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Welcome to our November Newsletter

It is count down to the end of the year for us all!

Some members are having their AGMs and new committees will begin before the end of the year.

So if you are one of these, don't forget to do a good handover and check out the CMS handover checklist to help you.

CMS staff have again had a very busy month, across the financial services and our employment relations staff. Our staff members Renee and Michele met a number of members on our October Roadshow in North Brisbane. Thank you to these members who made us feel really welcome.

Time to start planning for next year, most importantly for some the budget, so if you need some assistance do not hesitate to contact us.

Don't forget CMS is your one stop shop for employment advice, work health and safety, bookkeeping and payroll service, financial audits, and governance advice.

If you have a question or a situation with employees that you are not sure about, please do not hesitate to contact us, we are here to help you!

Until next month!

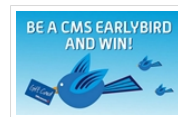
CMS Christmas Closure

Our offices will be closed from 4.30pm Friday, 23rd December 2016 and re-open on Tuesday, 3rd January 2017.

There will be skeleton staff working over the Christmas break, if you need any assistance contact us on 1300 007 110 or 07 3852 5177 or email info@cmsolutions.org.au

Be A CMS Early Bird & WIN!

Membership renewals for 2017 have recently been sent out to all current members. To remain a member of CMS and to keep accessing the Guidance, Advice and Support we offer for 2017 simply pay your invoice and send back your **updated contact details** on the membership form.



If your membership renewal is paid by Friday, 30th December 2016 you will go in the draw to win one of five \$50 Officeworks Vouchers!

Thank you to those members who have promptly paid and returned your membership form, your name is already in the draw.

Your continued CMS Membership ensures:

- Unlimited phone/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:
 - Draft position descriptions.
 - Employment contracts.
 - Fact Sheets AND MORE!

Plus you get access at DISCOUNTED RATES to additional services such as:

- Representation in disputes with employees / 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.
- Guide and Toolkits AND MORE!

With over 40 years' experience serving our members we understand the time it takes to run largely volunteer-based community organisations such as yours.

Make your life easier and help ensure your organisation operates effectively and profitably by continuing your CMS Membership.

For more information or to talk to our membership team call 07 3852 5177 or 1300 007 110 or visit:

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

Handover Checklist

As the end of the year is fast approaching outgoing committees should ensure that all their hard work is not lost. You can do this by making sure the handover process is performed correctly. We have put together a checklist to ensure all relevant information has been provided to the new executive committee. It is also recommended that the prospective committee members shadow the outgoing committee, attending committee meeting and working with them on all tasks remaining for their term.

You can find the Handover Checklist under the forms tab of our newsletter for you to use to assist with the process.

SuperStream...Time has run out!

The deadline to be compliant with SuperStream legislation was the 28th October 2016. Are you compliant?



Under SuperStream employers need to pay super contributions (to a SuperStream compliant clearing house) for their employees electronically and send the associated data electronically. This means employers can make all contributions in a single transaction, even if they're going to multiple super funds.

Some people think because they are paying super contributions electronically they are SuperStream compliant but this may not be the case.

Visit the the link below for the step by step guide to becoming SuperStream compliant.

<https://www.ato.gov.au/super/superstream/employers/employer-checklist--a-step-by-step-guide/>

The P&C Award has now been released...Come along and get informed!

As mentioned in our previous newsletter, this year has seen a dramatic change on the P&C landscape with the introduction of the new Parents and Citizens Associations Award – State 2016 on the 1st September 2016.



Community Management Solutions has had crucial input on behalf of P&C's in drafting this collaborative Award.

The new Award replaces and has incorporated a number of previous Awards, including the Children's Services Award 2012, Parents and Citizens Associations Retail Award 2012, Clerical Employees Award 2012 and the Health and Fitness Award 2012.

Now the new Award is here it is vital that you and your committee are aware of all the changes that have an impact on your organisation. As part of the P&C Executive you are required to oversee your operations with due diligence and if your P&C is not compliant under the relevant Award, the P&C may face significant fines. Noncompliance could also result in back payments of wages or the cost of damages or court proceedings.

Community Management Solutions wants to ensure that all P&C's are fully aware and prepared for all the changes that have come into effect with the introduction of this new Award.

Join us...

Brisbane South

<http://tinyurl.com/z4ebt4b>

Brisbane North

<http://tinyurl.com/j9vcgnd>

Brisbane West

<http://tinyurl.com/jumodjs>

Gold Coast

<http://tinyurl.com/gpo33b9>

Work Health and Safety Updates

Safe Work Australia have recently updated the 'Guide for preventing and responding to workplace bullying' and 'Dealing with workplace bullying – a worker's guide'.

