

Compliance Bookkeeper Deadlines

| | | |
|--------------|--------------------------|---|
| 21st | Every Month | Monthly BAS, PAYG, IAS payments |
| 15 January | Lrg/Med Taxpayers | Key date for lodgement of Income tax returns for non-individuals if return not required earlier i.e. 1 December |
| 28 January | Qtr 2 (Oct to Dec) | Superannuation guarantee to be paid to super funds and provide advice to employees |
| 28 February | Qtr 2 (Oct to Dec) | BAS – lodge and pay |
| 28 February | Annual GST Return | Key date for lodgement & payment in some circumstances |
| 28 February | Companies & Superfunds | Lodgement and payment if not required earlier |
| 31 March | Year 1 April to 31 March | Provide car odometer readings for FBT calculations |
| 28 April | Qtr 3 (Jan to Mar) | BAS – lodge and pay Superannuation guarantee to be paid to superfunds and provide advice to employees |
| 21 May | FBT yr end 31 Mar | Lodgement and payment of FBT return |
| Pre 30 June | Qtr 4 (Apr to Jun) | Pay Superannuation guarantee before 30 June in order to obtain tax deduction |
| 14 July | Financial Year | STP finalisation to ATO |
| 28 July | Qtr 4 (Apr to Jun) | BAS – lodge and pay Superannuation guarantee to be paid to superfunds and provide advice to employees |
| 21 August | GST Instalment Choice | Final date for monthly GST reporters to elect to lodge annually |
| 28 August | Financial Year | TPAR form |
| 30 September | Financial Year | Payment Summaries to be provided to ATO – if required |
| 21 October | PAYG Instalment | Annual PAYG Instalment vary rate, lodge and pay |
| 28 October | Qtr 1 (Jul to Sep) | BAS – lodge and pay Superannuation guarantee to be paid to superfunds and provide advice to employees |
| 28 October | GST Instalment Choice | Final date for quarterly GST reporters to elect to lodge annually |
| 31 October | Financial Year | Income tax returns due (if no tax agent) |
| 1 December | Financial Year | Key date for payment of income tax for previous year. Check with tax agent. |

Marginal Tax Rates 2020-2021 (+ Medicare)

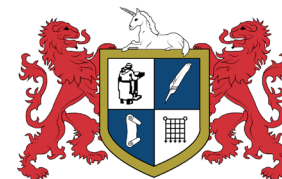
| Taxable Income \$ | Tax Payable \$ |
|----------------------|---|
| \$0 - \$18,200 | Nil |
| \$18,201 - \$37,000 | Nil + 19% of excess over \$18,200 |
| \$37,001 - \$90,000 | \$3,572 + 32.5% of excess over \$37,000 |
| \$90,001 - \$180,000 | \$20,797 + 37% of excess over \$90,000 |
| \$180,001 + | \$54,097 + 45% of excess over \$180,000 |

Public Holidays 2020-2021

| | | |
|---|-------------------|---------------------------|
| Bank Holiday/ Picnic Day | 3 August 2020 | NSW & NT |
| AFL Grand Final Day | 25 September 2020 | VIC |
| Queen's Birthday | 28 September 2020 | WA |
| Labour Day | 5 October 2020 | ACT, NSW & SA |
| Queen's Birthday | 5 October 2020 | QLD |
| Melbourne Cup | 3 November 2020 | VIC |
| Christmas Eve (Part day) | 24 December 2020 | NT & SA |
| Christmas Day | 25 December 2020 | National |
| Boxing Day | 26 December 2020 | NSW, QLD, VIC & WA |
| Boxing Day (Additional day) | 28 December 2020 | National except SA |
| Proclamation Day | 26 December 2020 | SA |
| New Year's Eve (Part day) | 31 December 2020 | NT & SA |
| New Year's Day | 1 January 2021 | National |
| Australia Day | 26 January 2021 | National |
| Labour Day | 1 March 2021 | WA |
| Canberra Day/ March Public Holiday/ Eight Hours Day/ Labour Day | 8 March 2021 | ACT/ SA/ TAS/ VIC |
| Good Friday | 2 April 2021 | National |
| Easter Saturday | 3 April 2021 | National except TAS & WA |
| Easter Sunday | 4 April 2021 | ACT, NSW, QLD & VIC |
| Easter Monday | 5 April 2021 | National |
| Easter Tuesday | 6 April 2021 | TAS |
| ANZAC Day | 25 April 2021 | National except ACT & QLD |
| ANZAC Day (Additional day) | 26 April 2021 | ACT, NT, QLD, SA & WA |
| May Day | 3 May 2021 | NT |
| Labour Day | 3 May 2021 | QLD |
| Reconciliation Day | 31 May 2021 | ACT |
| Western Australia Day | 7 June 2021 | WA |
| Queen's Birthday | 14 June 2021 | National except QLD & WA |

