



5/321 Kelvin Grove Road  
Kelvin Grove QLD 4059  
Subscribe: <https://cmsolutions.schoolzineplus.com/subscribe>

Email: [info@cmsolutions.org.au](mailto:info@cmsolutions.org.au)  
Phone: 07 3852 5177  
Fax: 07 3852 5188



1 November 2017

## Welcome to our November Newsletter

Can you believe there are only 8 weeks left until Christmas!

As we approach the festive months it is important for all employers to be mindful of their requirements in relation to safe and appropriate behaviour when holding their end of year Christmas functions. To assist with this process check out our "Work Christmas Functions Checklist" located under the Forms & Documents on the side tab of our newsletter.

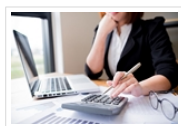
All of our roadshows and seminars have now come to an end for the year and we thank all those members that attended. We hope you enjoyed them as much as we did. We always love the opportunity to meet with as many of our members as possible. If you have any ideas for seminars topics or you would like us to visit your area as part of our roadshows next please let us know and we will do our best to accommodate your request.

Have you started planning for next year, more importantly planning for budget for next year, if you need some assistance with next year's budget please do not hesitate to contact us.

We hope you enjoy this month's newsletter and we look forward to speaking with you next month.

## Leave Calculations – Get the in Early!

Are you in need of assistance working out your annual leave calculations for the forthcoming Christmas and summer vacation period? Contact one of our Employment Relations Advisors to assist you, remember to get in early as it is a very busy time of year.



## Could your personal liability be larger than you expected?

November is Manatee awareness month. Did you know that Manatee's average between 400 to 550 kilograms, with the largest Manatee on record weighing 1,655 kilograms and measuring 4.6 meters?



All three species of this huge herbivore are unfortunately listed by the World Conservation Union as vulnerable to extinction.

**So what is the huge issue for employers that we will discuss this month?** We are going to be talking about personal liability under the Fair Work Act. This has achieved popularity after a number of big cases in the Fair Work jurisdiction and can provide a cautionary tale for our P&C Associations as well as our federal members.

**So what is personal liability?** This liability refers to specific sections of the Fair Work Act 2009, which allow for an individual as well as their organisation to be fined (up to \$12,600) for breaches of the Act. The most common breaches of the Act which incur such penalties, include:

- Breaches of the National Employment Standards.
- Breaches of the applicable Award.
- Breaches of an Enterprise Bargaining Agreement.
- A General Protections breach.
- An Unfair Dismissal breach.
- Breaches to record keeping.
- Breaches to sham contracting provisions.

**When could you be found liable?** This is broad, and includes when you have carried out the breach or were involved in the breach. This places front line managers and executives as likely recipients of such fines as they are responsible for making the relevant decisions. The Fair Work Commission would consider the following to determine a person's liability:

- Has the person helped, aided or abetted, or did the person provide counsel to the breach?
- Did the person coerce another party, by way of threats or promises, to commit a breach?
- Did the person conspire with others to effect the breach?
- Was the person directly or indirectly involved or party to the breach?

The final point is the trickiest to conceptualise. So what does it mean to be involved? It can include:

- Being a willing participant to the breach.
- Having knowledge of the facts which make up the breach. This does not however mean you need to know there is in fact a breach.
- Turning a blind eye to a situation where there could be a breach.
- Taking action or conduct which connects or involves you in the breach.

So what can we learn from this:

- If you are aware of unlawful behaviour take action and do not let this occur.
- If you are responsible for making decisions make sure you receive advice and enough information to ensure the right choices are made.
- Educate your managers on their responsibilities.
- Investigate your concerns and follow up complaints.
- If contacted by the Fair Work Ombudsman, act quickly and seek advice.
- Have regular audits.
- Ensure you are covered by insurance.

Your CMSolutions membership ensures:

- Unlimited phone and email support in employment and staffing matters;
- Work Health and Safety advice;
- Assistance interpreting Awards, Enterprise Agreements and pay rates;
- Governance advice;
- Monthly newsletters and updates;
- Access to online resources including things like draft position descriptions, employment contracts and fact sheets.

