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7 March 2018

Welcome to our March Newsletter

This year has certainly started at great speed with lots happening here in the office at CMSolutions.

Our Employment Relations Advisors have been kept very busy with a number of Workplace Investigations and Enterprise Agreement negotiations. Whilst our Finance Team have been inundated with end of year Financial Audits.

This month we kick off with our first round of Roadshows for the year. For more information on the dates, locations and how you can register, see further down in this newsletter.

Don't forget Easter falls on the last weekend of March this year! To find out what you should be paying your employees during this period check out our article further down in this newsletter, on Easter Public Holidays.

Last month we launched our FREE Employment Records Check-Up, which is a 15 minute phone session to review your organisations employment record status. If you are interested please contact us on 1300 007 110 to book in an appointment.

From all of us here at CMSolutions, we hope you have a happy and safe Easter.

Sexual Harassment and Bullying in the Workplace

With the events of 2017, Sexual Harassment and Bullying will remain a high profile topic for 2018. This seminar will be presented by one of our very own in-house Employment Relations Advisors, Susan Cislowski and will cover the following key learning outcomes.



- Identifying bullying, sexual harassment and discrimination.
- Employee and Employer responsibilities.

- Consequences of bullying, sexual harassment and discrimination.
- How to address bullying, sexual harassment and discrimination.

This seminar is designed for Committee Members, Managers and all employees to attend together to ensure you are all on the same page.

Upcoming Seminar – Sexual Harassment & Workplace Bullying

Venue: Kedron Wavell Services Club, 21 Kittyhawk Drive, Chermside

Date: Tuesday, 1st May 2018

Time: 10.30am – 1.00pm

\$55 Members

\$75 Non Members

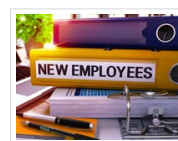
Contact Rebecca White at 1300 007 110 or rebeccaw@cmsolutions.org.au to secure a spot today!

If there is sufficient interest expressed for other locations we will consider hosting another seminar on this subject at a later date and time. Let us know if interested, email rebeccaw@cmsolutions.org.au

Employee Induction Checklist

All new employees should be given an induction to the organisation to ensure:

- They feel welcome and comfortable.
- They're clear about what's expected of them.
- Existing staff are clear about the new employee's role.
- Administrative set-up is complete.



This process will involve going through the organisation's Employee Handbook, as well as Policies and Procedures in the workplace. The induction should also involve:

- Introducing the new employee around to all staff;
- Letting them know things like when their breaks are;
- What the normal customs within the organisation are;
- When they can expect to be paid;
- What paper work they will need to fill out on a regular basis;
- Who to go to for advice (a mentor);
- Who they report to; and
- Where the toilets are.

Using the following checklist will help to ensure that your next employee induction runs smoothly.

Easter Public Holidays

The following days will be observed as a public holiday over the Easter period.



- **Friday, 30th March 2018** – Good Friday – declared a public holiday in all states and territories.
- **Saturday, 31st March 2018** – Easter Saturday – declared a public holiday in all state and territories, except Western Australia and Tasmania.
- **Sunday, 1st April 2018** – Easter Sunday – declared a public holiday in ACT, NSW, QLD and VIC.
- **Monday, 2nd April 2018** – Easter Monday – declared a public holiday in all states and territories.

NOTE: P&C Association Term Time Employees

If an employee is normally rostered to work on a Friday then you are required to pay the employee for the Good Friday, 30th March 2018 public holiday. However because Easter Monday falls within the school holidays you are not required to pay your term time employees for that public holiday.

For all other organisations if an employee is required to work on a public holiday, please refer to your award for further details or contact CMSolutions for clarification.

Do you know your GST requirements?

1. Is your organisation registered for GST purposes?

If you are not sure go to <https://abr.business.gov.au/> and do a search on your organisation's ABN to find out.

2. Are you required to be registered for GST?

Some smaller not for profit (NFP) organisations may not be required to register for GST purposes (if below the not for profit \$150,000 annual turnover threshold). Refer to the ATO website for more information.