School Term Dates 2020-2021

| State | Dates | Term 3 2020 | Term 4 2020 | Term 1 2021 | Term 2 2021 | Term 3 2021 | Term 4 2021 |
|-------|-------|-------------|-------------|-------------|-------------|-------------|-------------|
| ACT | from | 20 Jul | 12 Oct | 1 Feb | 19 Apr | 12 Jul | 5 Oct |
| | to | 25 Sep | 18 Dec | 1 Apr | 25 Jun | 17 Sep | 17 Dec |
| NSW | from | 20 Jul | 12 Oct | 27 Jan | 19 Apr | 12 Jul | 5 Oct |
| | to | 25 Sep | 18 Dec | 1 Apr | 25 Jun | 17 Sep | 17 Dec |
| NT | from | 21 Jul | 12 Oct | 1 Feb | 19 Apr | 20 Jul | 11 Oct |
| | to | 25 Sep | 18 Dec | 9 Apr | 25 Jun | 24 Sep | 17 Dec |
| QLD | from | 13 Jul | 6 Oct | 27 Jan | 19 Apr | 12 Jul | 5 Oct |
| | to | 18 Sep | 11 Dec | 1 Apr | 25 Jun | 17 Sep | 10 Dec |
| SA | from | 20 Jul | 12 Oct | 27 Jan | 27 Apr | 19 Jul | 11 Oct |
| | to | 25 Sep | 11 Dec | 9 Apr | 2 Jul | 24 Sep | 10 Dec |
| TAS | from | 20 Jul | 12 Oct | 3 Feb | 26 Apr | 20 Jul | 11 Oct |
| | to | 25 Sep | 17 Dec | 9 Apr | 2 Jul | 24 Sep | 16 Dec |
| VIC | from | 13 Jul | 5 Oct | 28 Jan | 19 Apr | 12 Jul | 4 Oct |
| | to | 18 Sep | 18 Dec | 1 Apr | 25 Jun | 17 Sep | 17 Dec |
| WA | from | 20 Jul | 12 Oct | 1 Feb | 19 Apr | 19 Jul | 11 Oct |
| | to | 25 Sep | 17 Dec | 1 Apr | 2 Jul | 24 Sep | 16 Dec |



THE INSTITUTE
OF CERTIFIED
BOOKKEEPERS

ICB Bookkeepers Reference Guide

Institute of Certified Bookkeepers 1300 85 61 81 www.icb.org.au
Member Services admin@icb.org.au
Member Support support@icb.org.au

Bookkeepers of the Future

| | | | |
|--|---|--------------------------------|--|
| Insurance | Insurance Made Easy | 1800 64 12 60 | icb.org.au/Approved-Products/Insurance |
| Tax Office | General Enquiries | 13 28 66 | ato.gov.au |
| | ABR | 13 92 26 | abr.gov.au |
| | Calculators | | ato.gov.au/calculators |
| | Superannuation | 13 10 20 | ato.gov.au/super |
| | BAS Agents | 13 72 86 | ato.gov.au/tax-professionals |
| | Non-Profit Report a Scam | 1300 13 02 48 1800 00 85 40 | ato.gov.au/non-profit ato.gov.au/scams |
| Education | Where to study bookkeeping ICB Upcoming Webinars ICB Recorded Webinar Library ICB Network Meetings ICB News & Newsletters | | icb.org.au/professional-development icb.org.au/CPE icb.org.au/members/webinars icb.org.au/networking icb.org.au/news |
| Payroll and Employer Requirements | Employer Obligations Dept of Employment Fair Work Ombudsman ICB HR Intermediary Employment Innovations | 1300 14 41 20 | business.gov.au employment.gov.au fairwork.gov.au icb.org.au/HR-intermediary employmentinnovations.com |
| BAS Agent Information | For all things 'BAS Agent' Tax Practitioners Board | 1300 36 28 29 | icb.org.au/BAS-and-BAS-agents tpb.gov.au |
| Software Support and Guidance | MYOB Support Intuit Support Xero Support Reckon Support | 1300 55 51 23 1800 732 566 | myob.com/au/support quickbooks.intuit.com/au/support xero.com/support reckon.com/au/support |
| Other Useful Numbers | ACNC (Charities) ABN Lookup | 13 22 62 | acnc.gov.au abr.business.gov.au |

JobKeeper: The temporary impacts of JobKeeper are not included.
Budget 2020/2021: The Federal and State Budgets have been deferred until later in 2020.

