



# Institute of Certified Bookkeepers

## Making you Count

**P:** 1300 856 181

**F:** 1300 857 393

**E:** [admin@icb.org.au](mailto:admin@icb.org.au)

**W:** [www.icb.org.au](http://www.icb.org.au)

## Bookkeepers helping Bookkeepers helping Business

### May 2021



Welcome to the May 2021 edition of ICB's Monthly Newsletter.

## Contents

<b>Important News.....</b>	<b>3</b>
■ ICB Corporate Office.....	3
<b>Best Practice Bookkeeping .....</b>	<b>3</b>
■ FWO Online Learning Centre.....	3
■ Cyber Security .....	4
<b>Continued Professional Education .....</b>	<b>6</b>
■ Upcoming Events and Webinars .....	6
<b>ICB Network Meetings .....</b>	<b>7</b>
■ Upcoming Network Meetings .....	7
<b>Other Things Happening in the World.....</b>	<b>8</b>
■ Accounting Software Initiative.....	8
■ Australian Accounting Awards.....	9
■ Small Business Digital Champions .....	10
<b>Business and Personal Health, Wellbeing and Development.....</b>	<b>12</b>
■ NewAccess for Small Business Owners .....	12
<b>From the ICB.....</b>	<b>12</b>
■ Accurassi Energy Bill Saver.....	12
■ What's New this Month from ICB.....	13
<b>From Strategic Partners .....</b>	<b>13</b>
■ The Changing Face of Bookkeeping.....	13
<b>From the ATO .....</b>	<b>14</b>
■ ATO Systems Maintenance.....	14
<b>ICB Membership Statistics .....</b>	<b>14</b>
<b>ICB Supporters and Sponsors.....</b>	<b>15</b>

## Additional Information for Members Only

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

### Important News

- EOY Preparation
- Superannuation Guarantee Increase

### Best Practice Bookkeeping

- Budget for Bookkeepers 2021
- Car Allowances and Reimbursements – updated resource

### The BAS Agent World

- Client Verification and BAS Agents
- BAS Agents and Obligations

### Other Things Happening in the World

- Consumer Data Right (CDR)

### From the ICB

- The New Board of Directors for ICB
- May 2021 eBrief for your Clients and Business

### From Strategic Partners

- Converting Casual Employees

## Important News

### ICB Corporate Office

## ICB Has a New Corporate Office Address

Our new corporate office address is:

**Level 17, 31 Queen Street, Melbourne VIC 3000**

New office details are effective immediately.



## Best Practice Bookkeeping

### FWO Online Learning Centre

## Fair Work Ombudsman – Good Record Keeping is a Legal Requirement



Managing and protecting a business by good record keeping is vital. Keeping track of employees' pay and entitlements is one of the obligatory responsibilities of employing staff. A business is required to keep records and issue payslips to all staff, including friends and family members.

Employers who don't keep proper records or issue payslips and find themselves in a situation where an employee makes a claim of underpayment regarding entitlements will be required to disprove any underpayment in court.

If no records or payslips have been kept then the court will assume the employees' allegations are correct. The onus is on the employer to prove they have met their obligations. This is called **reverse onus of proof** and is part of the Fair Work Act.

On 26th March 2021, sections of the Fair Work Act relating to casual employees were amended so now would be an opportune time for Bookkeepers and the businesses they work with to refresh knowledge around record keeping and payslips.

The FWO have developed a series of online learning courses to assist businesses, employees and, in turn Bookkeepers to understand obligations and rights within the workplace. The courses are free and interactive and take around 20–40 minutes to complete.

**One of the several courses offered is a comprehensive overview on record keeping and payslips.**

**This course will help you understand:**

- What employment records are and why you need them.
- When employment records need to be made and how long you must keep them.
- What pay slips are and what details you need to include on them.
- How to handle common record-keeping and pay slip questions, respond to audits, and interact with Fair Work Inspectors.
- Tools and resources available to help you manage your obligations around record-keeping and pay slips.

For Bookkeepers, completing these courses will help support your clients and equip the business to proceed with the knowledge that they are meeting all their obligations under the *Fair Work Act*.

The more knowledge a Bookkeeper has around the complexities of payroll and all the obligations that fall under that umbrella the more you can help the businesses you work with to grow while supporting their employees according to the law.

