wage.

Example:

A supermarket business, contracts with another business to provide people to collect trolleys, the supermarket must ensure they are paying the supplying business an amount that would cover at least minimum wage and any applicable award entitlements (including leave and overtime amounts) the trolley collecting person is entitled to receive. The supermarket cannot turn a blind eye to any underpayment of the intermediary business.

Contractors should not be paid less than employees

In the case where a transport company (Boske Road Transport) was paying individuals (who were engaged as contractors) less than they would have received had they been employees, FWO alleges that the drivers were underpaid as they were in fact employees covered by the Road Transport and Distribution Award 2010, and for one worker in relation to a period of long-distance work, the Road Transport (Long Distance Operations) Award 2010.

It is alleged three of the workers were underpaid hourly overtime rates and public holiday rates, and not paid for any annual or personal leave. The long-distance driver, who had the largest alleged underpayment, was also allegedly underpaid through failures to pay for loading and unloading duties and to meet a cents-per-kilometre entitlement.

As a general principle, this cannot be right.

Were they employees?

The Employee vs Contractor laws have 6 factors which together determine whether a person is to be treated as an employee or a contract for the different obligations: PAYG Withholding, Superannuation, Fair Work Award application.

1. Control – who really determines how, when and where a task is to be performed
2. Integration – are they really an integral part of the business
3. Results – is the basis of the engagement purely payment for time or to produce a result
4. Delegation – can the worker delegate the task to another person
5. Terms of engagement – how was the engagement established
6. Risk – who pays for corrections

No one test determines the relationship and not all tests are necessary for a definite conclusion as to the status of the engagement.

Not all contractor relationships are “sham-contractors”

The Boske Road Transport case

Fair Work is challenging the company on the basis that the individuals are employees.

If they are then the law definitely applies the award and minimum payment applies.

Increasingly individuals who are contracted themselves or through another entity will still have to be paid at least what they would have been paid if they were employed directly. Another application of the “Better-Off Overall” Test.

Resources

- [ICB – Contractor or Employee](#)
- [ATO – Employee or contractor](#)
- [FWO – Transport company faces court for alleged driver underpayments](#)

What Changed on the ATO Computers

The ATO has successfully moved Activity Statement records from the old system into the consolidated central current system.

A range of new features

Activity Statements lodged through Online Services now displays a "Breakdown" report.

Due date for lodgement now shows the extended due date and the ATO systems will use this extended date.

Direct Debit payment plans can be established online.

Further improvements in the way information is displayed and development of ATO systems.

Activity Statement breakdown

Confirmation

Activity statement has been successfully lodged
11 October 2019 at 11:59 AM AEDT
ATO receipt ID [REDACTED]
Account Activity Statement - 001 - [REDACTED]
Period Jul 2019 - Sep 2019

Total amount to pay
\$27,836.00 DR Pay now

You need to pay \$27,836.00 by 12/11/2019 for this activity statement to minimise possible interest charges.

Description	Amount
Breakdown of this activity statement lodgment	
GST	\$15,000.00 DR
PAYGW	\$5,000.00 DR
PAYCJ	\$7,836.00 DR
Activity statement result	\$27,836.00 DR

Description	Amount
Your new activity statement account balance	
Account balance before lodgment	\$0.00
Activity statement result	\$27,836.00 DR
Account balance after lodgment	\$27,836.00 DR

Account balances may:

Include amounts

- > Not yet due and payable or;
- > Under an existing payment plan or;
- > Under dispute.

Not include amounts

- > Relating to **outstanding** activity statements or;
- > **Interest and penalties** including any General Interest Charge accrued due to outstanding amounts not yet applied or;
- > From payments **submitted but not yet processed** or;
- > Relating to credits held in other accounts, such as GST Property Credits.

Breakdown by role and end result of the lodged activity statement

Opening account balance, result of lodged activity statement and resulting closing balance

The Activity Statement Financial Processing (ASFP) project has the two objectives of creating a single client accounting system and introducing a new analytical model for debt collection.

The intent of the project is to bring all client financial account processing into our current generation accounting system ICP.

