



4 July 2018

## Welcome to our July Newsletter

School holidays have officially started! We hope if you're having a break you are keeping safe and warm.

This month the CMSolutions team said goodbye to Rebecca White, our Members Services Coordinator. We wish Rebecca the best of luck with her future endeavours and thank her for her 13 years of services with us. Shae Bigham our current Receptionist will be stepping up as our new Member Services Coordinator.

Also in case you have been on holidays, there was a Federal Wage Increase on the 1st July 2018. All pay rates have been finalised and sent to members, if you have not received them please let us know. You can also find them in the member's area on the CMSolutions website.

The Financial Services Team have been busy working on ongoing payroll and bookkeeping matters for clients. As it is the end of the payroll year our team have been working tirelessly, reconciling, preparing and issuing payment summaries for all our payroll clients. Don't forget if you are unsure about what to do check out our video further down in this edition.

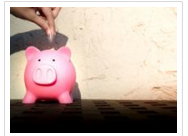
### Attention all Cairns Members!

Neale Brosnan, our Joint General Manager will be in Cairns on Wednesday, 8th August and Thursday, 9th August 2018. If you would like to meet with Neale while he is in town, let us know and we can schedule an appointment time for you.

Happy reading!

## Federal Minimum Wage Increase

The Fair Work Commission Minimum Wage Panel handed down its decision to deliver a 3.5% increase to the Federal Minimum Wage and the Modern Awards.



All modern award base rates will increase by **3.5%** from the first full pay period on or after 1 July 2018. Weekly wages will be rounded to the nearest 10 cents.

Updated pay rate sheets have been emailed out to all members with staff employed under Federal Modern Awards and uploaded onto the CMSolutions website.

If you are a member of the Award Service an updated copy of your subscribed Award will be emailed out to you as soon as they are made available.

Please note this increase **does NOT apply** to any member who is still under a State Award. Specifically this increase **does NOT apply** to any Queensland State School P&C Association.

Please do not hesitate to contact CMSolutions on 1300 007 110 should you require any further information or would like assistance in applying the increase.

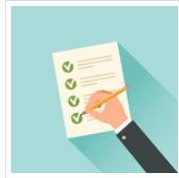
## Are your Payment Summaries ready to go?

Payment summaries need to go out to all employees by the 14th July 2018 and lodged electronically to the ATO by the 14th August 2018.

For more information visit the ATO website or check out our Guide to preparing your employees' payment summaries video <http://www.youtube.com/watch?v=dVDcnzX9bck>

## Are you in need of a HR/IR health check?

A HR/IR Health Check helps you get all your files and processes in order!



### What is covered in the Basic HR/IR Health Check?

- Review of employee's personnel files to ensure what is recorded is compliant.
- Review of employee's entitlements.
- Review of pay slips.
- Ensuring the employee's superannuation funds are recorded and contributions are being paid.
- Overview of general requirements and employment documents;
  - Current award and applicable pay rates are accessible by staff.
  - Time sheets.
  - Employment contracts, position descriptions and confidentiality deeds.

Call us today on 1300 007 110 to find out more.

## New Eligibility Requirements for Child Care Subsidy Approval for Child Care Providers!

Are you aware of the new eligibility requirements for Child Care Subsidy (CCS) approval for Child Care Providers?



The requirements include the following:

- The provider holds all the approvals or licenses required to operate a child care service in the state or territory in which the service is located.
- The provider, its personnel with management or control and those with responsibility for day-to-day operation of a service must meet, fit and proper person requirements. All educators of a Family Day Care service, must also meet fit and proper person requirements.  
**NOTE:** *If you are a CMSolutions Member and are required to have National Police History Checks, make sure you visit the [CrimCheck](#) website to access your member's discount!*
- Large centre-based day care providers (i.e. 25 or more approved services) are financially viable and likely to remain so.
- When deciding whether approval to administer CCS should be granted, the Secretary (the Department) considers things such as the provider's record of compliance and financial administration. The Secretary also takes into account the suitability of people involved in the operation of the service/s.

For further information refer to the Fact Sheet on Child Care Subsidy (CCS) Eligibility of Services.

## Single Touch Payroll (STP) – Commences 1 July 2018 for Employers with more than 20 staff

The ATO is implementing a new system for employers to report wages paid to their employees, tax withheld and superannuation accrued on their payroll.

Employers with over 20 staff at 1 April 2018 will be required to comply with this new system from 1 July 2018. Smaller employers will be required to comply from 1 July 2019.