For more information on the courses offered by the FWO please see link: [FWO – Online Learning Centre](#)

Courses for employers		
Diversity and discrimination	Workplace flexibility	Managing employees
<a href="#">Go to course overview</a>	<a href="#">Go to course overview</a>	<a href="#">Go to course overview</a>
Record-keeping and pay slips	Managing performance	Hiring employees
<a href="#">Go to course overview</a>	<a href="#">Go to course overview</a>	<a href="#">Go to course overview</a>
Difficult conversations in the workplace - manager course		
<a href="#">Go to course overview</a>		

Information from Fair Work Ombudsman dated 18th May 2021

‘© Fair Work Ombudsman [www.fairwork.gov.au](http://www.fairwork.gov.au)’

## Resources

- [FWO – Online Learning Centre](#)
- [FWO – Protecting vulnerable workers reform](#)
- [FWO – Payslips](#)
- [FWO – Changes to casual employment – industrial relations reforms](#)

## Cyber Security

### Do You Know How Cyber Secure Your Business Is?



### What is Cyber Security?

Cybersecurity is the process of protecting and recovering computer systems, networks, devices, and programs from any type of cyber-attack. Cyber-attacks are an increasingly sophisticated and a growing danger to sensitive data, as attackers employ new methods powered by social engineering and artificial intelligence to bypass traditional security controls.

Unfortunately, our reliance on the digital world makes us more vulnerable than ever to malicious attacks, invasions of privacy, fraud, and other breaches of data. Bookkeepers and BAS Agents (as part of the Code of Conduct – Confidentiality) need to be vigilant when it comes to cyber security. Data breaches can completely destroy a business so consider implementing a cybersecurity program for your business and that of the businesses you work with.

Statistics from last year that show that there were more cyber-attacks on Australian Businesses in the first 6 months of 2020 than were recorded for the whole of 2019.

**Source:** [Australian Cyber Security Centre – Report 2019–2020](#)

Be aware of what types of attacks your business could be vulnerable to and with the help of some of the resources below equip yourself with the knowledge and actions needed to be cyber secure.

## Cyber Security Assessment Tool

A new [Cyber Security Assessment Tool](#) has been developed to help Australian small and medium businesses identify cyber security strengths and areas where that can be improved. The tool will ask users a series of questions about how a business manages cyber security risks and based on answers, users will receive a list of recommendations to action and practical steps a business can take to strengthen cyber security.

Recommendations can be downloaded as a PDF. Although the tool does not replace the services of a cyber security expert it is an effective start to evaluate how cyber secure a business is. For more information: [Cyber Security Assessment Tool](#)



There are also help guides developed by the [Australian Cyber Security Centre](#). The step-by-step guides detail basic cyber security instructions for specific software, applications, and devices.



Step-by-step guides



Small Business Cyber  
Security Guide



Cyber Security Assessment  
Tool



## Resources

- [ICB – Digital for Business](#)
- [ICB – Client Discussion Resources](#)
- [Cyber Security Assessment Tool](#)
- [ASCS – Step-by-step guides](#)
- [ACSC – Annual Cyber Threat Report – July 2019 to June 2020](#)

## Continued Professional Education

### Upcoming Events and Webinars

#### ICB Events and Webinars

- [ICB End of Year Online Seminar 2021](#)  
Online, Webinar, 8th June, 2021 to 19 June, 2021
- [Fridays with ICB](#)  
Webinar, Online, 4th June, 2021
- [Fridays with ICB](#)  
Online, Webinar, 11th June, 2021
- [Fridays with ICB](#)  
Online, Webinar, 18th June, 2021
- [ICB Technical Webinar - Inventory 2021](#)  
Online, Webinar, 24th June, 2021
- [Fridays with ICB](#)  
Online, Webinar, 25th June, 2021



**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, Multi-Dates
- [GovReports - Webinar Series](#)  
Online, Webinar, Multi-Dates
- [Tax Practitioners Board - Webinars](#)  
Online, Webinar, Multi-Dates