Systems are different as from January 2020.

ICB explains

- Webinar with Colin Walker from the ATO - explains all things that changed
- Questions and Answers from the webinar
- Presentation Notes

Resources

- ASFP at a glance
- What changed - ASFP Experience (Screen shots and letter changes)
- What changed for Tax Professionals - ATO explains on webpage
- ATO Landing page for ASFP
- ATO Support page - status of the ATO Systems - to check if it worked

The BAS Agent World

How to Revise Activity Statements with the ATO

Correcting is *not* making an adjustment!

Correcting an error or mistake is about fixing an amount that was incorrect when lodged, typically due to transposition error, misclassification or double counting.

Adjustments are to items that were correct at the time but where something has changed the GST.

When and How to “Fix”

Fix on the next BAS when:

- An adjustment occurs due to another transaction (returned goods, price change, etc.)
- A credit error (you previously overpaid) – must be within 4 years and 1 day from the date the original BAS was lodged
- A debit error (you underpaid) – for business with turnover less than \$20m, and where the aggregated amounts of all adjustments is less than \$10,000, they have 18 months from the due date of the original Activity Statement; for others 12 months. For companies with more than \$20m turnover, the aggregated value of adjustments must be considered on a scale starting at \$20,000.

You have to go back and revise the lodged BAS if:

- The time limits have expired, or value limits above are exceeded
- There is a 4 year limit on payment of refunds
- The revision of past statements is required so that appropriate interest would be calculated and then paid as a result of underpayments.

Lodging the Revision

Using the Online Services for Agents, select the “Revise” link when reviewing the list of lodgment “History”.

*Lodgment software may also allow the lodgment of adjustments.

Resources

- [ATO – Fixing BAS mistakes or making adjustments](#)

Your myGovID Actions and Resources

myGovID is here, and must replace all AUSkey access by 31 March 2020.

Your complete implementation kit is available on ICB’s [myGovID resource page](#), including explanations and step-by-step guides.

It also includes member-only access to recorded webinars:

1. Explaining myGovID
2. Implementing myGovID for Agents



Continued Professional Education

Upcoming Events and Webinars

ICB Events and Webinars

- Conference 2020
Multi-Locations, Conference, Multi-Dates
- ICB Technical Webinar - Contractors versus Employees
Online, Webinar, 30th January, 2020
- ICB Technical Webinar - Developing Your Bookkeeping Business - #1 Starting a Bookkeeping Business
Online, Webinar, 4th February, 2020
- ICB Election of Directors - Meet the Candidates
Online, Webinar, 6th February, 2020
- ICB Technical Webinar - Developing Your Bookkeeping Business Series - #2 Understanding Costs
Online, Webinar, 13th February, 2020
- ICB Technical Webinar - Developing Your Bookkeeping Business Series - #3 Working with Clients
Online, Webinar, 18th February, 2020
- ICB Technical Webinar - Developing Your Bookkeeping Business Series - #4 Growing Your Business
Online, Webinar, 27th February, 2020
- ICB Technical Webinar - Inventory Management
Online, Webinar, 12th March, 2020
- ICB Members Meeting via Webinar
Online, Webinar, 6th April, 2020
- ICB Technical Webinar - Prepare for End of Year
Online, Webinar, 7th April, 2020



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

Online

- Intuit Quickbooks - Self-Paced Training
Online, Webinar, Self-Paced
- Applied Education - CPE Club
Online, Webinar, Self-Paced
- GovReports - Webinar Series
Online, Webinar, Multi-Dates



ICB Conference – Bookkeeping 2020



ICB Annual Conference – Bookkeeping 2020

Agenda

Host: Amanda Linton, Certified Bookkeeper, CEO and Director of ICB

Keynote: Matthew Addison, Chair of the Board of ICB

The ICB Conference Objective

The annual ICB conference is known for providing the practical application of bookkeeping knowledge and skills to make a positive difference, placing a bookkeeper as an expert in their field. What to know, how to do it and making best practice forefront of everything we do.

Included is our comprehensive conference manual covering all conference content and additional material to support your implementation of the topics covered.