### PAYROLL SOFTWARE

Most accounting software is already compliant with these new requirements but you should check with your software company to ensure that it is ready to go.

Some software companies will not be ready in time and these have been granted a deferral of start date – if your provider has a deferral then you are able to utilise it to defer your start date until they are compliant.

If your software is already compliant there are some steps you need to take to get all the employee records ready to go. Each software company has a website area dedicated to what you need to do to get ready.

### WHAT ARE YOU SENDING TO THE ATO?

There are two types of information in this electronic file – Employee level and Employer level information.

Each pay period the employer will be required to send an electronic file to the ATO after each pay run with the detail of the gross wages, allowances, superannuation accrued and after tax deductions for each employee in that pay run.

Despite this transmission being required each pay run the figures reported for the employees will be their year to date amounts.

Employer level information will be the total wages and tax paid for the pay run only (Not YTD as for the employees)

### WHAT ABOUT THE BAS AND IAS?

For small to medium employers this information will be used to pre populate the IAS or BAS which then will be lodged as normal. For larger employers wage information will no longer be reported on the IAS or BAS.

The new system makes no change to the dates that employers are required to make the payment of PAYG to the ATO.

### PAYMENT SUMMARIES FOR THE TAX YEAR ENDED 30 JUNE 2019

Payment summaries will no longer be required if the employer has provided all information for the tax year via the STP system. Employees will instead be able to access their annual information through their myGov account which will be populated with the annual information that previously would have been on their payment summary.

You'll need to let your employees know about this change. If they do not have a myGov account they can set one up online here:

<https://www.humanservices.gov.au/individuals/enablers/register-online-account>

If an employee does not wish to have a myGov account they will still be able to access their information directly from the ATO.

Superannuation details will continue to be available from the employee's superannuation fund.

If you choose to continue to provide your employees with payment summaries they will be called Employment Income Statements under the new system.

## WHAT ELSE?

If you have less than 20 employees but feel that you can start reporting earlier then you can do so. We wouldn't recommend doing so as the delayed start will give the ATO and the software companies time to iron out any bugs that may come up.

The Single Touch Payroll system does not change any of the responsibilities you have to your employees. Payslips must still be issued and superannuation paid on time.

- Here is the link to the ATO's website.

<https://www.ato.gov.au/Business/Single-Touch-Payroll/Get-ready-for-Single-Touch-Payroll/>

- Here is MYOB's

<https://www.myob.com/au/support/single-touch-payroll>

- Here is Reckon's

<https://www.reckon.com/au/single-touch-payroll/>

- Here is Quickbook's

<https://quickbooks.intuit.com/au/resources/small-business-accounting/introducing-single-touch-payroll/>

**Of course you can always get in touch with our Payroll team at CMSolutions who can help you with any queries or concerns you may have on 1300 007 110.**

## CMS Bookkeeping & Payroll Services

Recently we have had more and more members asking us to help with aspects of financial management. It helps take the pressure off Treasurers (making it easier to recruit and keep one) and provides a level of comfort to the committee that all the right processes are being followed.

For every member we tailor a solution to suit their specific needs. For some we simply process timesheets and make sure staff are paid, for other we include processing of super payments and leave calculations, and we also provide full bookkeeping services including producing reports for committee meetings and BAS services.



BAS agent  
25518612

This is a very cost effective service from as low as \$100 per month!

**So call us today on 07 3852 5177 to get a quote and find out more.**

## We are LIVE on Facebook

Have you visited our Facebook page lately to check out our last Facebook Live Q&A Sessions?

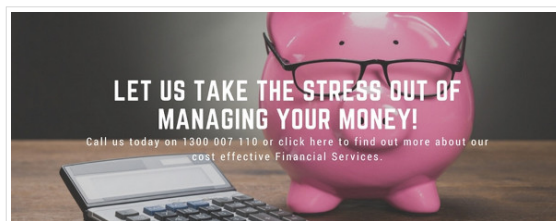
Our next Facebook Live sessions will be held:

- **3rd July** with Catherine Norris, Employment Relations Advisor and Joint General Manager.
- **17th July** with Susan Cislowski Employment Relations Advisor.

We encourage all members to send in their questions via email or on our Facebook page and we will answer these for you. Remember to follow us on Facebook to ensure you are constantly kept up to date!

**Find us at the link below.**

<https://www.facebook.com/communitymanagementsolutionscms/>



## CMS Training Solutions



Community Management Solutions offers training in a wide variety of business, management and health and safety areas.

