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29 January 2019

Welcome to 2019

Get ready to start a new year fresh with CMSolutions!

With January being an easy month, in which productivity is generally at a minimum, we have been working hard to get ready for the year ahead!

Policies and Employment Health checks have been the flavour of the month, with our staff fielding calls daily from organisations who are making sure all their 't's are crossed and their 'i's are dotted.

Have we received a call from you in the past four weeks since New Years? If no, you should probably call us now: Due diligence is the first step to ensuring your organisation is compliant with current legislation, and an over the phone health check can be conducted in a matter of minutes.

Are you ready for your Audit? Let us take care of the hard stuff: The CMSolutions Finance team specialises in Not for Profit organisations, so we know your organisation back to front.

With tax time on the horizon, talk to a BAS agent who specialises in Not for Profit (It's us!)

With all these calls being made, how about you let us know if we've done something great?

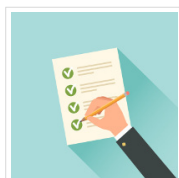
You can leave a review here, by selecting "Write a review"

May your 2019 be exciting, and full of good cheer, but when its not, just remember: We're here!

Workplace Policies

What policies an organisation should have in place depends on the nature of the business.

CMSolutions recommends the following policies are key to have in place in the workplace:



- Grievance Policy;
- Fitness for Work Policy (Drugs and Alcohol, etc);
- Discrimination and Equal Opportunity Policy;
- Workplace Bullying and Sexual Harassment Policy;
- Social Media Policy; and
- Work Health and Safety Policy.

If your organisation does not have these policies in place, contact CMSolutions for assistance.

Security Alert: BSB and Account number changes received by email.

In 2017 and through into 2018, reports to the Australian Competition and Consumer Commission (ACCC) and Australian Cybercrime Online Reporting Network (ACORN) exposed over \$22.1 million transferred to scammers by unwitting business.

Here are some tips to avoid falling victim to scammers:

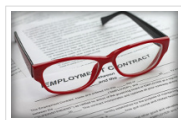
1. Always confirm changes using a trusted phone number and verbally check the BSB and Account number. Confirming a change via email is not a secure method of validation.
2. Scammers can often pose as bookkeepers, or executive staff members to direct employees to make urgent payments. Make sure you establish a nominated contact within the organisation, and always verbally validate these requests using a trusted phone number.
3. If you are unable to contact the requestor, you are able to contact the recipient bank to confirm if the BSB and Account number match the name on the account.
4. Do not make any financial decisions, or give any details until you are 100% you are dealing with a legitimate vendor.

If at any stage you believe you may have fallen victim to a scam, contact your financial institutions.

You can also find more information here.

Termination during Probation

We are often asked if an employer can dismiss an employee during the probation period. The short answer is yes; you can dismiss an employee during the probation period, however, there are still risks that you must mitigate.



There is something you must be aware of: The definition of “probationary period”. When a new employee commences work, you are entitled to put that person on probation. This is at the discretion of the employer; typically between three and six months. This allows both parties to work out whether the position is right for the employee

Generally speaking, it is relatively easy to part ways with an employee who is not working out during this “trial period.” However, a probationary employee still has certain rights. There are a range of claims, other than unfair dismissal, that a former employee may be able to access, irrespective of their length of service. One such claim is a general protections claim. An employee is protected from unlawful action taken by an employer in relation to the exercise of workplace rights, engaging in industrial activities and discrimination in the workplace. As an employer, you need to be aware that termination even during the probationary period, may expose the organisation to significant risk.

Once an employee raises a general protections claim, the onus shifts onto the employer to prove that adverse action was not taken against the employee because of workplace rights, but rather that action was taken for a valid reason.

Best practice of managing employees on probation is to treat them as you would any other employee. This means that if the employee is not performing or conducting themselves as expected, you need to raise the concerns, address them with the employee and record the issues. You are also required to offer support to assist them in improving and give the employee a reasonable opportunity to improve. Without taking these steps, if there are grounds, an employee can bring a general protections claim. The less blind-sided the probationary employee is about the reasons for termination, the less likely it is that they will bring a claim.

PROTECTION & SUPPORT ENSURES PEACE OF MIND



Is your CMSolutions membership current? Are you protected?

At CMSolutions our professional advisors have been helping not for profits like yours for over 45 years.