Agenda (Subject to change)

Presentations include

- Taking business on the Digital journey – where do we have to go
- Engaging technology in Advisory Services
- The new world of Annual ABN reviews and the Modernised Business Register
- BAS Pre-fill, ATO Communication Preferencing
- A Certified Bookkeeper Approach to dealing with Business - Quality Practices
- Protecting your self – you should not be an accessory for Fair Work and you should not be a target for the ATO/TPB
- Generational Change - Where bookkeeping has come from, where we are going, how do we do it better
- Being a Strategic Thinker - incorporating and facilitating change

Technical Bookkeeping (what do you want to hear)

A bookkeeper's guide to the specifics of dealing with:

- Superannuation - The ICB Bookkeeper SG & SGC Toolkit
- Filtering the HR noise - Annualised Salary, Personal Leave and other hot topics
- GST - The forgotten Basics
- And more

ICB Members Engagement

- Highlights from 2019
- Awarding Lifetime Achievement & Fellow Memberships
- Recognition of 5 and 10 year members
- An opportunity for your reflection and input into the ICB year that was and the years to follow

Pricing

To register, you must log on to the ICB website.

- **Members: \$363** (Early bird pricing of \$308 available until 19th January 2020)
- **Students/Educators: \$363** (Available 20th January 2020)
- **Certified Bookkeeping Practice Staff: \$363** (Available 20th January 2020)
- **Non ICB Members: \$580** (Available 20th January 2020)

** all costs are GST-inclusive*

Conference Details

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

Concludes: 4:00pm

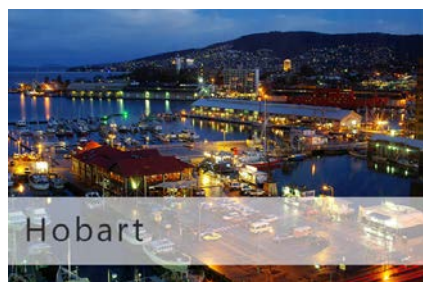
If you have any further questions, or would like to discuss any of the above with us, please do not hesitate to contact us – email admin@icb.org.au or call 1300 85 61 81

Important Note:

The conference counts 5.5 hours towards your CPE requirements, which will automatically be recorded on your ICB Log, but only if you register and sign the Attendance Sheet.

Dates and Venues

To register for the 2020 Conference, please click the date and location you wish to attend



Hobart

The Old Woolstore
1 Macquarie St, Hobart TAS
Tuesday 3rd March, 2020



Sydney

Darling Island
Darling Island Road,
Pyrmont NSW
Thursday 5th March, 2020



Canberra

Hyatt Canberra
120 Commonwealth Avenue,
Yarralumba ACT
Friday 6th March, 2020



Brisbane

Pullman Hotel
King George Square,
Brisbane QLD
Monday 9th March, 2020
or
Tuesday 10th March, 2020



Cairns

Pullman Cairns International
17 Abbott Street, Cairns QLD
Wednesday 11th March, 2020



Darwin

Skycity Darwin
Mindil Beach Casino Resort
Gilruth Avenue, Mindil Beach,
Darwin NT
Friday 13th March, 2020



Perth

Crown Perth
Great Eastern Highway,
Burswood WA
Tuesday 17th March, 2020



Adelaide

Adelaide Convention Centre
North Terrace, Adelaide SA
Thursday 19th March, 2020



Melbourne

Pullman on The Park
192 Wellington Parade,
East Melbourne VIC
Tuesday 24th March, 2020
or
Wednesday 25th March, 2020

Dietary Requirements

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.

Cancellation Policy

ICB Members

- Cancellations received more than 14 days prior to 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 prior to 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.