PLUS you get access to discounted rates to additional services such as:

- Representation in disputes with employees and unions;
- Assistance in staff performance matters;
- Bookkeeping and payroll services;
- WH&S, HR and IR audits;
- Seminars and in house training;
- Workplace investigations;
- Employees wage claims and leave calculations;
- Financial audits;
- Guides and toolkits AND MORE!

To ensure your organisation operates effectively and profitably make sure you remember to renew your 2018 membership.

For information or to talk to our membership team call 1300 007 110 or visit

<http://www.cmsolutions.org.au/>

## Are you in the DRAW?



Simply pay your 2018 CMSolutions membership renewal by Friday, 1st December 2017 and your organisation will go in the draw to WIN one of five \$50 Officeworks Vouchers.

For most of our members their CMSolutions membership will expire on the 31st December 2017. Membership Renewals for 2018 have just been mailed out to those members so keep an eye out for the postman.

If you are a new committee member and are unsure about what your membership provides we thought we would provide you with a brief overview.

## REMINDER TO ALL MEMBERS

Could you please ensure you have our correct bank account details in your accounting system before processing payment of your 2018 membership renewal to avoid your payment bouncing.

The correct bank account details are as follows:

**Account Name:** Community Management Solutions  
**BSB:** 034-041  
**Account Number:** 348965

Also remember to include your invoice number in the reference field so we can easily match your payment.

## CMSolutions Member Benefits

We are always looking to give you more for your membership. This means we are partnering with businesses and organisations that provide useful products and services to our members, giving you discounted rates and making sourcing reliable suppliers easier. Pop over to our website and check out the latest discounts available.



<http://www.cmsolutions.org.au/cms-member-discounts>

## Tips to help you get ready for your Audit!

The Financial statements of the majority of associations must be audited every financial year to ensure that their books and records are being kept in accordance with all relevant legislation AND ALSO to ensure that the accounts are complete and represent a true and fair view of the financial position of the association.



**REMEMBER: Audited financial statements must be presented at your Annual General Meeting. If there is no audit report there can be no AGM.**

The following is a list of things to do before you give your accounts to the auditor that will help ensure your audit goes quickly and smoothly:

- Have a complete set of bank statements for all your bank accounts, investments, loans and credit cards for the entire financial year. Your auditor should provide you with a Bank Confirmation which you will sign and forward directly to the bank. This allows the auditor to get a third party confirmation of the amounts recorded as cash at bank in your financial statements;
- Have completed reconciliations for each of these bank accounts as at the last day of your financial year;
- Ensure that all transactions have been entered into your accounting records for your financial year;
- Prepare a detailed list of Debtors (money owing to you from customers) and Creditors (money you owe suppliers) as at the last day of your financial year. Review your list of Debtors and decide if any of them are unlikely to be collected. If so then discuss with your auditor the need to make a doubtful debt provision against these amounts;
- Collect all cheque books, receipt books and bank deposits books used during the year;
- Collect all invoices paid, cash count sheets, grant documentation and any other paperwork relating to income or expenses;
- Collect all your payroll records including timesheets;

- Update the Fixed Asset Register for any assets purchased during the year that belong to the organisation and calculate the depreciation on them for the year;
- Perform a stock take on any inventories held and keep a record of any adjustments that were required. Tuckshop inventory should be checked to ensure that all food is still in date and uniforms and books should be reviewed to ensure they are not old versions that can no longer be sold;
- Calculate annual leave and long service leave entitlements for your staff as at the last day of your financial year; and
- Ensure you have a complete set of minutes for the financial year for Executive and General meetings.

A good auditor will not only ensure that your financial statements are correct but will also review the accounting systems you have in place to identify potential weaknesses as well as opportunities to enhance them.

The auditor should also be speaking to at least one member of the committee as well as any administration or bookkeeping staff about the activities and results of the association during the year. This is a very important part of the audit process to mitigate the risk of fraud.

