

eNews



May 2016 - Edition 4

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Welcome to our May Newsletter

Another month has past us by and the calendar year is well underway.

The CMS team have continued to work hard for our members. In April we held two seminars, one on the Sunshine Coast for New Committees and the other in the Brisbane North area on Treasurer Responsibilities. Both seminars were presented by our talented staff Susan Cislowski and Michele Lark. The attendees have given us fantastic feedback and they all enjoyed the seminars.

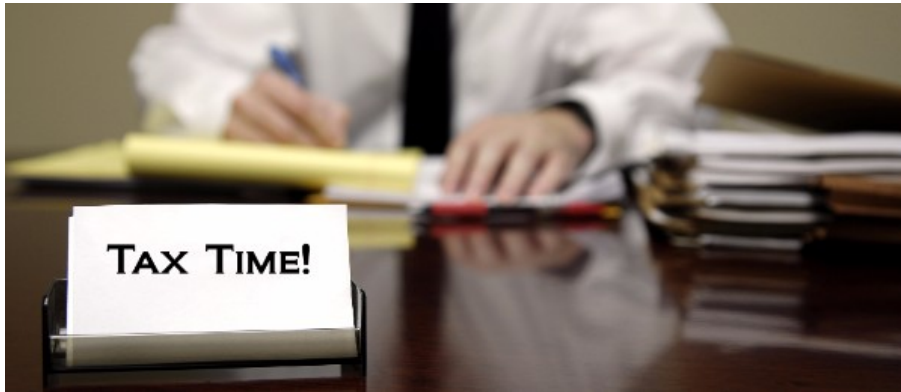
Susan Cislowski and Neale Brosnan also visited 5 members on our South Brisbane Roadshow. These members appreciated the visits and there was a lot of questions asked and answered.

To our members on the Sunshine Coast our next Roadshow is scheduled for the 24th May. Renee Cahill, our Employment Relations Advisor and Michele Lark our Accounting Services and Audit Manager, would be happy to meet you. So don't forget to ring Rebecca and book an appointment.

Renee Cahill our Employment Relations Advisor had continued to work on the modernisation of the P&C Award, meeting Trade Union Officials to discuss the Draft Award before our final application of amendments is lodged this week with the Queensland Industrial Relations Commission.

If you want to find out more about our services, from Financial Audits, Bookkeeping and Payroll, WH&S Audits or help with staffing matters, entitlement calculations, or you just want to check if the committee is doing it right! Then please do not hesitate to contact the team, we are here to help you!

See you next month from all of us at CMS.



Time to prepare!

You will need to start thinking about Payment Summaries soon to ensure that you are ready to get them out to all employees by the 14th July 2016.

Reminder...Employer Summaries need to be lodged electronically to the ATO by the 14th August 2016.

For more information visit the [ATO Website](#).

Stay tuned for next months newsletter for your Payment Summary Checklist!

What do you need to have on the personnel file?

An organisation who has employees should have in place personnel files for each one of their employees.

To comply with your legal obligation in keeping records and to have best practice in place the following should be kept on the employee personnel file.

- Copy of employment contract
- Copy of position description
- Copy of employee's resume
- Details of reference check
- Notifications of employees employment e.g. promotion, change in wage, etc.
- Training records
- Copy of employees qualifications
- Performance review records
- Accurate personal and annual leave approvals
- Personal details form
- Bank details form
- Work health and safety records

Contact CMS if you want more details on what should be in a personnel file.



Have you had a Financial Health Check recently?

As an Employer, you know how important it is to have fit and healthy staff but what about your organisation's financial health?

CMS can ensure that your organisation is financially fit by conducting a financial health check. At a one on one appointment we spend time asking you a range of questions about your organisations finances to gain a good understanding of where you are at financially and determine if you are on the right track.

We will look at a range of things including:

- Profitability of your tuckshop, uniform shop, OSHC, etc.
- Appropriateness of GST treatments.
- Reconciliation of Super, PAYG and GST liabilities.
- Review of payroll processes.
- Review of entitlement calculations for all staff.
- Review of monthly accounting processes.
- Review of financial reports - bank reconciliations, balance sheet and profit and loss.
- Review of chart of accounts.

If you are interested in receiving your Financial Health Check contact us today on 07 3852 5177 and let's discuss how we can help you!



SuperStream Deadline is Looming!

Small businesses have less than 2 months remaining to become SuperStream ready before the 30 June deadline.

All members for which CMS provides payroll services are already SuperStream compliant.