ICB Network Meetings

Upcoming Network Meetings

Webinars				
Online 14th February, 2020	Online 10th February, 2020			
ACT				
Canberra - Northside 18th February, 2020	Canberra - Phillip 11th February, 2020			
NSW				
Albury - Wodonga 12th February, 2020	Ballina 14th February, 2020	Balmain 10th February, 2020	Batemans Bay 3rd February, 2020	Bathurst 11th February, 2020
Bellingen 18th February, 2020	Blue Mountains 12th February, 2020	Brookvale 10th February, 2020	Central Coast 29th January, 2020	Dubbo 16th March, 2020
Hawkesbury Region 4th February, 2020	Hills Districts 19th February, 2020	Hornsby 13th February, 2020	Lower North Shore 17th February, 2020	Moorebank 5th February, 2020
Newcastle 17th February, 2020	Newport 11th February, 2020	Oran Park 26th February, 2020	Orange 31st January, 2020	Port Macquarie 11th February, 2020
Randwick - Bondi 12th February, 2020	Shoalhaven 17th February, 2020	Southern Highlands 10th February, 2020	Sutherland 13th February, 2020	Tweed Coast 12th February, 2020
Wagga Wagga 21st February, 2020	Wollongong 15th January, 2020			
NT				
Darwin 10th February, 2020				
Queensland				
Atherton Tablelands 26th February, 2020	Brisbane Central 27th February, 2020	Brisbane North 18th February, 2020	Brisbane South 18th February, 2020	Bundaberg 11th February, 2020
Burpengary 19th February, 2020	Cairns 31st January, 2020	Dalby 27th February, 2020	Gladstone TBC, 2020	Gold Coast - AM 11th February, 2020
Gold Coast - PM 11th February, 2020	Hervey Bay 18th February, 2020	Ipswich 4th February, 2020	Logan 19th February, 2020	Moreton Bay 11th February, 2020
North Sunshine Coast 14th February, 2020	Port Douglas 14th February, 2020	South Sunshine Coast 13th February, 2020	Toowoomba 14th February, 2020	Townsville 14th February, 2020
South Australia				
Adelaide West 21st February, 2020	Mt Barker 18th February, 2020	Para Hills 19th February, 2020	South Adelaide 13th February, 2020	Unley 20th February, 2020
Tasmania				
Hobart 14th February, 2020	Launceston 20th February, 2020			
Victoria				
Ballarat 7th February, 2020	Brunswick 17th February, 2020	Bulleen 11th February, 2020	Burwood 5th February, 2020	Chadstone 10th February, 2020
Cobram 6th February, 2020	Docklands 7th February, 2020	Echuca 21st February, 2020	Frankston 13th February, 2020	Geelong 18th February, 2020
Macedon Ranges 18th February, 2020	Mildura 11th February, 2020	Mornington 28th February, 2020	Mt Waverley 11th February, 2020	Narre Warren 10th February, 2020
Ringwood 20th February, 2020	Sale 14th February, 2020	Sunbury 11th February, 2020	Warragul 17th February, 2020	Wyndham 14th February, 2020
Yarra Valley 14th February, 2020				
Western Australia				
Balcatta 13th February, 2020	Broome 7th February, 2020	Bunbury 4th February, 2020	Busselton 7th February, 2020	Cockburn Central 29th January, 2020
Geraldton 3rd March, 2020	Joondalup 11th February, 2020	Karratha TBC, 2020	Mandurah 5th February, 2020	Melville 12th February, 2020
Midland TBC, 2020	Northam 3rd February, 2020	Welshpool 18th February, 2020		

January 2020 Question of the Month: Client Coffee Meetings

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

If the client is meeting with one of their clients at a coffee shop, and they have just coffee and cake, is this a deductible expense?

Head to our ICB Discussion Group on Facebook to discuss further...

December 2019 Answer of the Month: BAS Agent Authority

Last Month we Asked You:

Client has signed authority for BAS agent for portal access. Tax Agent has kicked BAS agent off the portal after accessing it and changing settings. Does the the BAS Agent require a new authority to put their client back on the BAS Agent online services?

ICB's Response:

New authority is not required, the BAS Agent already has an authority to act.

Other Things Happening in the World

What happened with MYEFO?

What is MYEFO?

“Mid Year Economic and Fiscal Outlook” statement by Government on how things are going and what they are going to do. A mini budget without having a budget.

What just happened?