**CMS can undertake an End of Financial Year, Interim, and Accounting and Financial Compliance Audits, depending on your needs. We pride ourselves on the quality of our work we do and believe that you get real value for money and so do the members who come back year after year.**

**Call our finance team on 07 3852 5177 or 1300 007 110 for a quote today.**

## Are you looking to recruit a new employee for the new year?



Would you like the recruiting process to be managed by someone else? Well at CMSolutions we provide a hassle free recruiting service! As part of this service, we will do ALL of the following:

- **Advertisements**  
Our Employment Relations Advisors will discuss with you, what kind of applicant you desire and develop a suitable advertisement to attract such an applicant. We can also identify relevant advertising forums to attract such an applicant.
- **Receive and Screen Applicants**  
CMSolutions will be the dedicated contact point for



all applications and applicant enquiries, letting you continue with the day to day running of your business. We can also screen and shortlist applicants and provide you with a shortlist of candidates for interviewing.

- **Interview Attendance and Organisation**

We will coordinate all interviews and one of our Employment Relations Advisors can attend the site for the interview and facilitate the interview process where necessary. You may elect for CMSolutions to develop specific questions for your interview and/or attend as a member of a panel. Alternatively CMSolutions can conduct a full interview process and provide a detailed report with recommendations.

- **Reference Checking**

CMSolutions is available to conduct an in depth reference check of applicants and will develop a report with details and recommendations.

- **Notification to successful and non-successful applicants**

CMSolutions can also assist with all the paperwork required during the recruitment and selection process, such as notification to unsuccessful applicants.

- **Employment Documents**

CMSolutions can produce the employment documents and make sure the employee receives and signs the contract. We can also supply the induction checklist and guide you through this process.

**All you have to do is be available for the interview and decide on the best candidate and induct the new employee. Call us today on 1300 007 110 to find out more!**



## Dial up your insurance cover when life changes.

Adjusting your level of insurance cover with life's big events is simple with QIEC Super. Whether you're getting married, having a child, buying a home, or just reaching certain milestone birthdays, QIEC Super members can now quickly access an extra unit of Death and TPD cover.\* Best of all, there is no need to provide evidence of health. Simply fill in the form and notify us of a change in your circumstances to take advantage of this benefit within 120 days of an event.



**qiec  
super**  
your educated choice

To find out more, visit  
[www.qiec.com.au/members/insurance/key-life-events](http://www.qiec.com.au/members/insurance/key-life-events)

\*You cannot exercise this option if CommInsure has previously declined an application to increase your cover under this policy. You can only exercise this option once in any 12 month period. Relevant fees apply. The information provided is of a general nature only. It does not take into account your individual financial situation, objectives or needs. You should consider your own financial position and requirements before making a decision. You may like to consult a licensed financial adviser. You should also read the Insurance Guide, Product Disclosure Statement (PDS) and Financial Services Guide (FSG) available at [qiec.com.au](http://qiec.com.au) before making a decision. QIEC Super Pty Ltd (ABN 81 010 897 480), the Trustee of QIEC Super (ABN 15 549 636 673), is Corporate Authorised Representative No. 268804 under Australian Financial Services Licence No. 238507 and is authorised to provide general financial product advice in relation to superannuation.

## Keeping the books in order



Our friendly and highly experienced finance team can look after your:

- Bookkeeping;
- Payroll;
- Financial Audit;
- Or even conduct a financial health check of your organisation.

### Bookkeeping

We currently help an increasing number of organisations manage their bookwork each year. Our bookkeeping services make sure invoices are paid, ledgers are balanced and bank reconciliations are perfect. We can create a full Chart of Accounts under the direction of our in house Professional Accountant staff.

We can input all your data, ensure no one is under or over paid and prepare financial reports for your regular meetings. We do this all with a specialist knowledge of your business.

### Payroll

We process wages, payslips and prepare monthly and quarterly reports for Super and as a registered BAS Agent your BAS/IAS requirements. We can pay employees directly via EFT and also pay their Super via a compliant Superstream.

