



Dear Member,

The countdown has officially begun to another EOFY!

I have always respected the work that tax preparers do. This year, however, is undoubtedly one of the most challenging and demanding years for many of them. You see, it's not good enough anymore to lodge a tax return on its own. Most businesses require more assistance around tax minimisation, growth, and stability that leaves tax preparers with an increased scope in tax planning and business strategy, which requires them to have accurate, up-to-date financials that puts added pressure on those doing the bookkeeping (predominantly us).

With that understanding, I would like to encourage you to seize the small opportunities to connect and check in with your client tax preparers.

For example, a simple "How are you doing? How can I support you?" could go a long way in furthering your relationship with them.

Check-ins are a time to listen to another person's perspectives, not to debate or persuade. If someone shares something that you don't understand or agree with, you might consider acknowledging their point of view or asking them to clarify those views. You may be pleasantly surprised by their response. For instance, "Tell me more about it," or "I never thought about it from that perspective, but I do realise we can experience the same situation in different ways, so I appreciate you explaining that to me."

A few people check in on me a few times, unexpectedly, and I can tell you that I will never forget those people. Actions like that, leave a lasting impression.

The introduction of the IPA Uprise program available to AAT members is timely as our profession continues to work through some challenging and demanding times with our clients. Make sure you familiarise yourself with this program in the event you or a colleague may require it - you can read more about the program in this newsletter.

There is so much to say, but I had better finish off with the news of our AAT EOFY Online Event. AAT had every intention of hosting face-to-face EOFY events. Still, with COVID-19 restrictions consistently playing havoc with live events, we wanted to ensure we could deliver an event to **all members**. With that in mind, we will be hosting two online events on Thursday 17 and Friday 18 June 2021 from 11:00am – 2:00pm AEST on both days.

We are bringing directly to your screen some great sessions to assist you to wrap up EOFY and get you thinking about how you want to do business in the new financial year.

You will find more information about the speaker lineup and sessions in the newsletter.

In our newsletter this month:

- AAT June Online Roadshow agenda
- Federal Budget 2021-2022 highlights
- IPA introduces Uprise for mental health support
- JobKeeper and cash flow boost business participant eligibility revised
- TPB guidance on the use of TFNs in emails

- Tips for preparing for end of financial year
- Cash flow conversations
- Check your email and phone security
- And more!

Have a fabulous month, and I look forward to seeing you all at the Roadshow!

Lielette Calleja  
Chief Accounting Technician

Check our [eNews & Views](#) page for previous newsletters.

## AAT June Roadshow Agenda

Join us for our end of financial year member-only online roadshow at the 2021 special price of \$120 for all sessions over two days.

Get all the essential information about the Federal Budget 2021, “must-do” end of year tips, important things to consider as you learn and grow and best practices to implement in your business.

We are pleased to have Andrew Watson, ATO Assistant Commissioner for Small Business, in a live Q&A discussion with Lielette Calleja on the areas we need to know to help our small business clients.

### Event Agenda

#### Thursday

- Welcome
- Maria Landrelli - EOFY Update and Must Do's
- Andrew Watson – ATO Assistant Commission Small Business
- Sarah Lawrence – Bean Counter to Business Advisor

#### Friday

- Mark Pizzacalla – Budget Highlights and How It Affects Your Clients
- Lielette Calleja – Pricing for Wellbeing
- Workflow Management: Maximise Efficiency
- Maria Landrelli – Advanced GST for BAS Agents



Thursday 17 & Friday 18 June



11:00am - 2:00pm AEST



Members: **\$120**  
Non-Members: **\$150**



Online

[BOOK NOW](#)

## Federal Budget 2021 - 2022 - Highlights for Accounting Technicians

We'll discuss budget announcements during the June Roadshow, but in the meantime, here are some of the highlights relevant to accounting technicians.