The key focus of our training is to improve on the job performance, by improving knowledge and skills in a given area.

We can tailor training to the specific needs of your organisation.

All training can be delivered in-house, on site or even over the weekend!

### We aim to...

- Deliver the results that you are looking for;
- Encourage recipients to actively use their new skills;
- Customise the training to suit your unique business environment.



## Training currently available...

- Leadership & Teambuilding;
- Management & Committee;
- Recruitment & Selection;
- Work Health & Safety;
- Workplace Bullying;
- Sexual Harassment;
- Discrimination;
- Employee Management;
- Financial Management.

**Contact the CMS Team today on 07 3852 5177 to organise your next training session.**

## Has your organisation 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 will discuss with you current finance practices and processes.

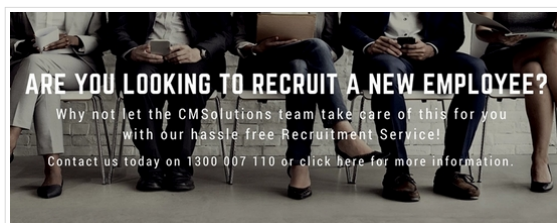
These discussions provide us with an overall view of your organisation and identify areas that we can bring our expertise to in order to keep your finances robust and your systems strong and relevant.

**Once we have this knowledge we will review your current financial records. 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 tuckshop, uniform shop, outside school hour's care, etc.
- Review of payroll processes.
- Review of entitlement calculations for all staff.

After the review is complete we will provide you with a written report detailing any issues we have found and what our recommendations are to bring your financial health up to the highest possible standard.

**If this sounds like something that would give you, your Executive and your staff comfort then contact the CMS team today on 07 3852 5177 or 1300 007 110 to book in your next financial health check.**



## Employee Working From Home – Is a First Aid Kit Required?

It is a legal requirement for an employer to ensure that suitable first aid supplies are available to employees who work from home.

If the majority of work being done at home is sitting at a desk doing computer and paper work then it is unlikely that the employee would be exposed to types of hazards, risks or injuries that may require first aid.

Therefore, basic first aid supplies are suitable and adequate for the type of work and the workplace environment.

It is recommended to provide an employee with a checklist of adequate first aid supplies to have available.

**For more information contact us on 1300 007 110.**

## Can not for profit organisations make a profit?

Not for profit organisations are like any other organisation, the only difference is that any profit made goes back into the organisation.

You need to make sure you are financially viable to cover expenses, employee wages, tax obligations, prepare for expansion and of course you need to ideally have reserves in case of any emergencies.

If you are not covering your expenses and maintaining a sustainable organisation, then you need to review and implement strategies to change your organisation around.

## Are not for profits required to follow employment laws?

The answer is yes! If your organisation is not for profit and employs staff, then your organisation is required to follow all employment laws and legislation.

Just because you are not for profit does not mean you can pay or employ your staff whatever way you want to. You have to employ your staff under the relevant award or enterprise agreement that covers your staff and cannot contract out of these provisions.

Not for profit organisation are unique, but they are still required to follow all state and federal laws and legislation when employing staff. This also covers work health and safety laws.

**For more information please do not hesitate to contact one of our Employment Relations Advisors on 1300 007 110.**



## Changes at Ferny Grove State High School (FGSHS) Canteen – 2013 to 2018

Article contributed by Ferny Grove State High School P&C Association

Over the years we were noticing Canteen profits were continuing to decrease. In 2013 profit was approx \$28,000 and in 2014 dropped to under \$10,000. We also were expecting an increase in student numbers with the arrival of year 7s and the school admin approached the P&C about how the Canteen would cope. A major overhaul of the Canteen was required. In 2013/2014 a major survey of students, parents & staff was undertaken to determine what they liked/disliked about the Canteen.

Survey Questions included:

- What is important to you to make a purchase from the tuckshop?
- Do you think the tuckshop food is healthy?
- What 3 healthy meals would you like to see on the menu?
- What do you like about tuckshop?
- What other improvements would you like to see?

The profit earning capacity of the Canteen was underutilised and the physical environment tired & rundown. The space felt like an old Tuckshop rather than a state of the art food environment. Today's teenagers are savvy food consumers & want a variety of options.