It contains a myriad of funding commitments, statements and an indication of what Government is thinking.

In respect to highlights of interest to bookkeepers, some of which is still subject to the passing of the relevant laws:

- **myGovID** got more support.
The Whole of Government journey towards Digital Identification systems was further supported.
- **Modernising Business Registers (MBR)** – the merging of ASIC database and ABR and hopefully a fair few others into a modern infrastructure and a contemporary interface.
- **Director Identification Numbers** – part of the MBR project, well sort of, has been further supported. Each individual director will have an identification number that must be connected to any company, past or present.
- **ATO systems** to be upgraded even further – \$150m towards better storage and security of their data.
- ATO empowered to “direct” taxpayers to undertake an **approved record keeping course**.

- **TPAR for Uber** et al: Listed as “Sharing Economy Reporting Regime” which we would expect means TPAR for the sharing economy sector. An extension of existing reporting systems that applies to other industries.
- **SG Amnesty** – if it becomes law the relevant period for disclosure of “Amnesty” claims is backdated to commence as from 24 May 2018. Note: this is the dates that the forms are lodged. Late or missing SG from the start of the SG system could be disclosed under the amnesty (if it becomes law).

NEW! Fair Work NES Statement – time to update your system

The Fair Work Information Statement has been updated. Always ensure that you’re using the most up to date statement for both you and your clients.



Visit the [Fair Work Ombudsman website](#) for your updated copy of the statement.

Business and Personal Health, Wellbeing and Development

What is a Solopreneur?

A solopreneur is “a business owner who works and runs his or her business alone.” They are a powerful and growing force in today’s career landscape, as many working people these days prefer the idea of “owning” their own business and not being responsible for anyone else.

A solopreneur is also the proverbial chief cook and bottle washer, who started the business, owns the business, runs the business and is responsible for the business’ failure or success.

A solopreneur is not the same as an entrepreneur – both assume risk and build a business, but a solopreneur does it alone. Sound familiar?

The entrepreneur engages traditional forms of business-building – including the hiring of employees – but the solopreneur chooses whether to grow the business with contract agreements or outsourced providers rather than the standard model of employer/employee.

Why Start a Small Business as a Solopreneur?

1. You get to keep most of your profits

Because you don’t have the standard overhead costs of running a team-based business – like office rental space, team member salaries (and their benefits), etc. -- your expenses as a solopreneur are minimal, and you get to keep the majority of your profits. Yes, you do have to pay taxes (quite a bit actually). On the other hand, your business profits are yours alone; the money your business makes is the money that you make. Invest wisely.

2. You have the autonomy to make big decisions

When you run your own business, the only person you have to answer to is yourself. You have full autonomy to make decisions and pivot your business as you see fit.

3. It makes you happier

Creating time and financial freedom for yourself over the long term ultimately makes you happier. You can create your own schedule. You are the one in charge. Deciding how, when, where and for how long to work is completely up to you.

Looking After Yourself By Yourself

Anyone who has run a small business knows that there are also a range of stressors or challenges. Putting in long hours, feeling isolated, worrying about cash-flow and all that decision making can come with a sense of great responsibility. On top of that, there can be external factors outside your control that influence your business or the demands on your time too.

That's why it's important to be proactive about looking after your mental health. Taking care of yourself can help you to face the inevitable stressors and keep well while running your business.

Self-care is often the thing that goes to the bottom of the 'to do' list (if it makes it at all). It is really important to schedule time for rest and relaxation into your calendar, otherwise it never happens.

Here is a brief list of things to be mindful of when operating as a solopreneur:

1. Keep your work hours in check

Running your small business can be all-consuming and, at times, it may feel like your business is your life. Long working hours can too easily become the norm, and before you know it there is not much room for anything else.

2. Stay connected and access supports

It is important to keep connected and find someone who you can talk with about your business successes and worries. Having access to social supports is one of the key things you can do to keep well and is linked to better mental health. ICB members can attend [Network Meetings](#) for free, and there are monthly meetings available in most areas. This is a fantastic forum for solopreneurs to meet other bookkeepers who are running their own business, to network, and discuss challenges and support each other.