# ICB Network Meetings

## Upcoming Network Meetings

Webinars				
Online 11th June, 2021	Online 14th June, 2021			
ACT				
Canberra - Northside 8th June, 2021	Canberra - Phillip 13th July, 2021			
NSW				
Albury - Wodonga 9th June, 2021	Ballina 11th June, 2021	Balmain 18th June, 2021	Bathurst 9th June, 2021	Bellingen 15th June, 2021
Blue Mountains 9th June, 2021	Brookvale 21st June, 2021	Central Coast 16th June, 2021	Dubbo 21st June, 2021	Hawkesbury Region 1st June, 2021
Hills Districts 16th June, 2021	Hornsby 10th June, 2021	Lower North Shore 21st June, 2021	Moorebank 2nd June, 2021	Newcastle 21st June, 2021
Newport 22nd June, 2021	Oran Park 17th June, 2021	Orange 9th June, 2021	Port Macquarie 8th June, 2021	Randwick - Bondi 9th June, 2021
Shoalhaven 21st June, 2021	Southern Highlands 21st June, 2021	Sutherland 17th June, 2021	Tweed Coast 16th June, 2021	Wagga Wagga 5th June, 2021
Wollongong 16th June, 2021				
NT				
Darwin 21st June, 2021				
Queensland				
Atherton Tablelands 17th June, 2021	Brisbane Central 24th June, 2021	Brisbane North <b>TBC 2021</b>	Brisbane South 15th June, 2021	Bundaberg 8th June, 2021
Burpengary 16th June, 2021	Cairns 18th June, 2021	Dalby 6th June, 2021	Gladstone 15th June, 2021	Gold Coast - AM 8th June, 2021
Gold Coast - PM <b>TBC 2021</b>	Hervey Bay 15th June, 2021	Ipswich 15th June, 2021	Logan 16th June, 2021	Moreton Bay 15th June, 2021
North Sunshine Coast 18 June, 2021	Port Douglas 21st May, 2021	South Sunshine Coast 10th June, 2021	Toowoomba 11th June, 2021	Townsville 11th June, 2021
South Australia				
Adelaide West 18th June, 2021	Para Hills 16th June, 2021	South Adelaide 10th June, 2021	Unley 10th June, 2021	
Tasmania				
Hobart 16th April, 2021	Launceston 21st June, 2021			
Victoria				
Ballarat 4th June, 2021	Brunswick 21st June, 2021	Bulleen 8th June, 2021	Burwood 2nd June, 2021	Chadstone 7th June, 2021
Cobram 16th June, 2021	Docklands 28th May, 2021	Echuca 25th June, 2021	Frankston 21st June, 2021	Geelong 15th June, 2021
Mildura 9th June, 2021	Mordialloc 22nd June, 2021	Mornington 28th May, 2021	Mt Waverley 8th June, 2021	Narre Warren 8th June, 2021
Ringwood 24th June, 2021	Sale 11th June, 2021	Sunbury 8th June, 2021	Warragul 15th June, 2021	Wyndham 11th June, 2021
Yarra Valley 11th June, 2021				
Western Australia				
Balcatta 17th June, 2021	Broome 28th May, 2021	Bunbury 24th June, 2021	Busselton 11th June, 2021	Cockburn Central 22nd June, 2021
Geraldton TBC, 2021	Joondalup 15th June, 2021	Mandurah 9th June, 2021	Melville 2nd June, 2021	Midland 10th June, 2021
Northam 10th June, 2021	Welshpool Cancelled			



## Other Things Happening in the World

### Accounting Software Initiative

#### From the Australian Bureau of Statistics

Did you know Aussie small and medium size enterprises (SMEs) spend 270,000 hours each year completing their reporting obligations to the Australian Bureau of Statistics (ABS)? The Quarterly Business Indicator Survey (QBIS) and New Capital Expenditure (CAPEX) surveys represent over 40,000 hours per year for 10,000 businesses.

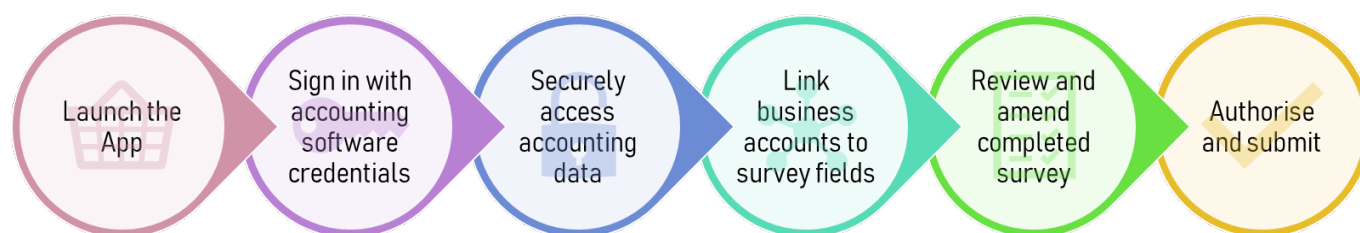
As part of the Australian Government's Deregulation Agenda, the ABS are investigating the potential for business accounting software to significantly reduce the reporting burden for SMEs.

