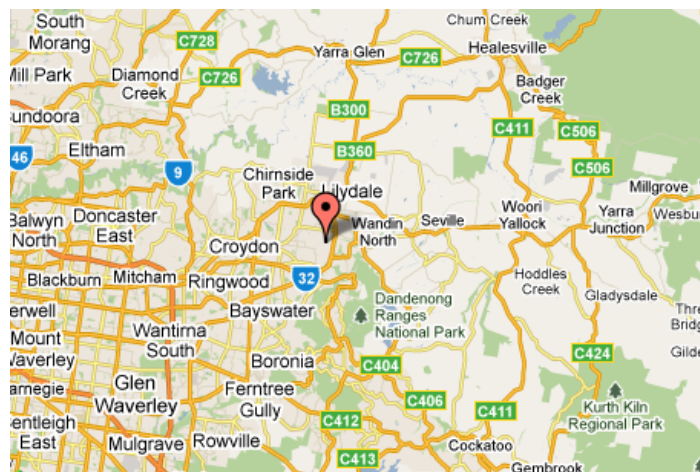


ICB Payroll & GST Update

Extensive Payroll, Salary Packaging, BAS/GST Update & Software workshop



Where: Situated on a 20 acre rustic site at the Foothills of the picturesque **Dandenong Ranges** and at the gateway to the **Yarra Valley**. Foothills Conference Centre is located just 45 minutes from the CBD and is easily accessible from major freeways.



Foothills Conference Centre
48 Edinburgh Rd Mooroolbark VIC 3138
Melway reference: 38 E12

When:Friday 10th June 2011

Afternoon arrival, check-in and dinner for those staying on-site

Saturday 11th June 2011	
Breakfast	7.00 – 8.30 AM
Morning Stream	
A. Payroll	9.00AM – 12.00 PM
B. Salary Packaging	9.00AM – 12.00 PM
C. Software Workshop GST/Payroll	9.00AM – 12.00 PM
Lunch	12.15 – 1.15PM
Afternoon Stream	
A. Payroll (Repeat)	1.30 – 4.30PM
C. Software Workshop GST/Payroll (Repeat)	1.30 – 4.30 PM
D. GST/BAS	1.30 – 4.30 PM
Pre-Dinner drinks	6.30 – 7.00 PM
Dinner	7.00 PM
Sunday 12th June 2011	
Breakfast	7.00 – 8.30 AM
Morning Stream	
D. GST/BAS (Repeat)	9.00AM – 12.00 PM
B. Salary Packaging (Repeat)	9.00AM – 12.00 PM
C. Software Workshop GST/Payroll (Repeat)	9.00AM – 12.00 PM
Lunch	12.15 – 1.15 PM
Afternoon Stream	
B. Salary Packaging (Repeat)	1.30 – 4.30 PM
A. Payroll (Repeat)	1.30 – 4.30 PM
C. Software Workshop GST/Payroll (Repeat)	1.30 – 4.30 PM
Depart	5.00 PM

	Payroll update	Salary Packaging	Software Workshop GST/Payroll	GST/BAS Update
Sat 9am-12pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sat 1.30pm – 4.30pm	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Sun 9am-12pm		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun 1.30pm – 4.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This conference has been organised to bring you up to date on the latest legislation and obligations that will affect BAS Agents. In association with the Institute of Certified Bookkeepers we have arranged for Applied Education to run half-day update courses in key areas to make sure you are ready for the challenges of the next financial year. We have also included a hands-on workshop where participants will gain experience in performing various GST/BAS and Payroll functions using four accounting software programs: MYOB, QuickBooks, Xero and Saasu.

The Program in Detail

GST & BAS beyond the basics for Bookkeepers

This update session goes beyond the basics of GST. It assumes you have a basic understanding of normal GST. It runs through transactions that you do not come across on a day-by-day basis so you are prepared when they occur in practice. The course covers **some** of the performance criteria of FNSBKG404A "Carry out business activity and instalment activity statement tasks". You will find this course very useful if you are studying for BAS Agent legislation requirements as well as answering common questions confronting practicing bookkeepers.

Topics include:

- Paying an Account for GST only
- Non Tax Deductible Expenses
- Entering "Negative Income" such as Amex statements
- Options for private use
- Exports
- Writing off as a bad debts
- Payment of an invoice from a supplier who quotes an ABN, but not registered for GST
- GST on Chattel mortgage V Hire Purchase arrangements
- Claiming Fuel Tax Credits
- Luxury Car Tax
- Wine Equalisation Tax
- Grouping and Branches
- Second-hand goods
- Imports
- Fringe Benefits on the BAS
- Voluntary Agreements
- PAYG Installment System Varying the Installment
- Correcting BAS Errors
- List of Common Mistakes
- Reconciling the GST
- Correcting GST Mistakes and Time Limits

Who should attend

Anyone involved in BAS Preparation seeking to expand upon his or her knowledge.

Duration - 3 hours

Payroll Update for Bookkeepers

June is the time to bring yourself up to date on the latest legislation and obligations that will affect payroll professionals.