## Budget Highlights for Business

- Eligible businesses can claim an immediate deduction for the total cost of depreciating assets. The temporary full expensing measures have been extended again until 30 June 2023.
- Eligible companies can carry back tax losses from the 2023 financial year to offset tax bills from 2019 onwards.
- Administrative Appeals Tribunal has been given the power to pause or modify ATO debt recovery action, reducing fees and paperwork for small business.
- Small to medium company tax rates will reduce to 25% from 1 July as planned.
- Funding for digital cadetships, innovation investment incentives, e-invoicing, cyber security, overhaul of myGov and building small to medium business digital capacity with the Digital Economy Strategy whole of government plan.

## Superannuation Highlights

- The work test is no longer required for non-concessional contributions and salary sacrifice but is still required for those aged 67-74 who want to make personal contributions.
- Downsizer contributions are now allowed for people over 60.
- Removal of the monthly threshold of \$450 earnings for casual employees.
- For full details, visit [Budget 2021-22](#) and listen to IPA's podcast [Unpacking Budget 2021](#). The budget proposals have yet to be passed as law.

## IPA Introduces Uprise for Mental Health Clinical Support for Members

If you didn't see the recent IPA email, AAT members now have access to a digital mental health assistance program called [Uprise](#).

If any member, or staff of a member, requires clinical mental health support, the IPA will be offsetting the cost of the first consultation through the digital Uprise service, delivered by one of the Uprise team of qualified counsellors and psychologists.

If subsequent consultations are required, that will happen at the member's own expense or via referral for a mental health plan and subsidised through the Medicare system.

We encourage you to install the Uprise app on your mobile or other device. The cost of the app will be waived for IPA Members by entering the special code **ipa-aus**. You will be prompted to respond to a few simple questions, which will activate the Uprise service if there is an immediate need for mental health support.

In the coming weeks, we will also be promoting a new program, NewAccess to Small Business Owners, developed by Beyond Blue, designed to assist in early intervention. Keep an eye out for these developments.

For more information on how to engage the Uprise service, please visit [this page](#).

## ATO – JobKeeper and Cash Flow Boost Business Participant Eligibility Revised

Although the JobKeeper scheme has ended, there may be some entities that were refused JobKeeper business participant payments and the cash flow boost that may now be eligible for payments after a federal court ruling in March. The practice statement has been updated

according to the court's decision.

The ATO is revisiting decisions where the outcome may have differed if the court's reasoning was applied.

If the ATO has previously made a decision about eligibility, declining to exercise the Commissioner's discretion, it will automatically review the decision and assess whether the Commissioner's discretion should be applied.

The ATO will contact business participants once a review has been completed.

For business participants who have not been subject to an ATO decision about eligibility but would like a review to see if the updated guidelines apply to them, they must notify the ATO by 31 May 2021.

There are detailed checklists for eligibility of business participants on the webpage [ATO – JobKeeper Payment and the 'later time' discretion](#).

Note that the decision applies to business participants only and does not change eligibility as an employer.

The ATO aims to have the process completed by June 2021.

[ATO – PSLA 2020/1](#) Commissioner's discretion to allow further time for an entity to hold an ABN or provide notice to the Commissioner of assessable income or supplies.

[ATO Boosting cash flow for employers](#)

## ATO – Cash Flow Boost Entitlement

There has been discussion around whether a business must repay the cash flow boost if they did not withhold the minimum amount of PAYGW paid as part of the cash flow boost payments during 2020.

The ATO clearly sets out [eligibility for the cash flow boost](#) payment and makes it clear that “even if the amount you were required to withhold was zero,” so long as the business met the eligibility criteria, including paying employees, they would be eligible for the cash flow payment.

This eligibility has not changed, and businesses that received the minimum payment of \$10,000 will not have to repay it if they did not withhold that much from employees.

Businesses that changed the way they operated for the primary purpose of obtaining cash flow payments that they would not otherwise have been entitled to are not permitted to receive the cash flow boost payment.

The ATO is investigating sudden changes in businesses that may be part of schemes designed to receive ATO payments by fraud – they are not chasing up businesses that didn't withhold at least \$10,000.