Certify Your Knowledge with
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| Workcover | | |
|-----------|--|----------------------------|
| State | Website | Phone |
| ACT | accesscanberra.act.gov.au | 13 22 81 |
| NSW | workcover.nsw.gov.au | 13 10 50 |
| SA | rtwsa.com | 13 18 55 |
| WA | workcover.wa.gov.au | 1300 79 47 44 |
| QLD | worksafe.qld.gov.au | 1300 36 21 28 |
| NT | worksafe.nt.gov.au | 1800 01 91 15 |
| TAS | worksafe.tas.gov.au | 1300 366 322 (notify only) |
| VIC | worksafe.vic.gov.au | 1800 13 60 89 |

| Payroll Tax | | |
|-------------|--|------------------------------|
| State | Website | Phone |
| ACT | revenue.act.gov.au | 02 6207 0028 |
| NSW | revenue.nsw.gov.au | 02 7808 6904 1300 13 98 15 |
| SA | revenuesa.sa.gov.au | 08 8226 3750 + option 5 |
| WA | finance.wa.gov.au | 08 9262 1300 |
| QLD | osr.qld.gov.au | 1300 30 07 34 + option 3 |
| NT | treasury.nt.gov.au/dtf/territory-revenue-office | 1300 30 53 53 |
| TAS | sro.tas.gov.au | 03 6166 4400 1800 001 388 |
| VIC | sro.vic.gov.au | 13 21 61 |

| Payroll Tax Thresholds 2020-2021 | | | |
|----------------------------------|---------------------------|-----------|------------|
| State | Wage Thresholds | | Rate |
| | Annual | Monthly | |
| ACT | \$2,000,000 | \$166,667 | 6.85% |
| NSW | \$1,000,000 | \$82,192 | 5.45% |
| SA | \$1,500,000 | \$125,000 | 0% - 4.95% |
| WA | \$1,000,000 | \$83,333 | 5.50% |
| QLD | \$1,300,000 | \$108,333 | 4.75% |
| NT | \$1,500,000 | \$125,000 | 5.50% |
| TAS | \$1,250,000 - \$2,000,000 | \$106,164 | 4.00% |
| | \$2,000,000 + | \$169,863 | 6.10% |
| VIC | \$650,000 | \$54,166 | 4.85% |

Payroll Tax payrolltax.gov.au/harmonisation/payroll-tax-rates-and-thresholds

| ATO Rates and Thresholds 2020-2021 | | |
|------------------------------------|---|------------------------------------|
| Type | Threshold | Conditions |
| Capital Acquisitions | >\$100 (Inc GST) | <\$300 |
| | SME system <\$30,000 (Ex GST) | 12 March COVID-19 stimulus package |
| Superannuation | \$450 per month (\$350 for hospitality) | 9.50% |
| Car Limit | \$57,581 | \$5,234 max GST |
| Fuel Efficient Car Limit | \$75,526 | |
| Luxury Car Tax | \$67,525 | |
| Wage Tax Free Annual Threshold | \$18,200 | |
| Type | Threshold | Conditions |
| Superannuation | Maximum Contribution Base for Super Guarantee | Per Quarter: \$57,090 |
| | Concessional contributions | \$25,000 All ages |
| Motor Vehicles (Non-Rotary Engine) | Flat rate | 72c per km |

| Typical Tax Code Usage | | | | |
|------------------------|-----|-------------|------------------------|--|
| Tax Code | BAS | Simpler BAS | Description | Typical Uses |
| GST | G1 | G1/1A | Goods and Services Tax | GST transactions where claimable by the business |
| | G11 | 1B only | | |
| ITS INP | G4 | G1 only | Input Taxed Sales | Interest Income |
| | | | | Residential rent received |
| EXP | G2 | G1 | Export Sales | Sales to overseas customers |