3. If you are a NFP organisation are you registered with the Australian Charities and Not for Profit Commission (ACNC) to access certain income tax and GST concessions?

If you are not sure go to <https://abr.business.gov.au/> and do a search on your organisation to find out (NOT relevant to P&C Associations).

4. When was the last time the GST registration status of your organisation was reviewed?

We suggest you should do this at the beginning of each year when the new committee starts.

The Committee must consider the GST treatment of all the parts of its business and decide if it is still appropriate. This consideration and the decision taken must be recorded in the minutes of the meeting.

Information about the GST concessions available to NFP's can be found at:

- For P&C Associations refer to the P&C Accounting Manual.
- For other NFP's refer to the ATO website.

We want to hear from you!

We are currently working on our seminar schedule for this year and would love to hear from you and what topics you would like us to cover. Send us through your topics at rebeccaw@cmsolutions.org.au

Uniform & Tuckshop Stocktakes

The Accounting Manual for Parents and Citizens' Associations requires a stocktake to be done at least every quarter. A stocktake is also a good management tool.

A stocktake should be done for each part of the P&C that is a trading activity – this will most commonly be the Tuckshop and Uniform shop but may also include stationery items or fundraising stock.

We recommend that a stocktake be done at the very least at the end of each term. If the P&C has the resources to prepare one each month that is even better.

Ideally a stocktake will be undertaken by at least two people – preferably one of these people will not be an employee of the trading activity that is being counted.

Using sheets that already have a list of the items held in stock by the P&C for ease, one person should count each item and then the second person also counts and when they agree the count it is written down on the sheet. Both people should also sign the page when that count is completed.

For example – a uniform shop sheet would list all of the items and all the sizes of these items. A count would then be undertaken of the size 4 polo shirts. Once both counters agree, the number would be recorded against this box on the sheet. Then size 6 polos would be counted and so on.

In the Tuckshop there will also be a list of items that are currently used. Towards the end of each term the Tuckshop or Canteen should be running down the stock held and so there should not be much left to count.

The stocktakes are a very important tool to use when managing stock. A stocktake should always be undertaken before new uniform stock is ordered. That way the P&C will know that it is only ordering items that are selling and that it does not already have plenty of. Smart ordering ensures that a P&C does not have a lot of cash tied up in too much stock.

Likewise a stocktake for a Tuckshop or Canteen will ensure that food is not going to waste and only items that are selling are being bought.

The stocktakes can also help the P&C identify items that are getting old or have been replaced with newer versions and so may need to be written off or sold at a discounted price.

In order to be really meaningful the stocktake needs to be costed. That means that for each item on your stocktake you must also record the latest cost of the item. Be careful here – if you are registered for GST you will need to be careful about whether or not you use the GST inclusive or exclusive cost. If your P&C is not registered for GST you will always use the GST inclusive cost (and note this on the stocktake sheet).

The difference in value between the stock on hand at the end of 2017 and the end of term 1 2018 is a crucial part of calculating the cost of the goods you sold in term 1. This then helps the P&C to determine if the trading activity is profitable or not. This can then give the P&C an idea as to whether their pricing is correct or if the items they are stocking are actually what the school community wants to buy!

If you need any more help or guidance with stocktakes feel free to contact our Finance team on 1300 007 110.

We are LIVE on Facebook

Have you visited our Facebook page lately to check out our last 2 Facebook Live Q&A Sessions?



Our next Facebook Live sessions will be held:

- **13th March** with Catherine Norris, Joint General Manager / Employment Relations Advisor.
- **27th March** with Natasha Shami, 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

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



ON THE ROAD AGAIN!

The CMSolutions team are on the road again and we would love the opportunity to come and meet with you and your committee members at your organisation to answer any questions you may have, assist with any issues you may be facing or maybe solve some issues you didn't even know you had.

Are you aware of your roles and responsibilities as a Committee Member?

Is your organisation running efficiently?

Are you having problems with your employees?

