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15 November 2018

Welcome to our November / December Newsletter

Can you believe it is only 5 weeks until Christmas???

It has definitely been a busy year for the team here at CMSolutions. We have continued to service our members with employee performance matters, workplace investigations, WHS Audits, governance assistance, enterprise agreements, and much more.



Our friendly, and highly experienced finance team have been looking after the bookkeeping, payroll needs for many of our members and are now preparing for audit season which is almost upon us. Check out the article below "Tips to get ready for your Audit!" to make sure all your i's are dotted and your t's are crossed for your end of year audit.

We would like to congratulate all this year's committee members and managers for all their hard work this year. We look forward to working with some of you again in 2019 and welcoming on board many new committee members next year.

Also a big thank you to all our member benefit supporters and newsletter advertisers. We greatly appreciate your support have enjoyed working with you throughout the year.

From all the team and Board of Management at CMSolutions, we wish you a safe and Merry Christmas and a Happy New Year.

We hope you enjoy our last newsletter for 2018.

Office Christmas Closure

Our offices will be closed from 4:30pm Friday, 21st December 2018 and re-open on Wednesday, 2nd January 2019.



If you need urgent assistance during this period please email info@cmsolutions.org.au or call 1300 007 110.

Leave Calculations – Get 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.

When is the Annual Information Statement due?

Charities have an ongoing obligation to report each reporting period. Charities report by submitting an Annual Information Statement and an annual financial report to the Australian Charities and Not-for-profits Commission (ACNC). (Please note this does not apply to P&C Associations).

The two most common reporting deadlines are:

- 31 December for charities reporting to a regular financial year (1 July to 30 June)
- 30 June for charities using a calendar year reporting period (1 January to 31 December)

Failure to lodge this annual statement could lead to your organisation losing its income tax exemption and other tax concessions.

For more information visit the ACNC website.



KEEPING YOUR BOOKS IN ORDER!

Let CMSolutions take care of your bookkeeping and payroll needs with our cost effective Financial Services.

VISIT US AT WWW.CMSOLUTIONS.ORG.AU OR CALL US ON 1300 007 110

What does HR recommend to ensure you have a 'Very Merry Christmas Party'?

It is important for all employers to ensure that their requirements in relation to safe and appropriate behaviour at the Christmas functions are communicated to all employees at the earliest opportunity.



We've put together a handy checklist to ensure your employees stay safe, this silly season.

- Make sure all employees are informed of the appropriate standard of behaviour expected of them.
- Reiterating your discrimination and harassment policy to all employees in the weeks leading up to the Christmas function and have it noted (documented) at all staff meetings.
- Have a code of conduct and drug and alcohol policy in place and remind employees of these policies before the Christmas function.
- Set out clear defined start and finish times for the function.
- Train Managers and Supervisors, so they know their obligations and responsibilities and can prepare them to deal with any issues that may arise.
- Consider dietary requirements and cater for appropriately for a multicultural team and making available vegetarian, vegan and celiac options.

- Choose a safe venue with access to public transport, consider providing cab vouchers and/or recommend nominated 'non-drinking' drivers.
- If the activity is outdoors encourage workers to be sun smart and keep hydrated.
- Ensure shelter in the case of bad weather.
- Advise staff that the employer's responsibility ceases at the end of the function and if staff choose to continue, that they are responsible for their own safety and this must be communicated clearly to all employees.
- Ensure that underage employees are not served any alcoholic drinks.
- Serve alcohol responsibly. (RSA – Responsible Service of Alcohol)
- Provide plenty of food and non-alcoholic drinks as well.
- If an employee is removed from the function for being too intoxicated, make sure you call them a cab and make sure they get into it and are capable of giving their address to the driver.
- Make sure you supervise staff to prevent excessive drinking and inappropriate behaviour.
- Ensure managers are acting responsibly and remind them to act in a professional capacity during the evening and to help supervise the event.
- Do not arrange or pay for drinks at alternative venues after the function has finished as this extends the employers liability. If there is a concern about the function, then hold a lunchtime party, and maybe include employee's families etc.

Want to know what your responsibilities (and liabilities) are, as an employer, for holding functions such as Christmas Parties? Contact one of our friendly Employment Relation Advisors on 1300 007 110.

Tips to 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 (signed) 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.

CMSolutions 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.



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.

To find out more, visit
www.qiec.com.au/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 before making a decision. QIEC Super Pty Ltd (ABN 61 010 997 480), the Trustee of QIEC Super (ABN 15 549 636 673), is Corporate Authorised Representative No. 288904 under Australian Financial Services Licence No. 238507 and is authorised to provide general financial product advice in relation to superannuation.

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!

Handover Checklist for the Outgoing Executive

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. **Use our Handover Checklist located under Forms & Documents on the side bar of this newsletter** to ensure all relevant information has been provided to the new executive committee. It is also recommended that the prospective committee member shadow the outgoing committee, attend committee meetings and work together on all tasks remaining for their term.

If you need assistance with your handover contact the CMSolutions team on 1300 007 110.

Christmas Public Holidays

The following are the declared public holidays over the Christmas and New Year period 2018-2019.