### Financial Audit

A good audit can be a great way to get a handle on what's really going on in your business and give you a clear set of goals for the year ahead. CMSolutions can undertake End of Financial Year, Interim and Accounting and Financial Compliance Audits, depending on your needs.

### Financial Health Check

As part of our financial health check we will look at a range of things including:

- Audited financial statements from the prior year and any management letter points provided by your auditors.
- Review of chart of accounts.
- Appropriateness of GST treatments.
- Reconciliation of Super, PAYG and GST liabilities.

- Review of financial reports, bank reconciliations, balance sheet and profit and loss.
- Profitability of your organisation.
- Review of payroll processes.
- Review of entitlement calculations for all staff.

**Whatever your situation, working with our finance team can reassure you that everything is in order, that your legislative obligations have been met and that you have given your organisation its best chance of prospering. Call us today on 1300 007 110 to find out more about how we can help you manage your finances effectively.**

*"We are extremely happy that we have engaged CMS for our accounting and bookkeeping needs and have no hesitation at all in recommending them highly to anyone looking for a quality and affordable service".*

**Clare Stampa, President  
Bli Bli State School P&C Association**

## Single Touch Payroll starts from 1 July 2018

The ATO is changing the way employers report tax and super information. You may need to use Single Touch Payroll from 1 July 2018.



You'll now be able to report this information to the ATO directly from your payroll solutions.

If you have 20 or more employees, you need to start using Single Touch Payroll – enabled software to report your:

- Payments to employees such as salaries and wages.
- Pay as you go (PAYG) withholding.
- Super information.

You will need to send the ATO this information at the same time as you pay your employees.

You can also get a third-party provider – like a tax professional or payroll service provider to report to the ATO through Single Touch Payroll on your behalf.

Visit the ATO website for more information:

[https://www.ato.gov.au/about-ato/about-us/in-detail/strategic-direction/streamlined-reporting-with-single-touch-payroll/?utm\\_campaign=stp\\_oct17&utm\\_source=mailout&utm\\_medium=email&utm\\_term=15to30&utm\\_content=hyperlinkbox](https://www.ato.gov.au/about-ato/about-us/in-detail/strategic-direction/streamlined-reporting-with-single-touch-payroll/?utm_campaign=stp_oct17&utm_source=mailout&utm_medium=email&utm_term=15to30&utm_content=hyperlinkbox)

**Just in case you missed it!**

**make it cheaper**

CMSolutions is proud to introduce **Make it Cheaper** as our official energy partner.

**Make it Cheaper** is one of Australia's leading energy comparison services for businesses, dedicated to saving time and money and making lives easier when it comes to energy bills.

By working with a panel of energy retailers, Make it Cheaper can remain completely independent and focus wholly on getting you the best outcome according to your interests and energy needs.

Make it Cheaper saved Australians \$10 million last year on gas and electricity - with average business savings of \$50 per annum<sup>1</sup>.

Our own CMSolutions office will be saving about \$300 a year on its regular electricity bill after utilising Make it Cheaper to get a better deal.

**This offer is also open to you and your staff's personal electricity needs and even families who use your services.**

Call **(02) 8077 0189** for a free bill comparison or click [HERE](#) to upload a copy of your bill.

**Note: This service is only available for members in the Energex network (not ERGON).**

<sup>1</sup> Based on customer database from 1 Jan 2016 to 31 Dec 2016

## Schoolzine



Schoolzine is proud to be a digital partner and supporter of Community Management Solutions.

Schoolzine has been an industry leader in digital school communications for 10 years. They are dedicated to customer service, product development and understanding the school landscape that keeps them at the top of the industry. Schoolzine's Parent Engagement Platform consists of 3 packages, an eNewsletter, Mobile App and Website offering. Purchased separately or together, they guarantee each package will make engaging with parents easy and even enjoyable for a school of any size. Schoolzine addresses the need for media-rich, interactive content that engages parents.