

Client eBrief



Institute of Certified Bookkeepers
Making you count



ATO Lodgement Dates

Fairwork – Workplace Myths Fact or Myth

EMPLOYMENT MYTHS-

MYTH:- I Can test out a new employee by asking them to work an unpaid trial

FACT:- If someone is working for your business you must pay them wages. You must also give them any other conditions they're entitled to under the National Employment Standards (NES) & any applicable modern award or enterprise agreement. There is no such thing as an unpaid trial. You can ask a prospective employee to demonstrate a skill that is required for the job, for example a touch typing test, or asking them to make a coffee. However, if they perform work they have to be paid for it.

MYTH:- Employees have to work for 12 months before they can take any annual or personal leave.

FACT:- Under the National Employment Standards, employees start accruing leave as soon as they start work. This means that employees can take paid annual leave at any time as agreed with you, even if they have worked for you for less than 12 months. If an employee is sick, they must be paid sick leave as long as they have enough leave and they have given notice and if required, appropriate evidence.

MYTH:- I can fire an employee without notice during their probation period

FACT:- Under the National Employment Standards, employees who have been working for less than 12 months must get at least 1 weeks' notice.

Certain employees aren't entitled to notice including casuals, fixed term employees and employees whose employment is terminated because of serious misconduct.

You should also check the modern award or any agreement that applies in case it provides a greater entitlement

MoneySmart Week is an independent, not-for-profit national initiative promoting the importance of financial literacy. Knowing how to make sound money decisions is a core skill in today's world, regardless of age.

We want to show Australians how they can take simple steps to make a big difference to their finances.

MoneySmart Week will be held annually in the first week of September

MoneySmart Week 2012 includes:

- A call to action for all Australians to take the next step in their financial health: 'Do a Money Health Check'.
- A National Awards program to recognise outstanding achievements in financial literacy.
- Promotion of existing money management programs, tools and resources.
- A range of special activities and events in workplaces and the community.

Why is financial literacy important? Financial literacy is about understanding money and finances and being able to confidently apply that knowledge to make effective financial decisions. It affects quality of life, opportunities we can pursue, our sense of security and the overall economic health of our society. To find out more about financial literacy, visit www.financialliteracy.gov.au

These dates are from the ATO website & do not take into account possible extensions. Contact us to establish when your information is required for lodgement. You remain responsible for ensuring that the necessary information is with us in time.

BAS/IAS Monthly lodgement – August Activity Statement: 21st Sept12 final date for lodgement & payment

BAS/IAS Monthly lodgement – September Activity Statement: 21st Oct12 final date for lodgement & payment

1st Quarter of FY2013: **BAS lodgement – September Quarter (including PAYGI) 28th Oct final date for lodgement & payment.** Final date for electing to pay GST by instalments (option 3) or final date for opting out of option 3 for current year.

GST: Final date for eligible quarterly GST reporters to elect to report GST annually

PAYGI: Final date for eligible instalment reporters to elect to report annually for June balancers.

Where a due date falls on a day that is not a business day (that is, the due date is a Saturday, Sunday or public holiday), lodgement or payment may be made on the first business day after the due date without incurring a penalty or general interest charge(GIC).



Hot Topic; Cloud Accounting – Three Different Solutions

Cloud computing is helping bookkeepers & business owners. Providing us with better interaction, productivity gains by cutting down manual data entry and realtime accounting. New systems also allows for collaborative communication between Accountants, Bookkeepers & Owners of business. There is also financial savings on infrastructure & associated costs. However a good internet connection is required to get the most advantage of these new systems.

As of today, there appears to be **3** different implementations of using the “internet” or the “cloud” to access accounting datafiles:

1. **Browser based:** Accessible through most internet browsers, nothing special is stored on the local machine, all data and the program is provided to you from the providers servers. This requires an internet connection to access. Typically there doesn't appear there is an ability to do a datafile backup to access the data offline. To maintain business records then either you must retain access to the providers servers or extract the data and reports and save it locally. There is no ability to work without an internet access. What is available in this space: XERO, MYOB LiveAccounts, Reckons CashBook Online.
2. **ASP / Hosted (Terminal Server type arrangement):** Accessible when the local machine has the 'client' connection program ie “Remote desktop connection”. The data and program is provided to you from the providers servers, however typically the program and datafile could also be copied to your local machine and you could work with the file (by copying it) locally, giving you the ability to work either online or offline. This model is simply an internet based connection to running the program on a provided server. A backup of the data could be stored on the provided online servers or the backup could be stored locally. To maintain business records then you backup or copy the datafile locally and ensure you have a program that remains usable. You cannot work on the provided computers without an internet connection, if you have a copy of the program installed locally and copied the datafile to your local machine you could then work locally. This would require you copying the file back to the provided computer at some point. Reckons Quickbooks Online or by using your own ASP arrangement. MYOB version is a hosted or ASP licence to your MYOB product on a third party ASP host.
3. **Synched Desktop:** Accessible through the program installed on the local machine, all data is stored on the provided internet server and also a synchronised copy of the file is stored on the local machine. The concept is that you will “normally” work with an internet connection and all processing is made directly into the data that is on the provided server, behind the scenes the program will synchronise the “online” data with the local copy. However if the server is not available or the internet is not accessible then you can, if you must, work on the local copy (normally after a planned “checkout”) and synchronise (or overwrite) the server copy when you do have the internet connection. A backup of the datafile should be made and stored locally, which can then be restored either online or offline. To maintain business records keep a backup of the datafile locally and keep the program installed locally. MYOB AccountRight Live will provide this style of cloud computing.

Backup in the cloud world: The “Provided server” does backups but.....In each case above, the provided server will be (or should be) doing their backups and have redundancy in their server arrangements. However we also suggest you have local copies of your data in some form.

Ultimately the business is required by law to have their business records for up to 7 years, so ultimately it is up to the business to maintain access to the detail. Today's internet based world continues to show cases of internet hacking, server breakdowns, redundancy plans that don't kick in when required, identity theft (login theft or breaches) resulting in loss of online data etc .We remain of the opinion that best practice requires a copy of your business records to be periodically retained locally.

Multi-user: Multiperson access can be provided in each of these situations, subject to your agreement with the datafile/program providers and also the providers of the server.

“Anywhere / Anytime” Browser based requires a browser on any computer (easy). ASP requires the ASP program “Client” application in order to access the host server. Synch'd desktop requires the computer to first download the application and then to connect to the server. All are arguable Anywhere / Anytime but with different levels of ease.

How do you think Cloud Computing will affect your business? Let's talk about it

Disclaimer: All or any advice contained in this newsletter is of a general nature only and may not apply to your individual business circumstances. For specific advice relating to your specific situation, please contact your accountant or contact me for further discussion.

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