## TPB – Use and Disclosure of a Client's TFN in Emails

The Tax Practitioners Board has issued practice note [TPB\(PN\) 4/2021](#) on the use of tax file number information in email communications to provide practical guidance about safely using

TFN information in emails.

Tax practitioners must maintain the confidentiality of clients' information at all times under the Code of Professional Conduct.

Australian privacy law requires that TFN information must only be used or disclosed for a purpose authorised by taxation, personal assistance, or superannuation law, and to give an individual any TFN information that the TFN recipient holds about that individual.

BAS agent recipients of TFN information must take reasonable steps:

- to protect TFN information from unauthorised access or disclosure of that information;
- to ensure that access to TFN information is restricted to individuals who need the information for taxation, personal assistance or superannuation law purposes;
- to securely destroy or permanently de-identify TFN information when it is no longer required by law to be retained for legal purposes;
- and to ensure that all staff are aware of the privacy requirements when handling TFN information.

The Notifiable Data Breaches Scheme requires that any organisation covered by the Privacy Act 1988 notifies the Office of the Australian Information Commissioner when a breach occurs that may affect an individual's privacy. Breaches of information that disclose TFN information are notifiable.

### **Accounting Technician Steps to TFN Security**

These guidelines apply to all personal information, including TFN, name, address, bank accounts, photos, or any other sensitive information that could identify an individual.

If you regularly email TFN and other sensitive information to clients, you need to check and possibly update your systems to meet confidentiality and privacy requirements set out in the new guidelines by the TPB.

- Only collect information necessary to your engagement and the tasks required of you.
- Assess the security of your file sharing and email systems.
- Ensure your collection and storage systems meet privacy requirements – use systems that are 'privacy by design' default.
- Only release information to authorised users of the TFN information.
- Train staff in the importance of maintaining confidentiality; set out your security systems clearly in policies and procedures for staff to follow.
- Report actual or act on a potential data breach as soon as you know about it.
- Make two-factor authentication mandatory for all users of accounting and payroll software.
- Keep all technology and add-ons updated to current versions.
- Have a secure backup system in place for all your client-related files.
- Destroy or de-identify personal and TFN information once it is no longer required.
- Perform at least an annual check on personal data you hold about clients and their employees. Destroy personal information still retained for previous clients.
- Use a high-security password manager.
- For shared files, set an auto expiration date to limit access to a reasonable and relevant time frame.
- Only share or use TFN information when authorised to do so.

The TPB states that "the inclusion of a client's TFN in an email by a registered tax practitioner does not, on its own...necessarily give rise to a breach of a law regulating the use and disclosure of TFNs." You must consider what is 'reasonable' and practical in the circumstances.

The TPB practice note provides detailed information about ensuring safety and privacy when using TFN information, including all relevant links to the TPB Code of Professional Conduct,

Notifiable Data Breaches Scheme, ATO online security tips, digital record keeping and Australian Privacy Principles Guidelines.

[TPB\(PN\) 4/2021](#) Use and disclosure of a client's TFN and TFN information in email communications

[OAIC Guide to securing personal information](#)

## Preparing for End of Year – Start now

You can start some tasks now to get ahead on the time-consuming end of year tasks. Getting organised ahead of July deadlines means your processes will be more efficient and less stressful during the busiest time of the year.

### Prepare for EOFY

- Review the balance sheet accounts, ensure all are correct and note any that require analysis; clean up suspense and clearing accounts; review prepayments and income in advance.
- Check JobKeeper, cash flow boost and government grants are clearly noted and allocated correctly as other income.
- Check all employee contact details are up to date and complete.
- Check all payroll categories have the correct ATO STP category assigned.
- Reconcile payroll to at least the end of March or later to prepare for Single Touch Payroll finalisation; check all termination payments are correct.
- Check with business owners and directors about any extra superannuation contributions to be made before 30 June.
- Review potential bad debts and discuss debt collection.
- Review assets bought and sold and relevant documents.
- Review director loan accounts and advise the client to discuss with their accountant.
- Make notes about any items to notify the accountant about in financial year reports.
- Ensure you know about any changes in your accounting software that might affect your end of year processes.

