

About Bookkeeping News

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ATO KEY LODGEMENT DATES

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. As long as information is provided to us in a timely manner, About Bookkeeping will do everything possible to always lodge ONTIME.

Quarterly BAS Due Dates

Quarter 2 Including Dec PAYG	28 Feb 2013
Quarter 3 Including Mar PAYG	28 Apr 2013
Quarter 4 Including Jun PAYG	28 Jul 2013

Monthly BAS / IAS Due Dates

Nov 2012	21 Dec 2012
Dec 2012	21 Jan 2013
Jan 2013	21 Feb 2013
Feb 2013	21 Mar 2013
Mar 2013	21 Apr 2013
Apr 2013	21 May 2013
May 2013	21 Jun 2013
Jun 2013	21 Jul 2013

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

If you lodge electronically through About Bookkeeping, you automatically get a month's extension for all quarterly BAS lodgements; except the December BAS as the ATO gives the extension for all businesses due to the Christmas / New Year Holidays.

WELCOME TO THE FIRST ABOUT BOOKKEEPING NEWSLETTER

It has been a long time coming, and finally I have had an opportunity to put pen to paper (well – fingers to keyboard) and organise the first ever "About Bookkeeping News".

I hope that you find everything relevant information for your business and if you have any questions or anything that needs further clarity, please just drop me an email, or speak to me the next time I see you.

If you know of any other business owners that could benefit from the information, please do not hesitate to forward the Newsletter to them.

Well, for me personally, 2012 has been a very challenging year and am hoping that 2013 will bring about better fortunes, both health and financially.

Most of you will know that I moved house this year with the desire to expand About Bookkeeping, and 10 months later, I have finally taken steps to do just that. I am currently on the lookout for a part time Administration Assistant. I am hoping to have an employee in place before the close of this year and envisage having the role increase to full time by the end of this financial year. If you know anyone who could be suitable, please let me know.

I will be taking a small break from Saturday 22nd December until Wednesday 2nd January 2013, if you have anything urgent that arises in that time, please text me and I will get back to you.

Finally, I would like to take this opportunity to wish for all my clients a very happy, healthy, cheerful Christmas and hope that we can all prosper in 2013.

Susan ☺



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www.aboutbookkeeping.net.au

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What can we offer.....

Bookkeeping Services

- *Data Entry & General Bookkeeping
- *Payroll Services
- *Bank & Loan Reconciliations
- *Debtor control/Accounts Receivable
- *Creditor control/Accounts Payable
- *Financial reporting
- *Budget forecasting
- *Cash flow analysis
- *Liaison with your accountant
- *Business activity statements (BAS)
- *Instalment activity statements (IAS)
- *Registered BAS Agent for Electronic Lodgement of BAS & IAS
- *End of Financial Year Processes & Payment Summaries
- *MYOB sales, installation & training

HR Services

- *Employment Agreements
- *Letters of Engagement
- *Processing of Payroll & PAYGW
- *Modern Award Compliance
- *End of Financial Year Payment Summaries
- *Separation Certificates

Administrative Services

- *Word Processing
- *Database Data Entry
- *Mail outs & Newsletters
- *Spreadsheets
- *Mail Merges
- *Proof Reading & Document Formatting
- *Hard copy to soft copy processing & scanning

Computer Support

- *Anti-Virus support
- *Back Ups
- *Defragmentation of HDD's
- *Monthly Maintenance

Let About Bookkeeping
be your "Virtual Office"

STAFF CHRISTMAS PARTIES

It happens every year: Someone embarrasses themselves and others at the work Christmas party. In many ways its unavoidable, but legal experts are now saying preparing yourself for the silly season is more important than ever.

One of the major catalysts for the push is the growth of social media. Everything you say and do can be instantly published online, and it could only take a few hours for an embarrassing or offensive photo to be spread not only across social networks, but the entire breadth of the internet. Legal expert and industrial relations lawyer Peter Vitale says it's time for businesses to lay down some ground rules and warns businesses that a warning needs to occur as soon as possible. "Everyone needs to exercise discretion," he says.