The course covers **some** of the performance criteria of FNSBKG405A "Establish and Maintain a Payroll system". You will find this course very useful if you are studying for BAS Agent legislation requirements and wanting to stay up-to-date with the latest changes confronting bookkeepers providing a BAS service.

Latest Workplace Reform

- Fair Work Act and the National Employment Standards - Latest decisions
- Issues for payroll officers
- Terminations & guide to fair dismissal

End of Year Procedures

- Reconciliation tips
- ATO Audit hot spots
- Correct reporting on Payment summary & ETP forms

Superannuation

- Reportable Superannuation
- ATO Super clearing house
- Latest thresholds and figures

Other changes for 2011-12

- Tax rate and allowance changes.
- Paid parental leave
- Flood relief levy
- Budget summary and latest forms including tax variations
- Ready reckoner - Rates, Dates, Websites for State and Federal taxes and obligations

Who should attend?

Anyone involved in the preparation and supervision of payroll duties.

Duration - 3 hours

Salary Packaging Seminar for Bookkeepers

Objectives

This seminar will give you the basics of understanding Fringe Benefits Tax and the most common items that your client will want to package for their employees.

Ensure you offer the best package to your employees and you are up to date with the latest trends in salary packaging.

- Latest rates and thresholds for 2011-2012 FBT year
- Changes in tax rates and effects on packaging
- Changes to reportable fringe benefits and payment summaries
- Complete guide to items that can be packaged FBT Exempt or concessional taxed including cars
- Up to date rules on entertainment
- Latest leasing products for vehicles and avoiding common traps
- Risk/compliance update
- FBT and contractors
- Latest rules on Entertainment facility leasing expenses
- Latest ATO Interpretative Decisions
- Latest trends in packaging with examples
- PBI's – Employee Benefit Cards and Meal Entertainment
- PBI's and potential for packaging holidays FBT exempt
- Demonstration of how to setup packaging in Software such as MYOB including reporting and payment summaries

Who should attend?

Anyone involved in the preparation and supervision of Payroll duties

Duration - 3 hours

Accounting Software workshop on Payroll and GST

Aim: To feature the GST, BAS, Payroll and Salary Packaging elements of four popular Accounting Programs (MYOB, Quickbooks, Xero and Saasu) in a hands-on practical three hour workshop.

Method: Students will be presented with a client engagement letter and instructions to set up a business from original documents and a bank statement supplied e.g (Mini shoebox). The activity is to closely represent the circumstances that a bookkeeper would experience with a real client.

Rational: Students learn by actively being involved in processing information (experiential learning) rather than just reading and responding to assessment questions. This also represents a more accurate representation of the real situation the bookkeeper will experience when dealing with a business owner. Professional Bookkeepers also need to be exposed to more than one software solution including Internet based and PC based environments.

Content for the mini-shoebox exercise has been chosen to map against the FNS10 Certificate IV Bookkeeping units: FNSBKG405A (Establish and maintain a payroll system) and FNSBKG404A (Carry out business activity and instalment activity statement tasks).

Tasks:

- Make sure appropriate GST codes have been setup and that the Chart of Accounts reflects tax reporting requirements and that business is set-up on cash basis for reporting GST.
- Purchases and payments are identified, coded as per GST classifications and split into capital (G10) and non-capital (G11) as appropriate
- Sales and receipts are identified, coded as per GST classifications
- Business and private accounting data is processed to comply with tax reporting requirements
- Total salaries, wages and other payments for the accounting period are identified and recorded
- Amounts withheld from salaries, wages and other payments are identified and reconciled
- Examples of transactions where GST, GST free, input taxed, no tax (not reportable), input taxed supply and exports will be used, as well as examples of Fringe Benefits Tax, Fuel Tax Credits (FTC), Luxury Car Tax, Wine Equalisation Tax, amounts withheld where no ABN is quoted and other amounts withheld such as W2 and W3 on Activity Statements.
- Examples of employees with complex pay structures including PPL, salary sacrifice, FBT and superannuation.

Who should attend?

Anyone involved in the use of Accounting Software

Duration - 3 hours

Pathways for Tax Practitioner Board Licensing

As a bonus to those attending these workshops we are offering a pathway (through Applied Education) for the following units.

- FNSBKG404A “Carrying out Business Activity and Instalment activity statement tasks”
- FNSBKG405A “Establish and Maintain a Payroll system”

You can enrol in a supervised theory exam in each of these units for only \$99 each. Should you be deemed as competent in this phase of the assessment process you then move to phase two which is an MYOB based project.

If you are deemed competent in both phases you will be issued with a Statement of Attainment which can be used for BAS Agent registration purposes.

Students deemed not yet competent will need to undertake further self-paced learning. If you choose to do your self-paced learning through Applied Education this involves an additional cost of \$249 per unit

The Presenters

Dan Logan

BA Ed, MYOB Accredited Trainer, Microsoft Master Instructor, Cert IV TAA.