All States & Territories

Tuesday, 25 December 2018 – Christmas Day
Wednesday, 26 December 2018 – Boxing Day
Tuesday, 1st January 2019 – New Year's Day

P&Cs and Public Holidays

For our Parents and Citizens Associations it is important to remember the following when calculating employees Annual Leave:

Permanent or Part-time "Term Time Employees" of P&Cs are entitled to receive their accrued annual leave entitlement in the December/January Period.

If their annual leave entitlement falls over the declared Public Holidays (as listed above) and the employee normally worked (during the term) on the days the Public Holidays fall (i.e. Tuesday or a Wednesday) then the employees are entitled to be paid for these days at their ordinary rate of pay, in addition to their accrued annual leave.

Note: Annual Leave attracts a 17.5% leave loading.

The Parents and Citizens Associations Award – State 2016, specifically provides that the Christmas public holidays will be paid to employees who:

- Are stood down for the school vacation; and
- Are re-employed before the end of January the following year; and
- Worked for two weeks prior to being stood down.

If you are unsure of what your employee's leave entitlements are, or have any questions relating to this article, give our friendly Employment Relations Team a call – 1300 007 110



**GET THE
RIGHT
TRAINING...
RIGHT HERE!**

CMSolutions
Community Management Solutions
GUIDANCE • ADVICE • SUPPORT

Want to improve staff knowledge and skills? Need customised training?

Let CMSolutions take care of your next training session.

Thank You Brisbane City Council!

We wish to acknowledge and thank the Brisbane City Council for funding the upgrading of the lighting within our office.

We at CMSolutions take great pride in being environmentally conscious, and our new energy efficient LED Light panels, courtesy of the Sustainability Grants Program, have made our office brighter, and minimised our Carbon Footprint!

For more information on Grants, see below

Grants Ending Soon!

Been thinking about funding, but aren't sure where to find the extra \$\$\$ in the budget? Check out the November grants below, and head to for more information.

<https://www.cmsolutions.org.au/grants>

National Science Week Grant

Eligible to: Not-for-Profits | Individuals

Funding: \$2,000 - \$20,000

Round: Closes 20 November 2018

Provides individuals and organisations with grants between \$2,000 and \$20,000 to support the delivery of science engagement activities during National Science Week.

Community Assist's Community Grant Program

Eligible to: Not-for-Profits | School

Funding: \$0 - \$300

Round: Closes 21 November 2018

EPIC's Community Grants program aims to help level the playing field for people with disability, and create communities which value and welcome people with disability.

Woolworths Junior Landcare Grant

Eligible to: Not-for-Profit | Schools

Funding: \$0 - \$1,000

Round: Closes 23 November 2018

The Woolworths Junior Landcare Grants program offers funding for Australian primary schools and early learning centres seeking to inspire the next generation of environmental champions.

Sporting Schools Grant

Eligible to: Schools

Funding: \$1,000 - \$3,100

Round: Closes 23 November 2018

Sporting Schools funding is available through two funding programs for schools to deliver Sporting Schools programs before, during or after school hours.

National Aboriginal and Torres Strait Islander Flexible Aged Care (NATSIFAC) Program

Eligible to: Not-for-Profit | State/Territory Government | Local Government

Funding: \$Undisclosed

Round: Closes 26 November 2018

The National Aboriginal and Torres Strait Islander Flexible Aged Care Program aims to increase the number of home care places in remote and very remote Australia (geographical locations defined as Modified Monash Model (MMM) 6 and 7).

Keeping the books in order

Our friendly and highly experienced finance team can look after:

- 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**

ATO Not for profit News Service

Not for profit organisations now have their own channel on the ATO website.

The new channel is the place to watch popular titles such as:

- Getting started;
- Applying for DGR endorsement;
- Establishing an ancillary fund;
- NFPs and fringe benefits tax.

For more information visit the ATO website.

Member Discounts

Visit our “Member Discounts” page on our website to check out some of the businesses and organisations we have partnered with, that will provide you with useful products and services at the best price possible. Check out some of our awesome Partners below:



Keep everyone on the same page

Attract the best committee/board members by having up to date systems that promote good practice, make reporting easy for you as the employer and keep your committee/board engaged and informed.

ProcessPA is a cloud based software that automates association procedures and paperwork, saving committee members from administration time. New office bearers are guided through their role and compliance requirements through simple yet effective handovers, ensuring committee processes are maintained. Agenda templates, automatic notifications, online members, motions and action registers. Everything is taken care of.



All CMSolutions members can receive a 10% off the annual subscription when they enter the discount code **cmsmemberdiscount** at the checkout. Visit the website for more information:

<https://processpa.com/?aff=111>

“It is a massive time saver and simplifies everything. There is never any question about what was said as minutes are recorded on the night, on a screen for all to see and with all reports available. It is brilliant.” – Carol Ramsay, Elanora State High School

We have searched high and low and have managed to find some great deals for all members, staff and their families!

Make the car dealers work for you!

Autotender is giving all CMSolutions members, staff and families FREE access to their vehicle tendering system! Forget searching around for the best deal, let AutoTender do it for you! Simply submit your request and pick the offer you like best. It's that easy!



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.