Ferny Grove State High School (FGSHS) has a student base of approx 1800 students. There has been some growth in student numbers over the past 4 years but the major contributors to increased profitability in the canteen (to over \$80,000 (+ an additional approx \$8,000 on coffee station) in 2017) were:

- Prepare as much food as you can onsite. The best way to improve sales and profitability is to have food cooking in the canteen. Let the smells filter outside, get students & school staff excited about what is "cooking". Profit margins are higher on prepared food than pre-packaged items. Use the pre-packaged items only as "backup food" to serve if you run low on prepared food. Along with our regular offerings, we have a daily themed special e.g. Indian, Mexican, Italian – butter chicken, burritos, pasta. We serve food at breakfast, first and second break.
- Treat the Canteen like a commercial business. Gone are the days when the Canteen was a few mums getting together to feed the students. Even if profit is not your main focus you still need to treat the Canteen like a business where professional

standards are maintained & waste is minimised. Employ professional staff that have a passion for food. Set budgets and monitor costs. Implement systems that support the business. We installed EFTPOS machines & Flexischools student card payment options to make purchasing easy for all students and staff.

- Embrace change, be positive about it and change will happen. We were told by many that healthy options wouldn't be embraced by the students. However we found when Canteen staff and P&C members spoke positively about healthy options and looked at ways of presenting food in appealing and positive ways the students embraced it. Removing and reducing some of the mainstays of our previous offerings were actually well received. Students just make choices from what is offered.
- Make food inviting. Look at ways to package food that is appealing & fun.
- School staff are customers as well. Don't forget that food not only needs to appeal to students but to school staff. Having options for staff & supporting staff training days etc. can improve sales. Students see staff supporting the Canteen and are encouraged to try it out as well. As part of the Canteen renovations we added a coffee station & have a qualified barista on staff.
- Change the space to make it inviting. The P&C committed to a large loan (along with a government grant) to renovate the Canteen space to upgrade it to a full commercial kitchen where food will be prepared on site rather than purchased as prepacked. The servery space changed from an old caged up environment to an open plan, flowing inviting space. Play music, smile at the students, and make them feel welcome. Make them want to come in to see what is happening. There is always a line, but it moves quickly and students don't mind waiting to self-serve and check out in the walk through, cafeteria style Canteen.
- Invest in your staff & stop relying on volunteers. In the new age volunteering is reducing and often volunteers cannot be relied upon to always show up. Time was often wasted chasing up volunteers and can lead to less productivity due to supervision needed. By changing the thinking to treat the Canteen like a business and employing reliable staff to ensure quantities & quality of food could be guaranteed the profitability actually increased. We still encourage volunteers & volunteers help get those "extra" jobs done but don't rely on them to run the business. You really do have to spend money to make it. We have 3 paid staff on most days and few volunteers. Our efficiencies and productivity with existing staff have improved greatly over the last 3 years with the guidance of our Senior Managing Convenor.

- Change the name. Tuckshop has such a tired feel. Even referring to the space as the Canteen & then rebranding as “Eats at the Grove” gave a positive feel.

Please note that in this time there has not been major increases to sale prices to achieve profit increases. We don't have any food items over \$5.50. Profit has been increased by increasing sales, cutting costs and reducing waste.

Staffing is always the biggest challenge. We restructured and appointed a Senior Managing Convenor to oversee our permanent part time and casual staff (moving to a business model where one person is responsible (rather than what happened for the 30 years prior). Our existing convenors (who were close to retirement) decided to retire as the change was considerable. The Senior Managing Convenor we appointed has business experience and was able to adapt to change and challenges, understands profit margins and budgets and how to adjust practices when necessary. We ensured the staff appointed have a passion for food, we were often surprised when interviewing for staff how many applicants lacked this passion. As a P & C Executive we touch base often and conduct annual Staff Appraisals (which had never been done). This has given both staff and executive an opportunity to raise and discuss any concerns.

Like in any business, we have had challenges with defining roles, communication and unmet expectations, but we have worked together with the staff to problem solve when any of these have arisen and we have also developed an Operations Manual for our Canteen which defines processes and procedures for what is an ever growing business.

“Eats @ The Grove” has certainly met and exceeded the expectations of both the P & C Association, the School Administration and the student body here at Ferny Grove State High School.

## Member Discounts!!

We are always looking to give you more for your membership. And that is why we have partnered with a range of businesses that provide useful products and services to members, providing you discounted rates and making sourcing reliable suppliers easier. You can now access a range of discounts from organisations like:



- AutoTender
- ProcessPA
- Make It Cheaper
- Optimum Recoveries
- CrimCheck
- Officeworks

Visit our [website](#) for more information and to find out what discounts are available!

## 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.