The ABS are excited to talk to Bookkeepers and the businesses they work with about a solution that will make financial surveys easier to complete – meaning less time and effort for you. To learn more or join the discussion get in touch at [deregulation@abs.gov.au](mailto:deregulation@abs.gov.au)

#### The Value of Business Stats

The ABS believe there is great value for government and the business community in the statistics produced from data provided by SMEs. The surveys they conduct are instrumental in informing and evaluating Australia's economic and social policies.

During the COVID-19 pandemic, ABS statistics took centre-stage in the formulation of policies such as JobKeeper. The QBIS survey in particular is fundamental to the quarterly measure of GDP and in 2020 the data you provided allowed us to track the unprecedented 7% drop in Australia's Gross Domestic Product (GDP) in the June quarter, and the economy's resurgence with 3% quarterly growth as restrictions were lifted.



#### A Potential Solution

The ABS are looking at how an easy-to-use application might integrate with business accounting software to help you:

- Access financial data from your accounting software.
- Link accounting data with the questions asked in our surveys.
- Review, amend or add data manually; and submit your completed survey to the ABS – all from the one place.
- Ensure that subsequent submissions are easy to complete.



## Talk to the ABS

The ABS understand it can be challenging finding statistics tailored to your specific business or industry. They are excited to understand how they might use SME accounting software to provide you with powerful statistical data. Your input in this process is paramount. They want to know how they can make this work for you!

## How to Get in Touch

Please [schedule a session](#) to talk with the ABS about this opportunity.

If you have any queries or feedback, contact us at [deregulation@abs.gov.au](mailto:deregulation@abs.gov.au)

For general information on the ABS Deregulation program, please visit [www.abs.gov.au/deregulation](http://www.abs.gov.au/deregulation)

## Resources

- [ICB – Webinar ABS Deregulation Program Notes](#)



ABS Deregulation Program

## Australian Accounting Awards

### ICB Members and the Australian Accounting Awards

The Australian Accounting Awards is regarded as the industry's most prestigious accolades recognising excellence across the entire accounting industry. The awards pinpoint professional development and innovation, showcasing both the individuals and firms which are leading the way in the industry.



**The ICB is immensely proud to announce the following ICB members have been nominated as finalists in the Australian Accounting Awards for 2021:**

### Accounting Support Staff of the Year

- Ms Kelly Eke MICB

### Bookkeeper of the Year

- Mr Scott Boladeras MICB
- Mr Alan Heiser MICB
- Ms Sandra Lee MICB
- Miss Bianca Macliver MICB
- Mrs Kate Stathis MICB

## Mentor of the Year

- Mr Ben Roberts – Student Member

## Thought Leader of the Year

- Mr Matthew Addison FICB
- Ms Sarah Lawrance MICB

## Bookkeeping Firm of the Year

- Efficiency Partners (Allison Joyce)

## Small Business Digital Champions

### Expert Video Cases – Valuable Resources for Bookkeepers

The Small Business Digital Champions Project is a government initiative intended to inspire and equip Australian small businesses to thrive in the digital economy.

As part of this project a series of expert video case studies were produced by the Project's Digital Transformation Provider, Deloitte.