Here are five main areas you need to address for your Christmas parties:

1. The party is the same as the workplace

Some employees might get the idea that because they're off-site, anything goes. Not so. As Vitale says, the official work function still operates as the company for all legal purposes.

"That means all of the company's policies like health and safety, and anti-discrimination, continue to apply," he says. "It needs to be made clear that anybody who is in breach of those policies will be treated as if they'd breached them at work."

The warning follows a number of cases where judges have ruled that even though employees can be outside of an official workplace, any gathering designated as a work function carries the same responsibilities for any employer

2. A warning needs to be made

Of course, employees won't know anything about that unless the business owner or manager tells them. Vitale says it's crucial this occurs. "It doesn't need to be in a stern tone, and there's no harm in an email either, but there just needs to be something circulating around to remind everyone of their obligations."

3. Social media

This is the big one. Some staff may use Twitter and post on Facebook during or after the Christmas party. It's something you should just expect. But there's a danger here, as an offensive or inappropriate social media post could go viral and leave your business in hot water. At the same time, posts could constitute bullying or harassment if a particular staff member is targeted in an offensive post. Vitale says you need to warn employees about this, especially due to the fact employment can be affected by social media posts, as referenced in this Linfox case last year. What staff post can come back to bite them. "If people want to take photos and post them, that's obviously fine, but they need to check with the people in the photos that they're okay with it." "Again, this needs to be intertwined with employees complying with anti-bullying policies and so on." Vitale says it may be worth warning employees to hold off on posting photos until the morning after the party, just in case.

4. Getting to and from...

Vitale says business owners need to make sure staff have a way of getting to and from the Christmas party, even if that means organising taxis. Where alcohol is served, he says, responsible transportation is needed.

5. Alcohol

And speaking of alcohol, Vitale says businesses need to ensure responsible service of alcohol laws are complied with. "The employer should be conscious of serving alcohol where people have clearly had enough," he says, also warning that non-drinkers need to be catered for. "That's just practical, to make sure there are enough beverages for non-drinkers."

In the final wash-up, Vitale says, it's pretty simple to have a good time at the Christmas function: "Overall, people just need to exercise discretion."

HAVE A SAFE AND MERRY CHRISTMAS!

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INCREASE TO SUPERANNUATION GUARANTEE CONTRIBUTION (SGC).

As an employer your super obligations to your employees are changing. From next year, you need to increase the superannuation guarantee contributions (SGC) you make on behalf of your employees.

If About Bookkeeping is engaged to take care of your Payroll, it will all be taken care of in due course, as the dates and obligations arise, we will ensure it is all correct and keep you updated of the changes as they occur.

In the meantime - please find below some common questions regarding this change, what is changing, when it is changing & what needs to be done.

What are the changes to the super guarantee rate?

The compulsory super guarantee rate will gradually increase from 9% to 12%. If you make super payments on behalf of your employees based on the minimum 9% super guarantee rate, you will need to increase this rate to 9.25% on 1 July 2013.

What are the new super guarantee rates?

The super guarantee increases to 12% over seven years, as shown below.

Year	SG Rate
2012-13 (current)	9 per cent
2013-14 (next year)	9.25 per cent
2014-15	9.5 per cent
2015-16	10 per cent
2016-17	10.5 per cent
2017-18	11 per cent
2018-19	11.5 per cent
2019 and after	12 per cent

What are the changes to employee eligibility for super?

As of 1 July 2013, there is no upper age limit for paying super for an employee. Removal of the limit is to encourage mature workers to remain in the workforce. This means you may need to make super guarantee payments for eligible employees aged 70 years or older.

What do I need to do to meet the new eligibility requirements?

From 1 July 2013, you will need to check if you have any employees aged 70 years or older who may be eligible to receive super payments. For those employees who are eligible, arrange to pay super contributions into their chosen fund. For help working out if an employee is eligible for compulsory super payments, just ask About Bookkeeping, we can work this out for you.

What are the changes to my payslip reporting obligations?

To give your employees more information about their super, from 1 July 2013, you will be required to report on their payslips the amount of super contributions paid into their account and the date the super contribution was made.

