

## Client eBrief



Institute of Certified Bookkeepers  
Making you count



## ATO Lodgement Dates

### Employees and Workplace Giving and Salary Sacrifice

There are 3 methods an employer can use to record donations made by an employee that the employer pays directly on their behalf.

1. **After Tax Donation.** This way the gross/net pay is calculated as usual with the tax amount; the donation is made from the net pay. The donated amount appears on the payment summary at the end of the year. The employee can then claim this donation against their taxable income in their tax return.
2. **Salary Sacrifice.** This way the employee can “sacrifice” the wage to the charity, and pay no tax on the sacrificed amount. This is reported the same as super salary sacrifice, and reduces gross payments accordingly. This however does not get reported on the payment summary, and the employee cannot claim the amounts donated against their tax return.
3. **Workplace Giving Scheme.** An employer may offer a workplace giving program where a donation to a DGR is deducted from the employee’s wages and paid directly to the DGR on behalf of the employee. This is an optional program and is an ATO approved scheme where the tax is calculated differently - essentially the employee gets a slightly reduced tax rate for donating some of their after tax income to a charity. The donated amount appears on the payment summary at the end of the year. The employee can then claim this donation against their taxable income in their tax return. There are specific guidelines and tax calculations for [setting up a workplace giving program](#).

In all cases, the employee still gets the Super Guarantee paid on the gross wage. Also in all cases, for the employer to pay directly to the charity it must be a registered Deductible Gift Recipient.

If the employee wishes to donate to an entity other than a registered DGR, they must do this themselves, the employer cannot get involved. It is up to the employer to check the status of the charity and confirm that they are DGR before paying them. Check the charity’s ABN to verify their status.

There is no limit to how much of their wage an employee can donate. If they choose, they can donate their entire wage.

These dates are from the ATO website and do not take into account possible extensions. You remain responsible for ensuring that the necessary information is with us in time.

BAS/IAS Monthly Lodgement – November Activity Statement: 21<sup>st</sup> December, 2014 final date for lodgement and payment.

BAS/IAS Monthly Lodgement – December Activity Statement: 21<sup>st</sup> January, 2015 final date for lodgement and payment.

BAS/IAS Monthly Lodgement – January Activity Statement: 21<sup>st</sup> February, 2015 final date for lodgement and payment.

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2nd Quarter of FY 2015: BAS Lodgement – December Quarter 2014 (including PAYGI) 28th February, 2015 final date for lodgement & payment

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Due date for super guarantee contributions, for **1st Quarter of FY 2015**, July to September 2014 - contributions to be made to the fund by 28th October, 2014.

Due date for super guarantee contributions, for **2nd Quarter of FY 2015**, October to December 2014 - contributions to be made to the fund by 28th January, 2014.

The super guarantee charge is not a tax deduction if not paid by these dates.

Refer to the ATO for details regarding any SGC charges applicable if not paid by due date.



## **Business Information – Use of Software**

Businesses that utilise software with online storage of their data should be aware of the 'conditions of use' the software providers publish.

### **Access to Your Data**

It is a common condition of subscription to software that the supplier of that software retains the right to either.

1. Access your specific data for the purpose of review, upgrade or provision of support
2. Use your data as part of aggregated trend analysis (Statistics)

Your software has been established by providing specific access to specified individuals as agreed with you. These individuals are in addition to the access rights retained by the software supplier.

As your professional advisor we will not provide any other person access to your data without your express consent.

### **Protection of Your Data**

Your online software is stored (either entirely or in part or a copy) on the servers of the software supplier. While the software supplier has invested significant money and resources in providing security of that data and provided for protection from loss of any data, it is a common condition of subscription to software that the supplier will not indemnify you from any damage or loss due to the corruption or loss of data on their system.

The law requires a business to retain full business records. It is each business' responsibility to ensure they have the required records. Accordingly, you must have copies of your business records kept independently of the software company.

As your professional advisor we will ensure regular backups, reports and copies of business records are extracted from the software and retained at the location on your own computer system as agreed with you.

We also advise that we have retained records of the work we have performed for you, however these records are not sufficient to comply with your record keeping obligations, unless separately agreed with you as an additional part of our services.

### **Your Use of the Software Implies Consent**

Your use of the software with these terms requires your agreement with the software company having this access.

As your professional advisor we are obliged to make you aware of these conditions and require your acknowledgement and agreement to using this software.

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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