3. Maintain a healthy lifestyle

A healthy lifestyle represents a way of living that is good for our mental health and wellbeing. It includes actions to assist with work-life balance, and actions that can help us manage stress and obtain better mental health. In this way a healthy lifestyle can provide a good foundation for managing the day-to-day challenges of running a small business.

From the ICB

Member Benefit of the Month: Insurance Made Easy

Insurance Made Easy is the ICB broker of choice in preparation of Professional Indemnity Insurance.

ICB has worked closely with Insurance Made Easy to design a policy relevant and costed to all bookkeepers, from sole practice through to larger organisations with multiple employees providing a range of services. Insurance Made Easy offers:

- Professional Indemnity Insurance
- Cyber Insurance
- HR Intermediary
- Payroll Services
- Income Protection Insurance (for Bookkeepers)
- Other Insurance

IME offers all sorts of Insurance cover that you may need.

We recommend that you contact Insurance Made Easy on 1800 641 260.

[For a further look at what IME can cover see the ICB webpage here.](#)



ICB Marketplace

How Bookkeepers can comment and rate products and solutions

ICB has developed a dedicated site so that Bookkeepers can rate and comment on products or solutions that they use for their clients or their business. Over the years the feedback from Bookkeepers is that they want to hear from others their experiences using products.

It is a simple process to comment and rate on the products you or clients have used.



If the product is not listed then contact the provider and give them [this link](#) so they can receive 12 months complimentary listing.

Register to leave a rating and comment on products and solutions you or your clients use

Register with the ICB Marketplace so you can share your comments and rating on the various products you use as a Bookkeeper.



[Click here to register](#)



Employment Innovations

Leading employment services provider, specialising in workplace advice, compliance, employment law, migration, human resources and payroll.

★★★★☆

[View](#)

Ratings



A very professional business that have been a huge help with determining award information and relevant facts to do with payroll. Very impressed

PaulineWalton | 26/09/2019

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

What's New this Month from ICB

New and updated resources for January 2020

- [Whistleblower Legislation and the Bookkeeper](#)
- [Contractor vs Employee](#)

Other news for January 2020

- [ATO Computers UpToDate](#)
- [myGovID and cheap phones](#)



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

Check out all the latest posts on the [ICB Discussion & Support Facebook group](#). Feel free to ask your questions regarding any issue you may be having or if you require clarification, we are here to help.

From Strategic Partners

MYOB offer for Bushfire-affected Customers

MYOB Bushfire Support

The thoughts of everyone at MYOB are with the communities affected by the devastating bushfires. We want to support all impacted businesses at a time when we know they need to recover and rebuild.

This is why we are offering all bushfire-affected customers the next two months subscription-free.

We encourage customers who have been impacted to complete this online form to activate their claim:

[Activate your claim](#)

For those in need of additional support, please read our updated financial hardship policy to find out how we can help:

[Financial hardship policy](#)

If you have any questions, please don't hesitate to email us at: emergencyrelief@myob.com



Regards,
Jane Betschel
Head of Customer Marketing and Direct Sales

Intuit – Reshape your Bookkeeping Firm in 2020

Take advantage of technology disruption and be first in-market with new innovation and technical capabilities. Our guide will tell you everything you need to know about disruptive technology and how it can be used to future-proof your practice.