What do I need to do to meet the new super guarantee rates?

- Update your payroll & accounting systems to incorporate the increase to the SGC rate.
- From 1 July 2013, increase the rate you use to work out the super guarantee payments you make for your employees from 9% to 9.25%.
- Increase the rate you base your SG payments on each year from 2013 until 1 July 2019.
- If you have fewer than 20 employees, think about using the Small Business Clearing House (see Data and e-commerce standard) to help you meet your super guarantee obligations.

What do I need to do to meet the new data and e-commerce standard?

If you prefer to process your super contributions for staff yourself, you can work with your default super fund or payroll supplier to meet the new data and e-commerce standard. Other partners, including accountants and clearing houses, will be able to help as well.

What are the new data and e-commerce standard requirements?

A data and e-commerce standard is being introduced that will make it possible for you to send contributions to all funds in one standard electronic form, removing the need to submit this information to separate funds in different formats.

When do I need to start using the new data and e-commerce standard?

Employers with 20 + employees must use the new data & e-commerce standard from 1 July 2014.

Employers with less than 20 employees need to start using the standard from 1 July 2015.

(This is currently subject to further consultation and may change.)

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This Month's Hints & Tips:

Never pay from a statement, only from an invoice.

If you do not have a copy of the invoice, request it.

One reason is the statement is not a valid tax invoice. Also, you may have already paid for the services, but the supplier hasn't processed it to your account.

Use the statement to reconcile against your records, match to the invoices in your system and follow up on any other items that appear on the statement but ONLY pay for the invoices your records agree with until you can resolve any discrepancies.

Word Shortcut: Shift + F3

Changes the text in Microsoft Word from UPPERCASE to lowercase or a Capital Letter At The Beginning Of Every Word.

Excel Shortcut: F5

To go directly to a specific cell. For example, C6.

Competition:

You could win one of the following, your choice of:

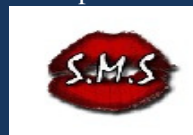
- * Bottle of Golden Grape Estate Tawny Anniversary Port



- * AVG Antivirus 1 Year Subscription (Commercial Edition)



- * Premium Glamour Make-up Service from SMS – “Stacey-Lee Make-up Services”
www.makeupservices.com.au



All you have to do is answer this simple question-

What does NES stand for?

(Hint - the answer is somewhere in this newsletter)

Email your answer to:
info@aboutbookkeeping.net.au

The winner will receive their choice of prize and will be announced in the next newsletter.

NOTE: ONLY ONE ENTRY PER PERSON.
Entries close 30th December 2012

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CHANGES TO WHAT YOU CAN CLAIM AS A SMALL BUSINESS?

Three changes the ATO have announced regarding the simplified depreciation rules that apply from the 2012-13 income year.

Increase to instant asset write-off threshold

You can now claim an outright deduction (write-off) for most depreciating assets purchased that cost less than \$6,500 each. This has increased from \$1,000.

Accelerated deduction for motor vehicles

From 2012-13, if you buy a motor vehicle to use in your business, you can claim an immediate \$5,000 deduction. You can deduct the remainder of the cost through the general small business pool at 15% for the first year and 30% for later years.

Simplified pooling

From 2012-13, most depreciating assets that cost \$6,500 or more (regardless of their effective life) can all be 'pooled' under the simplified depreciation rules and deducted at a single rate of 30%. The exception is newly acquired assets which are deducted at 15% (half the pool rate) for the first year.

If you had a long life pool (which no longer exists), its closing balance is rolled over to form part of the opening balance of the general pool for the 2012-13 income year (to be depreciated at a rate of 30% instead of 5%).

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.

About Bookkeeping can help you with Modern Awards and your Human Resources requirements.

Position Vacant:

Part Time Admin Assistant

- Advanced Word, Excel & Outlook
- Working knowledge of Access
- Understanding of MYOB
- Organised
- Outgoing Personality

If you know anyone please contact Susan – 048888 6962 or have them send their resume to:

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YOUR WAY TO SUCCESS

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