Check the [AAT EOFY Resources](#) page for Workflow Tracker, Payroll and BAS Reconciliation, and Tax Agent Information templates you can customise to your needs.

[Reckon EOFY Video Series](#)

[QBO Year-end guide and checklist - ProAdvisors](#)

[Xero EOFY for Accountants and Bookkeepers](#)

[MYOB EOFY](#)

## Cash Flow Conversations

Now that JobKeeper has ended, getting small business owners to consider cash flow planning is more critical than ever – and yet it remains hard to sell to clients who are already concerned about cash flow and don't want to pay any more for services.

What if you didn't try to sell it? What if you offer some basic cash flow advice to your clients now as a way of helping them through this next difficult transition time away from reliance on JobKeeper?

Providing cash flow advice doesn't have to take up a lot of your time – but it may be something

that you can give to your clients as a way of increasing your value to them.

### Identifying Cash Flow Opportunities

Cash flow advice is not just about money in and money out in a given period. The cash flow report uses this data, but you need to provide the business owner with a bigger picture to help them understand cash flow tracking and management.

It's about understanding the business well enough to advise on estimated income, liabilities and expenses, and the factors that impact the flow of cash in and out of the business. It's also often about educating the business owner that profit and cash flow are separate things!

Regular conversations are essential – cash flow forecasting is a dynamic process of assessing the whole picture of the business's accounts, not just a one-off report.

To start cash flow conversations, look at inventory turnover, accounts receivable days and automated reminders, loan arrangements, regular direct debit expenses (timing and amounts), staff costs, supplier payment terms and cost of goods.

For more ideas about conversation starters, listen to the AAT Tech Talks that look at different cash flow tools: ATO cash flow coaching kit, Float and Zivora. Each talk has information on how you can approach business owners about cash flow conversations.

### Accounting Technician Next Steps

- List the clients you think would benefit from cash flow advice.
- Assess which reports are available from your accounting software and are appropriate for each client.
- Email the report to your client monthly with other management reports, and include some fundamental analysis or commentary on the report. Let them know you can discuss it in further detail if they wish.
- You may need to send the cash flow report several months in a row before clients take you up on the offer – or you may find that some respond straight away with interest. Sometimes business owners need to be reminded of all that you can do for them!
- You may want to offer the first cash flow consult for free and then, if they find it valuable, charge for future cash flow advisory reports.

When you next increase fees or renegotiate an annual agreement, you can work the time and expertise involved in cash flow advice to your revised fees and engagements.

Starting with cash flow conversations this way, means you initially provide the information for free as a helpful service to customers – knowing that you will recoup fees later once the clients understand the value of cash flow conversations to their business decisions.

## Check Your Email, Phone and Password Security

In honour of World Password Day (yes, it really exists – first Thursday in May), and as part of your digital security processes, you should regularly check if your email or phone number and their associated passwords have been compromised and involved in an unauthorised data breach.

Even if you use a secure password protector like 1Password or LastPass, your passwords can be hacked and personal information accessed.

An easy way to check this is to use [the website have i been pwned](#).

Check all your business and personal email addresses and your phone number.

In April 2021, a large amount of data from Facebook users was made freely available for download. Other well-known companies that have been breached are Dropbox, Canva, Adobe and Zynga.

If you have been 'pwned', that is, some of your private information has been breached, take immediate action.

1. Change your password.
2. Use two-factor authentication for the site that was hacked (and everywhere that offers it).
3. Use a password protector to generate strong passwords, especially for websites that may access client information or your personal identification information.
4. Sign out of apps when you're done – don't just let them hang or time out.
5. Check the pwned website regularly or sign up for notifications.

Check it now – you might be surprised!

