



SOMERVILLE BOOKKEEPING



ATO Lodgement Dates

The SGC Amnesty is Not Yet Valid

The [previously announced SGC Amnesty](#) is a draft law before parliament. The proposed Amnesty provides a catch-up amnesty for Businesses to bring their SG up to date

- Tax Deductible
- No Administration Fee
- Must also add the Interest that would have been earned

However, it is not law yet, so the Amnesty is not valid yet.

If you lodge the forms now and the Amnesty does not become law then

- you will not get tax deductibility.
- potentially the \$20 per employee per quarter admin fee will apply (but the ATO has said they will not apply this fee).
- all interest will still apply.

ICB will issue members with a total implementation guide for applying the Amnesty, when it becomes Law.

Fair Work Advises on Record Keeping

Proper Record Keeping is the 'Bedrock of Compliance'

Fair work has long acknowledged that record keeping can be quite involved and tedious, but it has been acknowledged by the courts that record-keeping is the "bedrock of compliance with the Fair Work Act and the minimum standards under a modern Award", because without it, it is very difficult to be sure workers have been paid correctly.

Doing the right thing when it comes to records protects employers, as well as employees. Making and keeping proper records ensures that everyone can check that the pay a worker receives corresponds with the hours worked, and that the right pay rate has been paid.

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 Lodgements

Final dates for lodgements and payments:

June Activity Statement:

21 July 2018

July Activity Statement:

21 August 2018

BAS Quarterly Lodgements

Final dates for lodgements and payments:

4th Quarter 2018 Financial Year:

June Quarter 2018 (incl. PAYGI)

28 July, 2018

1st Quarter 2019 Financial Year:

September Quarter 2018 (incl. PAYGI)

28 October, 2018

When a due date falls on a Saturday, Sunday or Public Holiday*, you can lodge or pay on the next business day.

*A day that is a public holiday for the whole of any state or territory in Australia.

Due date for super guarantee contributions:

4th Quarter 2018 Financial Year:

April to June 2018 – contributions must be **in the fund** by 28 July, 2018

1st Quarter 2019 Financial Year:

July to September 2018 – contributions must be **in the fund** by 28 October, 2018

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.

End of Year:

Payment Summaries are due to the ATO by 14 August, 2018

and must be supplied to Employees by 14 July, 2018

Payroll Tax End of Year Return is due by 21 July, 2018

* As this date is a Saturday, the return is due by the next Monday – 23 July, 2018

It is accepted that an employer must make, and keep for 7 years, employee records that specify:

1. the rate of remuneration paid to the employee.
2. the gross and net amounts paid to the employee.
3. any deductions made from the gross amount paid to the employee.
4. if an employee is a casual or irregular part time employee who is guaranteed a rate of pay set by reference to a period of time worked, the hours worked by the employee (such as a time sheet).
5. if the employee is entitled to be paid an incentive-based payment, bonus, loading, penalty rate, another monetary allowance or separately identifiable entitlement, the details of the payment.



Your Car Grows Old... So Does Your Software

There are many aspects of our existence and environment that tire with age.

We buy some things and rationally cope with the fact that they grow old and will need to be replaced. Think of your motor vehicle. Think of your clothing.

Some things we buy in the full knowledge that we will need to plan to upgrade them within a period of time. Think of your mobile phone or your computer.

Even if we plan for a long term renewal program (i.e., maybe you buy that car with a 15 to 20 year view), we also buy that car knowing full well it requires maintenance.

Sometimes we upgrade our car because we like the new funky features, sometimes we upgrade (or even just replace) because the old one breaks.

We are in an era where software is the same. We are in an era where our business systems are the same. Not only is technology better today, but old technology simply will not work!

For instance, dial-up-internet services: Telstra turned their service off in 2015, and Optus have now turned off theirs. Times change; technology changes. It is more expensive to use and run old technology. If you use a dial-up modem then there is no option but to upgrade.

Our business environment is influenced by technology, and the expectations of other businesses and regulator requirements. The banks want you to interact efficiently. Government prefers digital. Other businesses want your communication quickly.

Is it reasonable to expect that our old software, built to meet the expectations of 10 years ago, will just keep on working? Is it reasonable for us to expect a product we bought a few years ago for a one-off price (i.e. a software package) should be continually modified and upgraded by that company for no further fee?

Unfortunately, there are many factors that mean our computers, our technology, our programs, and our internet services have to be modernised. They have to be upgraded. There are too many hacks and internet scams imposed on old systems where the security has not been updated. Crooks exist!

For better or worse, we conduct our businesses in a regulated world. The regulators seek to regulate in the most efficient manner, and therefore seek information in the most efficient manner. Our laws change to impose requirements on us in order to “enable” a level playing field for all businesses. Today in Australia we typically see that this implies a new way of doing business, and a new way of providing information to the Regulator.

In Short...

We need to upgrade our approach to do business efficiently and effectively in today's environment.

We need to upgrade our systems to enable efficient business process, but also efficient compliance with the requirements of being in a regulated environment.

We need to use up-to-date software and systems – This means we need to pay for either upgrades to our software, or for an ongoing maintenance and development program.

Is it a reasonable expectation that business will incur some cost to keep its business software systems up-to-date? We would propose that it is.

...It is then a case of evaluating what you are paying for and why.

Too many subscriptions keep getting paid when you don't even use the service anymore.

Some software doesn't develop, but the cost of changing to more efficient software is too high.

Does your car grow old and need money spent on it? **Yes.**

Does your business system grow old and need money spent on it? **Yes.**

Do the rules and regulations around us doing business in our world change and require new techniques? **Yes.**

Does a business need to spend money on its systems, and keeping its systems and compliance knowledge up-to-date? **Yes.**

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.

Somerville Bookkeeping Services

Tel: 03 59778 292

Email: admin@SomervilleBookkeeping.com.au

This newsletter is produced by The Institute of Certified Bookkeepers and distributed by members.