Dan was a founding director in Applied Education which was established in 1999. Previously employed with Handisoft Software, Dan spent 2 years supporting and assisting Accountants with the Administration and compliance of this popular taxation software whilst studying units of the Master of Professional Accounting. In late 1999 recognising the needs placed on Accounting Practices with the implementation of the GST, Dan teamed up with Brett Thornett CPA to design and deliver courses specifically tailored to the accounting industry. He has spent the last 8 years travelling throughout Australia delivering courses on Payroll & Office Tax Procedures, Salary Packaging, Terminations, BAS, GST, Bookkeeping, MYOB, QuickBooks, Microsoft and many other courses with over 15,000 professionals attending these courses.

Dan has been approached to deliver training to many associations and corporations including the National Institute of Accountants, Motor Traders Association and accounting firms with the training and support of their staff and clients. He is now regarded as the leading MYOB and QuickBooks trainer in Australia. Dan now focuses on delivering the highly successful Payroll & Office Tax Procedures and Salary Packaging courses around Australia. He attributes his patience and teaching skills to the several years teaching at secondary level.

Brett Thornett

B Bus – Accounting, CPA

Brett spent the early years of his professional career applying his accounting qualifications in public practice, mostly with Mann Judd. He later held commercial positions in a number of significant organisations including the NSW public utility AGL and also lectured in commercial law, accounting, finance and accounting data applications at TAFE. He has also used his software experience and knowledge to set up and maintain accounting software and taxation systems.

Brett joined Applied Education in 2001. His success in training and professional qualifications made him the ideal person to set up Applied Education's Payroll & Office Tax Procedures and Salary Packaging training courses. As a result of the quality of his courses and client feedback, Brett founded Total Remuneration Management, a rapidly expanding Salary Packaging consultancy that provides specialist packages that lower employment costs while increasing net pay to staff for cars, laptops, concessional organisations and remote area workers.

John Birse

B Ec Dip Ed, Divisional Franchisor- Jim's Bookkeeping, Director Institute of Certified Bookkeepers

John has built the Jim's Bookkeeping system up over the last ten years drawing on his background in training, technology and business.

After commencing his career as a Commerce Teacher, he spent 15 years in the classroom before taking on a Regional Consultancy position. He then managed the School Administrative Computing Unit which developed a computerised accounting package for all Victorian schools.

John then moved into Private Enterprise by working for Kambrook, ICL and Labtam in the computer divisions assisting in the manufacture of a local 486 PC and the licensing of Microsoft Office to all Victorian TAFE colleges.

John became the first externally appointed Principal to a Self Governing School in Victoria – Concord School.

John established his own computer training college – Taskforce Training working with many small business owners and writing training manuals, One of his clients was the Jim's Group and after being asked to present a number of training sessions to their National Conferences, he decided to take on a Jim's Division – Jim's Bookkeeping to service the growing demand of support to small businesses using the well tested Jim's Franchising model.

John is a director of the Australian Institute of Certified Bookkeepers and was on the expert working group for IBSA for the new FNS10 course construction including Certificate IV Bookkeeping. He also sits on the Tax Practitioners Board Advisory Forum and the ATO's BAS Advisory Group.

Accommodation Booking Form

Bookkeepers Payroll and GST Update Conference

Foothills Conference Centre

11th - 12th June 2011

Cost:

Special arrangements have been made to keep the cost at approximately half the going rate for similar seminars in the financial services sector to attract as many bookkeepers as possible.
(All prices are GST Inclusive)

- Full 2 day conference (including 2 night accommodation and meals) \$850.00 per person
- Single day conference (including 1 night accommodation and meals) \$450.00 per person
- Full 2 day conference (includes meals but **NO** accommodation) \$600.00 per person
- Single day conference (includes meals but **NO** accommodation) \$350.00 per person

(Please tick appropriate option)

Non-delegates can share accommodation and meals at \$350.00 for 2 nights OR \$200.00 for 1 night.

Airport pickup \$50.00 each way

\$50.00 discount for ICB members

Delegate Name: _____

Company Name: _____

Address: _____

Suburb: _____ State: _____ Post code: _____

Phone: (w) _____ Mobile: _____

Fax: _____

Are you prepared to share accommodation (Want your own room? - extra \$50 a night) Yes No

Share Person Name _____ Delegate Non Delegate

Expected Date of Arrival: Fri June 10
 Sat June 11
 Sun June 12

Expected Date of Departure: Sat June 11
 Sun June 12
 Mon June 13

I require airport transfer: Both ways One way only- Do not require transport
(please tick appropriate box) To the airport From the airport

Details of Family/Non-Delegates attending

Name	Cost	Special Dietary req.

Payment

Our preference is for your booking to be paid and booked securely online

Method of Payment: Credit Card Cheque

Amount \$ _____

Credit Card

Credit Card Type MasterCard Visa

Card Number: ____/____/____/____ Expiry Date: ____/____

CVV Number: _____

Name on Card (please print): _____

Signature of Cardholder: _____

Cheque Payments by cheque to be made payable to ICB and addressed to:

Bookkeepers Update Seminar
Institute of Certified Bookkeepers
Level 27, Rialto South Tower
525 Collins Street
Melbourne Vic 3000
Fax: 1300 85 73 93

Please complete this form and return by 15th May 2011