To book an appointment contact our Member Services Coordinator, Rebecca White on 1300 007 110 or email rebecca@cmsolutions.org.au to meet with one of our Employment Relations Advisors.

MILES

Tuesday, 13 March 2018

CHINCHILLA

Wednesday, 14 March 2018

DALBY

Thursday, 15 March 2018

TOOWOOMBA

Friday, 16 March 2018



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P&C Associations – The 41 working year's effect on leave entitlements

2018 is a rare year where the school term is made up of 40 working weeks. You will notice 10 weeks for term 1, 3 and 4. But 11 weeks for Term 2. For P&C's who are calculating their annual leave via a per hour accrual method the following will apply.

For P&C Associations who employ staff on a **term-time basis**, such as retail employees, in 2018 you will have to review your leave entitlements.

Why?

The reason that you will have to review your leave entitlements is the unique way that term-time employees accrue leave. Term-time accruals are not calculated on 52 weeks but are instead calculated on the actual working weeks of the year.

A term-time employee is still entitled to 4 weeks (or 152 hours) of annual leave, even though their working year may only be 40 weeks.

Throughout this article we will use the example of a fulltime employee, who works 38 hours per week and whose tuckshop operates for 40 weeks a year. We know based on the Award that this employee as a fulltime employee should receive 152 hours per week.

Normally to calculate their annual leave we would use the following formula:

$152 \text{ (hours)} / 40 \text{ (weeks)} = 3.8 / 38 \text{ (hours per week)} =$
0.1 Annual Leave hours per hour worked

$0.1 * 1,520 \text{ (hours for the year)} = 152 \text{ hours of Annual Leave}$

$(1,520 = 38 \text{ hours per week} \times 40 \text{ weeks})$

If the leave accrual of 0.1 remain the same for this employee, but the employee worked 41 weeks in the year the accrual would look as follows:

$0.1 * 1,558 \text{ (hours for the year)} = 155.80 \text{ hours of Annual Leave}$

As you can see in the example above the employee has over accrued their annual leave entitlement.

What needs to happen?

P&C Associations have two options. These are:

1. Adjust your leave accruals for the year.
2. Subtract any over accrual at the end of the year.

Method 1:

P&C's should recalculate the hourly accrual rate by increasing the working weeks in the year by 1 week. For our previous example this would mean the following calculation:

$152 / 41 = 3.71 / 38 = \mathbf{0.0976}$

$0.0976 * 1,558 = 152 \text{ hours of Annual Leave}$

The P&C Association would thus change the accrual rate from 10% to 9.76%

Method 2:

P&C's should calculate the amount of over accrued leave and minus this of the accrued leave before payment is made at the end of the year. To continue with our previous example the difference is:

$0.1 - 0.0976 = 0.0024 \text{ (per hour worked)}$

To calculate the total over accrual you can then times the total hours worked by the over accrual:

$1558 * 0.0024 = 3.74 \text{ (hours)}$

If we then use our over accrued Annual Leave Calculation of 155.80 and subtract the over accrued leave we will find:

$155.80 - 3.74 = 152 \text{ Annual Leave Hours}$

For more information contact our Employment Relations Advisors on 1300 007 110 or 07 3852 5177.



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CMS Bookkeeping & Payroll Service

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 others we include processing of super payments and leave calculations. We also provide full bookkeeping services including producing reports for committee meeting and BAS services.

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

Call our Finance Team today on 1300 007 110 to get a quote and to find out more.



Business Cyber Security Obligations

Did you know that approximately 4,000 reports of cybercrime are reported to the Australian Cybercrime Online Reporting Network every month? That's a lot of cyber-attacks to arm yourself against.

Whilst you might do your best to protect your business, do you know what to do if your business is under attack? And do you know what your obligations are when dealing with an attack?

Download your copy of Business Cyber Security Obligations prepared by Guild Insurance and learn the essential strategies to preparing for a cyber-attack and the legal obligations you have to your clients and staff.

To find out how Guild Insurance can help protect your business from a cyber-attack, get a [Guild Cyber-Insurance quote](#) online or contact Guild Insurance on 1800 810 213.



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.