

Continuing Professional Education



Carry out Business Activity and Instalment Activity Statement Tasks (FNSBKG404A)

Presenter:	Brett Thornett MIPA
Dates:	Monday 10 & Monday 17 November 2014
Time:	9.00am to 4.00pm
Venue:	Applied Education Level 1, 524 Hay Street, Perth
Course Fee:	\$499 Member (GST Free) \$525 Non Member (GST Free)
Includes:	Session notes, lunch and tea breaks.
CPE Hours:	14

Introduction

This course enables participants to complete the nationally recognised unit of competency *FNSBKG404A Carry out business activity and instalment activity statement tasks* - one of two units required to be completed by those either applying for, or renewing registration as a BAS agent. *FNSBKG404A* is one of two units from the Financial Services Training Package that comprise a course in basic GST/BAS taxation principles that is approved by the Tax Practitioners Board. This unit, *FNSBKG404A*, is currently required for all those applying for registration or renewal as a BAS agent. The other unit, *FNSBKG405A Establish and maintain a payroll system* is required for those applying for registration or renewal as a BAS agent on or after 1 March 2014.

This unit covers the skills and knowledge required to identify relevant statutory, legislative and regulatory requirements and to process business taxation requirements related to, and complete Business Activity Statements (BAS) and Instalment Activity Statements (IAS).

The course is PC based and will be utilising MYOB Account Right which will be supplied on the day.

Assessment

Attendees wishing to achieve *FNSBKG404A Carry out business activity and instalment activity statement task* must successfully complete the formal assessment comprising a supervised written assessment task (at the end of day two) and a take home assignment.

Topics Covered

See the course outline on the next page for a detailed list of the topics covered during the workshop.

Recommended For

Any person required to complete the BAS/IAS unit component of a course in basic GST/BAS taxation principles that is approved by the Tax Practitioners Board.

About the presenter

BRETT THORNETT CPA MIPA **Applied Education**

Brett spent the early years of his professional career applying his accounting qualifications in public practice, mostly with Mann Judd. He later held commercial positions in a number of significant organisations including the NSW public utility AGL and has lectured in commercial law, accounting, finance and accounting data applications.

Brett joined Applied Education in 2001. His success in training and professional qualifications made him the ideal person to set up Applied Education's Payroll & Office Tax Procedures and Salary Packaging training courses. He has followed on from this to develop and deliver the Certificate IV in Financial Services (Bookkeeping) to assist Bookkeepers with the licensing requirements of the TPB.

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FNSBKG404A Course Outline

1. Identify individual compliance and other requirements.

- 1.1 Statutory, legislative and regulatory requirements relating to Activity Statements are researched and documented.
- 1.2 Organisational and industry requirements relating to Activity Statements are researched, documented and expert advice is sought to clarify issues where applicable.
- 1.3 Requirements for information, advice or services outside the individual's scope of operation are identified.
- 1.4 Additional information, advice or services are accessed, and networks are established and used where necessary.
- 1.5 Lodgment schedule requirements are identified and documented.
- 1.6 Entity's cash flow and payment options are assessed and discussed with management to ensure sufficient

2. Recognise and apply GST implications and code transactions.

- 2.1 GST fundamentals are identified applied and recorded.
- 2.2 Purchases and/or payments are identified, coded as per GST classifications and split into capital and non capital as appropriate.
- 2.3 Sales and/or receipts are identified and coded as per GST classifications.
- 2.4 Accounting data is processed to comply with tax reporting requirements.

3. Report on payroll activities.

- 3.1 Total salaries, wages and other payments for the accounting period are identified and reconciled.
- 3.2 Amounts withheld from salaries, wages and other payments for the accounting period are identified and reconciled in conjunction with payroll department if applicable.

4. Report on other amounts withheld, pay as you go (PAYG) installments and taxes.

- 4.1 Amounts withheld from other payments for the accounting period are identified and reconciled in conjunction with other departments if applicable.
- 4.2 PAYG instalment amount is verified or, where applicable, calculated.
- 4.3 Instalment amounts are verified or, where applicable, calculated for other taxes.

5. Complete and reconcile the Activity Statement.

- 5.1 Activity Statement reports are generated where required, checked and validated.
- 5.2 Errors are identified and correctional bookkeeping entries are generated.
- 5.3 Adjustments for previous quarters, months or year end are made where necessary.
- 5.4 BAS and/or IAS return is completed in accordance with up to date statutory, legislative, regulatory and organisational schedule.
- 5.5 Figures completed on the BAS/IAS form are reconciled to journal entries, profit and loss statement, GST and other control accounts.

6. Lodge Activity Statement

- 6.1 Activity Statement is checked and signed off by an appropriate person as identified by statutory, legislative and regulatory requirements.
- 6.2 Activity Statement is dispatched in accordance with statutory, legislative and regulatory requirements.
- 6.3 Payment/refund is processed and recorded.

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IPA INSTITUTE OF PUBLIC
ACCOUNTANTS
Partnership beyond numbers

Dates: Monday 10 & Monday 17 November 2014

Time: 9.00am to 4.00pm

Venue: Applied Education, Level 1, 524 Hay Street, Perth

Register on-line at publicaccountants.org.au or complete registration form and return to:

Institute of Public Accountants, Locked Bag 9, South Perth, WA 6951

Ph: 08 9474 1755 Fax: 08 9474 2911 Email: wadivn@publicaccountants.org.au

Registration Details

Title IPA Member # Postnom. Non Member

First Name Surname

Second Attendee

Organisation

Postal Address Work Home

Suburb State Postcode

Phone # Fax #

Email Address

Dietary Requirements

Payment Details

This document will be a Tax Invoice when you make full payment. This course is GST Free. Please keep a copy for your records.

Amount Payable	IPA Member	Non Member	
Course Fee	\$499.00	\$525.00	GST Free

Payment Method

Cheque Please find enclosed my cheque payable to 'Institute of Public Accountants' for: \$

Credit Card Please debit my credit card the sum of: \$

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