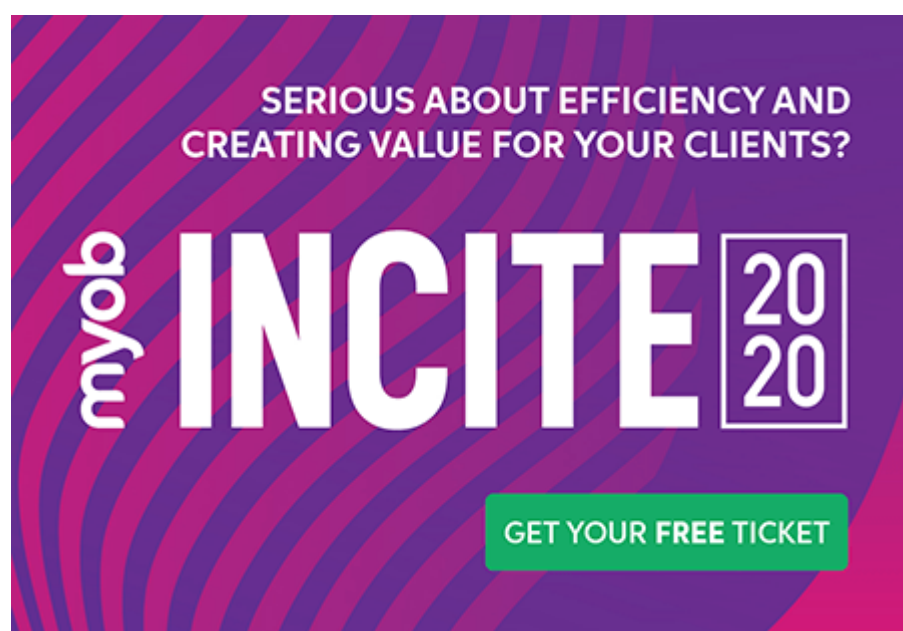
Your expertise shouldn't stop at accounting and bookkeeping. Use emerging tech to streamline your practice workflow and drive revenue and growth.

What's inside:

- Using AI to streamline your firm's tasks
- Leveraging the app ecosystem to drive revenue
- How to adopt blockchain and scalability to future-proof your firm
- Much more you can implement in your firm today

[Download the report](#)

INCITE – FREE half day event from MYOB



Hear from new MYOB CEO Greg Ellis and learn about major enhancements to your practice and client software. If you're serious about efficiency and creating value for clients, there's no way you can afford to miss out on MYOB INCITE 2020. [Check out the full list of locations across Australia and New Zealand on the website.](#)

2020 IS THE YEAR THE CONNECTED PRACTICE COMES TO LIFE. JOIN IN FOR:

- Game changing enhancements to your clients' software
- Dramatic efficiency improvements of MYOB Practice for compliance
- Practical tools and advice for putting the Connected Practice into action
- Assistance with your personalised Practice Transition Plan for moving online
- Access to MYOB experts for help and support

This is a free, half day event happening at 36 locations across Australia and New Zealand. [Register here.](#)

From the ATO

ATO Systems 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.

Start time	End time	Maintenance type
Saturday 1 February 10.00pm AEDT	Sunday 2 February 10.00am AEDT	Monthly maintenance
Saturday 8 February 9.00pm AEDT	Sunday 9 February 9.00am AEDT	Major system release
Saturday 7 March 10.00pm AEDT	Sunday 8 March 10.00am AEDT	Monthly maintenance
Friday 13 March 11.30pm AEDT	Monday 16 March 7.00am AEDT	Quarterly system release
Saturday 4 April 10.00pm AEDT	Sunday 5 April 10.00am AEST	Monthly maintenance
Thursday 9 April 11.00pm AEST	Tuesday 14 April 7.00am AEST	Major system release
Saturday 2 May 10.00pm AEST	Sunday 3 May 10.00am AEST	Monthly maintenance
Saturday 6 June 10.00pm AEST	Sunday 7 June 10.00am AEST	Monthly maintenance
Friday 19 June 11.30pm AEST	Monday 22 June 7.00am AEST	Quarterly system release

For more details regarding Online services for agents, [click here](#).

ICB Membership Statistics

6,578 Members at 31 December 2019

4,365 Members maintain Fellow, Member, Associate, Affiliate and Educator Membership. ICB also has 10 Accredited Training Provider Members and 2,203 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*

– you will need to be logged on to the ICB website to view all the articles in full.

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

The content of the newsletter may be 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.](#)

Institute of Certified Bookkeepers				
Level 27 Rialto South Tower 525 Collins Street Melbourne 3000	Phone:	1800 856 181	Fax:	1300 857 393
	Website:	www.icb.org.au	Email:	admin@icb.org.au
	Social Media:	  		

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