Membership of CMSolutions ensures unlimited phone and email advice, hands-on support, full Award advisory service, a myriad of online resources and discounted member rates across special member benefits. Real protection, real support!

Membership of CMSolutions guarantees you peace of mind.



Call our team today on 1300 007 110 or visit cmsolutions.com.au

GUIDANCE • ADVICE • SUPPORT

Tips to get you 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.

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.

Member Benefits Keep Getting Better

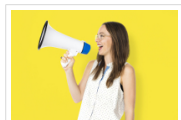
Want to advertise your jobs for free?

We have added a new page to our website for members. We now have an Employment Opportunities page available for members to post any job vacancies online, or in future Newsletters.

Posts are FREE for members and by price by consultation for non-members.

Call now for more info, or email Member Services for more information

1300 007 110 | info@cmsolutions.org.au



What we're reading:

Part of our innovative approach at CMSolutions, is keeping up to date with thought-leaders, not just in the Employment Relations industry, but across a broad range of fields.

We have selected some of our favourite articles from the past month, and are excited to be able to share them with you.

The Hard Truth: Mental health in the workplace isn't about sympathy. It is about Empathy

Mental Health is a hot topic, and we at CMSolutions are frequently faced with difficult questions from employers trying to help an employee who may be struggling with their mental health.

There is never a black and white answer, when it comes to the emotional health of your employees, just as there is no black and white answer when dealing with Mental Health in everyday life.

Mental Health Expert Camille Wilson writes:

"Mental health isn't just about being aware of what depression or anxiety or bipolar is. It isn't just about learning how to meditate and asking people if they are OK. It is about being human again. It is about changing our culture, opening up, and showing empathy to our colleagues, our customers and our leaders... **It isn't about sympathy anymore, it is about empathy.**"

You can read the full article [here](#).

5 tips for back-to-school online safety

With so many of our members being busy parents, we know how worrying it can be to think of our children potentially being targeted online.

Australian eSafety Commissioner, Julie Inman-Grant shares her top tips for keeping the family safe online.

Parent responsibly—be mindful about sharing your child's first day of school and other milestones on social media.

Know the signs for cyberbullying—signs that your child may be affected, like being secretive with their online activities, avoiding school or social outings, a decline in school grades, or a sudden change in friendship groups.

Set screen time limits— with screens increasingly being used at school and home, it's important to ensure your child has a healthy balance of offline and online time.

Use tools— make sure the privacy settings on their apps and games are turned on and help show them how to block and report people online.

Stay engaged—it's also important let them know we'll be there to support them if anything goes wrong. There is no substitute for taking an interest in our children's online lives from an early age, to help establish strong foundations and open lines of communication.

You can read the full article [here](#).



PEACE OF MIND STARTS WITH GREAT TRAINING

**Want to improve staff skills?
Need customised training,
in-house or onsite?**

At CMSolutions we've been helping train volunteers and staff at not for profits like yours for over 45 years.

From training in areas as diverse as business management through to health and safety, we have your needs covered. Our course content is expertly tailored to meet the specific needs of today's busy not for profits.

Membership of CMSolutions guarantees you peace of mind.

Call our team today on 1300 007 110 or visit cmsolutions.com.au

GUIDANCE • ADVICE • SUPPORT

CMS Community Management Solutions

Community Grants

Want to help your community, but aren't sure where to access the funding? CMSolutions keep an up to date list of grants available to Not for Profits across Queensland.

Some funding opportunities ending soon can be found below, or you can check out the full list of Grants available by clicking [here](#).

Community Assist's Community Grants Program

Eligible to: Not-for-profits | Schools
Funding: \$0 - \$300
Round: Closes 27 February 2019

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.

Small Grants Program

Eligible to: Not-for-profits
Funding: \$0 - \$10,000
Round: Closes 28 February 2019

The objective of the Program is to maintain and improve the independence and quality of life for members of the veteran community by providing funding for projects that support activities and services to sustain or enhance health and wellbeing.

Discovery Indigenous Grants

Eligible to: Not-for-profits | Universities
Funding: \$30,000 - \$500,000
Round: Closes 28 February 2019

Discovery Indigenous grants provide grant funding to support research projects led by an Aboriginal and Torres Strait Islander researcher.

For more available grants, or for more inspirations on how to make your community brighter, click [here](#).

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.