## In the News

- **ATO scam alert.** The [latest scam](#) is asking people to update myGov or myGovID details. Scammers pretend to be from the 'myGov customer care team' (which doesn't exist) and instruct users to click on a link that wants them to update personal details. The ATO will never include a link in a notification to update details. Check the email address of the notification – it will either be my.gov.au or ato.gov.au. You can also access online services from the ATO app.
- **Proposed increase of CPE hours for the TPB.** IPA has been involved in lobbying against increasing BAS agent CPE hours to 120 every three years. Everyone in the industry has done more CPE hours in the last year; however, BAS agents do not provide the range of services that tax agents do. Therefore, it is reasonable to propose that the increase in hours is proportional to the requirement for tax agents. We are still waiting for the TPB to make a final decision on the proposed changes.
- **Building and Construction Award Changes.** The FWO has updated the Building and Construction General On-site Award 2020 with significant changes made in March. There are various changes to allowances, RDO flexibility, ordinary hours cap and more. View the updated award at [FWO Award MA000020](#). Changes apply from 1 May 2021 or the first full pay period that starts on or after 1 May 2021.
- **Xero Small Business Index.** The index is a monthly snapshot of the #smallbusiness economy, measured against four key metrics – time to be paid, sales, jobs, and wages. The index examines aggregated and anonymised data from hundreds of thousands of small businesses to produce a single summary statistic of economic health. Sign up for the [monthly report](#).
- **MYOB partners with Butn to assist business with cash flow through invoice finance.** Qualifying businesses will have access to upfront payments for outstanding invoices. The partnership aims to improve cash flow for businesses, especially during the transition out of the JobKeeper scheme. MYOB Essentials will have an integrated option enabling instant application from within the software.
- **Director Identification Numbers.** Draft legislation has been released, making it compulsory for company directors to apply for an identification number. Existing directors will have until 30 November 2022 to apply. New directors appointed after 31 October 2021 will need to apply within 28 days of being appointed. After 30 November 2022, directors will need an identification number before being appointed. We'll issue more guidance on the application process in future newsletters.
- **ATO business register system.** The Australian Business Registry System (ABRS) will unify ASIC's business registers and the Australian Business Register into one system

administered by the ATO. The new director identification number (and application process) will be the first function released in the ABRS online services.

## AAT Australia Member Events

### May Tech Talk: Breaking Down the One-Size-Fits-All Approach to Cloud Accounting with IPA Books+

Small businesses are paying high monthly subscriptions for cloud accounting software where they have all the bells and whistles in the accounting package when they may just need the basics.

IPA Books+ (provided by Reckon) is cloud accounting software solution for IPA Accounting Technicians that solves this problem with a modular structure allowing extra features to be added as the business grows.

In this webinar, we will take you through an overview of IPA Books+ and how it can benefit you and your clients.

We'll introduce the product and resource guides, look at easy payroll for unlimited employees, projects for enhanced reporting and time-billing for customer invoicing and payroll.



Thursday 27 May



Free for AAT Members



12:30pm - 1:30pm AEST



Online



IPA Books+



Total CPD Hours: 1

[BOOK NOW](#)

### Online Discussion Groups

Those who are not already part of a regular face-to-face group can join an online discussion group to chat about current news and industry topics.

These informal discussion groups also provide a forum for bookkeepers to put questions to fellows in the industry, share information and stay supported and connected with colleagues.



Wednesday 2 June



Free for AAT Members



4:00pm - 5:00pm AEST



Online



Eric Ohlson



Total CPD Hours: 1

[BOOK NOW](#)



Thursday 17 June



Free for AAT Members

 5:00pm - 6:00pm AEST

 Jo Voight

 Online

 Total CPD Hours: 1

[BOOK NOW](#)

### **In Case you Missed it: April Tech Talk: How to Overcome the Challenges of a Growing Practice with GovReports**

Ever-changing government rules and regulations along with technology developments, automation, keeping clients' communication and workflow up to date; these are some of the challenges faced by today's accounting technicians. How do you manage workflow processes with constant client and compliance pressure while achieving practice growth? In this webinar, we will look at using GovReports Office Practice Manager to optimise your workflow, delegate tasks, organise your priorities and communicate essential regulation changes to your practice and clients.