These videos can be used as resources and to assist in training for the following topic areas:

#### 1. Customer Relationship Management (CRM)

##### Benefits and Themes:

- Increased visibility of customers and interactions
- Ability to utilise marketing automation
- Reduced administration/manual processes

[Customer Relationship Management Website Link](#)

[Customer Relationship Management YouTube Link](#)

#### 2. Cloud Computing

##### Benefits and Themes

- Can access data anywhere, anytime
- Time savings
- Cost savings
- Increased flexibility for team
- Secure data storage

[Cloud Computing Website Link](#)

[Cloud Computing YouTube Link](#)

### 3. Online Presence

#### Benefits and Themes

- Increased brand awareness
- Ability to target ideal customers
- Increase sales
- Tap into other markets
- Establish online identity
- Make it easier for customers to find you

[Online Presence Website Link](#)

[Online Presence YouTube Link](#)

### 4. Systems Integration

#### Benefits and Themes

- Reduces duplication
- Increases data accuracy
- Ability to access data in real-time

[Systems Integration Website Link](#)

[Systems Integration YouTube Link](#)

### 5. Why Go Digital?

#### Benefits and Themes

- Increased efficiency

[Why Go Digital Website Link](#)

[Why Go Digital YouTube Link](#)



# Business and Personal Health, Wellbeing and Development

## NewAccess for Small Business Owners

### Mental Health Coaching for Small Business Owners

Being a small business owner is a unique experience which can involve stress and pressure coming from many directions.

If you aren't sleeping, struggling to concentrate, or are just feeling overwhelmed by day-to-day challenges, consider NewAccess for

Small Business Owners. Developed by Beyond Blue, NewAccess for Small Business Owners is a free mental health coaching program offering flexible phone and video call support options for small business owners so they can manage stress and improve their mental wellbeing.

Coaches of the NewAccess for Small Business Owners program all have a small business background, allowing them to better understand the challenges small business owners may face. No doctor's referral is required. "One great thing about NewAccess was the accessibility. I was under so much stress financially and it was free." — NewAccess participant.

To find out more or enquire today visit [beyondblue.org.au/newaccess-SBO](https://beyondblue.org.au/newaccess-SBO), or if you know a small business owner, let them know about the new program.



## From the ICB

### Accurassi Energy Bill Saver

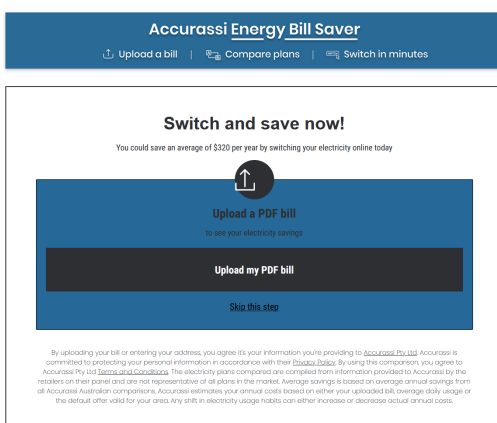
### Accurassi Energy Bill Saver

Introducing new ICB Partner, Accurassi's Energy Bill Saver Tool that allows you to compare a recent residential electricity bill with other plans in the market to see how much could be saved by switching.

In 2020, Accurassi found that 4 out of 5 Australian homes were paying more than they should be for Electricity and on average, they saved \$320 per year by switching.

Simply upload a recent electricity bill in PDF format to find out just how much you could save by switching electricity plans.

A benefit for you, a service for your clients.



## What's New this Month from ICB

New and updated resources for May 2021

- Comprehensive End of Year Checklist
- Trial Balance Adjustments
- Prepayments
- Preparing for End of Year
- Bookkeeper End of Year Project Plan
- Bookkeeping for Single Touch Payroll
- End of Year Payroll Checklist
- Reconcile Debtors/Receivables
- Reconcile Creditors/Payables



[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

### The Changing Face of Bookkeeping

## How Work & Workflow Changes Futureproof Practices

An eBook published by Reckon delves into the changing marketplace and how updated work models and workflow solutions can benefit bookkeeping practices, helping to futureproof against the tides of change.

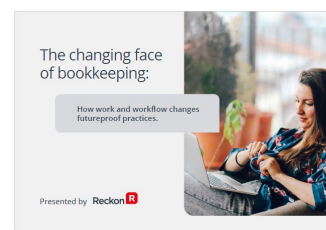


Although based on UK models the Reckon eBook discusses the need for Bookkeeping professionals to adopt future first thinking mindset to adaptation to ensure their businesses thrive, a topic that is also relevant for Australian Bookkeepers.

The eBook examines the fact that change is inevitable and also focuses on the need for Bookkeepers to seek out new avenues to widen their business offering while also streamlining bookkeeping day-to-day tasks.