Tax Codes Info icb.org.au/Resources/GST-BAS/Comparing-Tax-Codes-in-Software

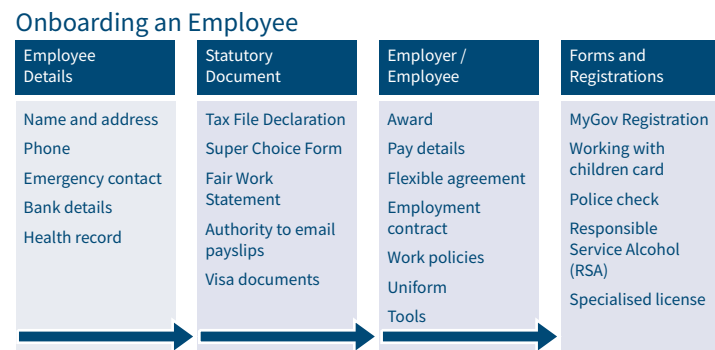
| Allowance Type | PAYG | Super | STP Field |
|--|------|-------|-----------|
| Working Conditions, Qualifications or Special Duties | | | |
| - Site, danger, crib, shift | Yes | Yes | Gross |
| - Trade, first aid, safety and other | Yes | Yes | Gross |
| - Higher duty ie leading hand, acting foreman | Yes | Yes | Gross |
| On Call Allowance | | | |
| - Worked normal hours | Yes | Yes | Gross |
| - Worked outside normal hours | Yes | No | Gross |
| Travel, Meals, Car Allowance | | | |
| - Travel - part day - no overnight away from home | Yes | Yes | Gross |
| - Meals (not covered by Award) | Yes | Yes | Gross |
| - Car - home to work (cents per km can apply) | Yes | Yes | Gross |
| Tools/Uniform | | | |
| - Trade tools | Yes | No | Other |
| - Phone/Internet | Yes | No | Other |
| - Compulsory uniform or dry cleaning | Yes | No | Other |
| Travel - Motor Vehicle | | | |
| - Motor vehicle related travel | Yes | No | Other |
| - Travel cents per km ATO rate or up to 5,000km | No | No | Car |
| - Travel cents per km amount OVER ATO rate or OVER 5,000km | Yes | No | Car |
| Award Transport | | | |
| - Deducted at year end | Yes | Yes | Transport |
| - Un-deductible at year end | Yes | Yes | Gross |
| Laundry | | | |
| - Up to ATO threshold | No | No | Laundry |
| - Over ATO threshold | Yes | No | Laundry |
| Award Overtime Meal Allowance | | | |
| - Up to ATO threshold | No | No | No |
| - Over ATO threshold | Yes | No | Meals |
| Travel Overseas or Domestic (Overnight Stay) | | | |
| - Up to ATO threshold | No | No | No |
| - Over ATO threshold | Yes | No | Travel |
| - Overseas Accommodation | Yes | No | Travel |

BAS Agent Only Services
 Only BAS Agents and Tax Agents can provide BAS services of:
 - Advice and lodgement of PAYG Withholding, BAS, TPAR and SGC Statement

Are you being relied on to give the client confidence that their BAS provision obligations are being met? Then YES you are providing a BAS Service.

If you ask questions of others for interpretation or explanation of the system then NO you aren't being relied on and you aren't providing a BAS Service. Unless you are a registered agent or an employee of the business you may not complete or lodge a client's BAS.

| National Fair Work Standards for Payroll | | |
|---|--|--|
| Standard | Hours/Days/Weeks | Conditions |
| Maximum Weekly Hours | 38 hours | + Additional hours if required, paid as per award or agreement |
| Parental Unpaid Leave | Up to 12 months | |
| Annual Leave | 4 weeks/ 152 hours (38wk) | Additional week for certain shift workers. Unused annual leave accrual will carry over to next payroll year |
| Personal Leave / Carers Leave | 10 days +2 days unpaid carers leave (if required) | |
| Family and Domestic Violence Leave | 5 days | Unpaid leave |
| Compassionate Leave | 2 days paid each time family/ household member dies. Separate to Personal Leave | Unpaid for casuals |
| Long Service Leave | As per State legislation and relevant award | States provide for ability to pay out LSL pro-rata after certain amount of service; refer to State guidelines for detail |
| Community Service Leave | Up to 10 days jury service. Unpaid leave for voluntary emergency service | |
| Notice of Termination | Up to 4 weeks (5 weeks if over 45 and 2 years continuous service) | Based on length of service |
| Redundancy Pay | Up to 16 weeks | Based on length of service |
| Fair Work Information Statement to any NEW employee | fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement | |
| Paid Parental Leave | Up to 18 weeks | Government funded DHS \$753.80 per week before tax |
| Fair Work Minimum Wage | \$19.84 per hour | \$753.80 per week |



Reference icb.org.au/Resources/Payroll/New-Employee-Guide for complete checklist
 Reference icb.org.au/Resources/Payroll for all things payroll

ALL Employees
 For any queries relating to pay rates, conditions, allowances, terminations, entitlements and so on, you MUST refer to the Industrial Instrument, (i.e., Modern Award or EBA), Fair Work Ombudsman and State Body.

ICB Resources
icb.org.au/Resources