[WATCH NOW](#)

### **AAT Australia Bookkeepers Support Group**

Join the [AAT Australia Facebook](#) group for sharing information and getting help from colleagues. Talking with colleagues can really help us work things out, whether it's a curly bookkeeping question or whether it's needing a sounding board for help with a difficult situation; you don't have to operate in total isolation.

## What is Going on in the Industry?

### **IPA Group Podcast – Unpacking Budget 2021**

IPA CEO Andrew Conway, executive general manager, advocacy and technical Vicki Stylianou and general manager of technical policy Tony Greco share their thoughts on the government's plans to boost jobs and inflate the economy.

Listen [here](#).

### **IPA Group Podcast – The Role of Accountants in Australia's Economic Recovery**

IPA CEO Andrew Conway, Reckon Group CEO Sam Allert and Prospa co-founder Beau Bertoli share their perspectives on the end of JobKeeper and how accountants will continue to be relied upon heavily over the next year.

Listen [here](#).

### **Accountants Daily Insider Podcast – Emerging From a COVID Hangover**

BusinessDEPOT founder and managing director John Knight joins host Jotham Lian to look at the ongoing issues facing the profession, including staff burnout, talent shortage and impending deadlines.

Listen [here](#).

## Accountants Daily Insider Podcast – Rising Above Adversity

Kristine Woods talks about balancing life as a mother, business owner and BAS agent while dealing with chronic autoimmune diseases. She shares advice on dealing with adversity and setbacks and how she refused to give up.

Listen [here](#).

## Lunch & Learn with Accounting Apps

Heather Smith presents free online interactive sessions to help accounting and bookkeeping professionals stay up to date with the vast number of accounting apps available.

More details [here](#).

## ATO Tax Professionals Conversations Webcasts

- Thursday 17 June 2021, 2:00pm AEST
- Thursday 26 August 2021, 2.00pm AEST

No need to register – select the [webcast page link](#) at the start time to join. [Recordings and transcripts](#) of previous conversations are available.

## ATO Open Forums

Upcoming ATO Open Forums are now offered online.

Check the [ATO Open forums](#) webpage for sessions focussing on:

- Digital services and system updates.
- Newly registered tax professionals.
- BAS agent updates from the Tax Practitioners Board.
- The ATO focus for 2021.

## ATO Tax in Voice Podcast

Keep updated about the latest tax and super information.

Latest instalments:

- [Episode 30 – Super for Women](#)
- [Episode 31 – JobMaker Plan Part 1: JobMaker Hiring Credit](#)
- [Episode 32 – JobMaker Plan Part 2: Economic support measures](#)

## ATO TV

Handy [ATO TV videos](#) on a range of topics that may be useful for you or your clients. Includes short videos on many topics, including managing authorisations in RAM and longer videos on more complex subjects such as WET or GST at settlement.

## TPB Webinars

Upcoming Tax Practitioners Board free webinars for registered agents.

- Wednesday 16 June 11:00am AEST - Policy news
- Wednesday 16 June 2:00pm AEST - Proof of identity requirements

- Visit the [TPB webinars webpage](#) to register for the webinars.

Visit the [TPB YouTube](#) channel for recordings of all previous webinars.

## ATO Upcoming Scheduled Maintenance

- **Saturday 12 June 2021** 10.00pm AEST to **Sunday 13 June 2021** 10:00am AEST
- **Friday 18 June 2021** 11.30pm AEST to **Monday 21 June 2021** 7:00am AEST
- **Saturday 7 August 2021** 10.00pm AEST to **Sunday 8 August 2021** 10:00am AEST

[ATO – Upcoming scheduled maintenance](#)

## Feedback

AAT welcomes your feedback. Please share your thoughts and ideas, let us know what your concerns are as well as the support and CPD that you need, so that we can deliver the best possible outcome for all of our AAT community. [Contact us](#)



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