To read the Reckon eBook in detail:

[Reckon – The Changing Face of Bookkeeping](#)



## 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.

### Systems Maintenance

Start time	End time	Maintenance type
Friday 28 May 11.30pm AEST	Saturday 29 May 7.30am AEST	<b>myGovID</b> will be unavailable for creating a new myGovID and existing users. Systems unavailable include; Access Manager, Business Portal, Online services for agents, Online services for business and Relationship Authorisation Manager
Saturday 5 June 11.30pm AEST	Sunday 6 June 11.30am AEST	Practitioner lodgment service and cloud will be unavailable
Friday 11 June 11.30pm AEST	Saturday 12 June 7.00am AEST	ATO Online services for agents and Practitioner lodgment service will be unavailable
Saturday 12 June 10.00pm AEST	Sunday 13 June 10.00am AEST	Monthly maintenance
Friday 18 June 11.30pm AEST	Monday 21 June 7.00am AEST	<b>Quarterly system release</b> – Full or limited functionality may be returned earlier if the Quarterly Release is proceeding ahead of schedule
Saturday 7 August 10.00pm AEST	Sunday 8 August 10.00am AEST	Monthly maintenance
Saturday 4 September 10.00pm AEST	Sunday 5 September 10.00am AEST	Monthly maintenance
Friday 24 September 11.30pm AEST	Monday 27 September 7.00am AEST	<b>Quarterly system release</b> – Full or limited functionality may be returned earlier if the Quarterly Release is proceeding ahead of schedule

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

## ICB Membership Statistics

**7,526 Members** at 27 May 2021

4,978 Members maintain Fellow, Member, Associate, Affiliate and Educator Membership. ICB also has 12 Accredited Training Provider Members and 2,498 Student Members.

## ICB Supporters and Sponsors



Please note that, in between newsletter editions, news related articles may be published directly to the ICB Latest News section of our website throughout the month as we aim to keep our members informed with up to date information as soon as possible. This may include articles published in this edition of the newsletter.

The Institute of Certified Bookkeepers complies with the Spam Act 2003, [see our Spam Policy here](#).

ICB's Newsletter contains news articles, links and regular sections that we feel will be of interest to our members. If there is anything that you would like to see, whether a regular feature or a one-off, we value your input. Please email your ideas and/or feedback to [editor@icb.org.au](mailto:editor@icb.org.au).

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

A selection of newsletter articles each month are accessible by *ICB Members only* – Members will need to be logged on to the ICB website to view all articles in full.

The ICB newsletter is designed to provide information and resources for Bookkeepers with clients and Bookkeepers in employment. The content of the newsletter may be relevant in part or in whole to other ICB publications or purposes.

The ICB withholds all rights of content that is restricted to member access only and information included in the member newsletter. *Member-only information is not to be reproduced without specific consent from ICB.* ICB makes every reasonable effort to ensure that all technical and legislative information quoted in this newsletter is correct at the time of publication.

The ICB permits reproduction of ICB articles and material contained in the non-members newsletter and available publicly on the website on the proviso that acknowledgement of ICB is specifically provided, including links to the ICB website and original article. An accepted form of acknowledgment would be: *"This information has been obtained from the Institute of Certified Bookkeepers website: [www.icb.org.au](http://www.icb.org.au)".*

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

Institute of Certified Bookkeepers			
Level 17 31 Queen Street Melbourne 3000	<b>Phone:</b>	1300 856 181	<b>Fax:</b> 1300 857 393
	<b>Website:</b>	<a href="http://www.icb.org.au">www.icb.org.au</a>	<b>Email:</b> <a href="mailto:editor@icb.org.au">editor@icb.org.au</a>
	<b>Social Media:</b>	  	

### **Disclaimer:**

*The content of this e-mail (including any attachments) as received may not be the same as sent. If you consider that the content is material to the formation or performance of a contract or you are otherwise relying upon its accuracy, you should consider requesting a copy be sent by normal mail. The information in this e-mail is confidential and may be legally privileged. If you are not the intended recipient, please notify the sender immediately and then delete this e-mail entirely - you must not retain, copy, distribute or use this e-mail for any purpose or disclose any of its content to others. Opinions, conclusions and other information in this e-mail that do not relate to the official business of the Institute of Certified Bookkeepers shall be understood as neither given nor endorsed by it.*