The revised guides provide information on:

- Improving transparency when dealing with reports of workplace bullying.
- Demonstrating management commitment when identifying, preventing and responding to workplace bullying.
- Designing safe systems of work to reduce the risk of workplace bullying and unlawful discrimination.

The updated guides will provide managers and workers with a better understanding on how to address and minimise the risk of workplace bullying.

You can find the updated guides under the forms tab of the newsletter.

If you need any further information or have any questions regarding the recent updates please do not hesitate to contact us on 07 3852 5177 or email info@cmsolutions.org.au

Are you prepared for your end of year Christmas Party?

As it is getting closer to Christmas many of you will be organising or attending your end of year Christmas party. Christmas parties are generally pretty fun and a great time to build relationships within your organisation, however the relaxed atmosphere of Christmas parties can often cause employees to act as they would not normally. CMS has prepared some guidelines on what to remember when organising a work Christmas party.

Work Health and Safety Duty

Employers must remember that they have a duty of care for their employees, even when the event occurs outside the workplace. If the employer has organised or endorsed a particular Christmas event then a duty of care will apply and they should be careful of all risks including injury, bullying or even sexual harassment.

Risk Management

The process of risk management involves, identifying associated hazards, assessing the risks and the likelihood of the risks occurring and implementing control measures to reduce or eliminate the risk.

Some specific strategies that you can use to control the risk to health and safety at work Christmas parties are as follows:

1. Ask employees to disclose injuries or medical conditions that may impact on their ability to participate.
2. If the activity is outdoors encourage workers to be sun smart and keep hydrated.
3. Ensure shelter in the case of bad weather.
4. Educate employees on the appropriate workplace behaviours and that these will apply to work events, such as the Christmas party.
5. Ensure alcohol is served responsibly (RSA) and provide food and non-alcoholic drinks as well.

Also refer to our Christmas Function Checklist that is available under the forms tab of our newsletter for more tips to having a safe and happy Christmas party.

Don't forget to have fun!

As mentioned Christmas parties provide employees with a wonderful opportunity to build on their working relationships without the stress of work that needs to be completed.

What are your obligations if you identify a payment mistake?

We have had a number of members contact us about back payments over the last few weeks. A back-payment of wages may arise when you identify that an employee has been paid incorrectly or an employee approaches you claiming that you have under paid them.



Employers have an obligation to ensure that they make correct payments for employees, however due to human error an employer may make a mistake with regards to an employee's wage.

Here are some guidelines to follow if you think a mistake has occurred:

- First get a complete picture and seek advice to ensure that your understanding is correct.
- Complete the relevant calculations to ensure that you have an opinion on how much is owed.
- If an employee has come to you who believes they have been incorrectly paid, ask the employee why they think this and ask for any evidence if this is necessary (such as a log book for travel claims).
- Advise the employee that you believe there has been a mistake and keep them informed with any investigation and timeframes.
- Underpayments can be claimed for a maximum of 6 years. Therefore you will need to look back over this period of time to identify any underpayments.

If you believe an error has been made please contact CMS for further advice.

Christmas Calculations

Where has this year gone? It is nearly that time of year and if you need assistance working out your annual leave calculations for the forthcoming Christmas and summer vacation period please get in early and give the team at CMS a call on 07 3852 5117 or email info@cmsolutions.org.au



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



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Bullying – Are you aware?

Bullying behaviour is being reported on a daily basis. It is being reported that it is happening in our schools, and social media is major contribution of bullying and it is happening in our workplaces.



Do you think it could be happening in your workplace? Are your employees aware what bullying and harassment is?

On a daily basis our Employment Relations Advisors at Community Management Solutions are dealing with many cases on workplace bullying. You may not be aware of it but bullying does not always happen from management to employee, we have dealt with cases where there has been bullying between employees and just recently we had to deal with an employee bullying the Management.

Do your employees understand what is bullying and harassment?

Do the Managers or Committee understand what is bullying and harassment is?

Community Management Solutions can help you!

CMS have a comprehensive 2 hour workshop for employees and employers which outlines what is and isn't workplace bullying and harassment; what the employee rights are; what is the employer to do when bullying occurs.

Our toolkit also has a comprehensive guide and there are also policies included to make sure you protect the organisation and your staff.

Workplace safety is a responsibility for the employer and also the employee. **So let's make your workplace safe and contact Community Management Solutions to book in your in house training today.**

A safe and happy workplace is a successful one!

Getting ready for End of Financial Year

The Financial statements of every association 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 31 December 2016;
- Ensure that all 2016 transactions have been entered into your accounting records;
- Prepare a detailed list of Debtors (money owing to you from customers) and Creditors (money you owe suppliers) as at the 31st of December 2016. 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 31 December; 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.

If you have any issues or concerns with your auditors or audit process our audit staff can help.

We can be contacted on 07 3852 5177, our team have extensive experience in audits of all kinds of associations.