As of 30 June 2016, ALL employers will need to use SuperStream when paying super. If you are not already paying super using SuperStream it's important you get started soon.

REMINDER: Employers with over 20 employees should have been compliant since

SuperStream is the standardisation of how employers make super contributions on behalf of their employees. Employers send all super payments and employee information electronically in a standard format, via a clearing house instead of sending multiple payments to the various super funds of employees.

The ATO provides a free clearing house service for SuperStream lodgements.

By taking action now, employers can use the coming months to set up SuperStream. This will ensure things are running smoothly and you will be able to avoid any last minute stress as the 30 June deadline approaches.

Visit the [ATO website](#) and view a short video on how to get started.

What workplace policies should your organisation have in place?

It is very important for an organisation to implement employment policies for not only staff to adhere to but also the employer.

It is recommended to have at least the following policies in place in your organisation.

- Code of Conduct Policy
- Workplace Health and Safety Policy
- Equal Employment Opportunity Policy
- Workplace Bullying and Harassment Policy
- Sexual Harassment Policy
- IT Policy
- Drug and Alcohol Policy

By having these policies in place you will implement best practice for your organisation. These policies and more can be accessed in our [Online Guides and Toolkits](#). Contact CMS today to find out more.



Why not let CMS take care of it!

Over the years we've learnt a fair bit about managing the finance of not for profit organisations. We've learnt that it can be really hard to recruit a Treasurer and once you have one, it can be really hard to keep them.

Treasurer's often feel that the burden rests disproportionately with them. Keeping the books, paying invoices and reporting to the committee is a big ask for an unqualified volunteer - but not for professionals who do it for organisations like yours all day, every day.

Community Management Solutions have been providing Accounting services to members for the last eight years. We tailor solutions for each member ensuring the right level of support at an affordable price.

Our service include:

- Payroll processing (including PAYG and leave calculations);
- Superannuation calculations and payments;
- Bookkeeping (including monthly reports of income and expenditure for presentation at Committee Meetings);
- Preparation and lodgement of ATO returns (BAS/IAS);
- End of Financial Audits (for those that are not Bookkeeping clients) or preparation of accounting data for your Auditor (for those that are our Bookkeeping Clients);
- MYOB training for staff.

Not only will having CMS take care of your books give you peace of mind that your staff are being paid correctly and on time every times, chances are your Treasurer will hang around a bit longer. Call us today to find out more about the right level of service for your organisation on 07 3852 5177.



Super is like a good education.
You'll appreciate it in the future.



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CMS Roadshows

- Is your organisation running efficiently?
- Are you having problems with your employees?
- Would you like to know whether your organisation could be making more money?

We would love the opportunity to meet with you and have a chance to chat through all the issues you are facing - and maybe solve some you didn't know that you had! Schedule an appointment with our CMS team while we are in your area.

Meet with one of our Employment Relations Advisors to discuss any staffing issues you might have, and a member of our Financial Services Team to discuss any issues relating to your organisation's finances or find out how we can help you!

- **May - Sunshine Coast**
- **June - Gold Coast**
- July - Ipswich
- July - Cairns
- August - Townsville
- September - Gladstone
- October - Brisbane North

We will also be making a special visit to Cairns to attend and present at the Far North Queensland Area P&C Conference on the 28th - 29th May 2016. We will be staying on an additional day to meet with some of our members in the area. If you would like to meet with Susan Cislowski on the Monday, 30th May 2016 please let us know and we will do our best to schedule a time for you.

Contact Rebecca White to book an appointment today!

Email: rebeccaw@cmsolutions.org.au
Phone: 07 3852 5177 or 1300 007 110



Fast track your road to Canteen Success!

Is your canteen...

- Healthy and Smart Choice compliant?
- Friendly and inviting?
- Financially viable?
- Popular with the Teachers?
- Meeting the needs of the school community?
- Supported by volunteers?

These are only some of the areas that are important for a successful canteen. If this is NOT happening than you need to attend our upcoming workshop. This workshop is the starting point to making your canteen healthy and profitable. Full of practical tools and examples to assist your canteen improve its long term viability, run more efficiently and most importantly ensure and improve profit.

Join us on...

Date: **Tuesday, 7th June 2016**

Time: 10.30 Registration, 10.45am Start - 1.00pm

Venue: Springwood Hotel, Cnr Springwood & Rochedale Roads, Springwood

[REGISTER NOW!](#)

Grants

Community Management Solutions knows how important it is for our members to receive up to date information on the latest Grants available. Check our website for the latest Grants available.

Community Management Solutions is...

TAKING CARE OF BUSINESS

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