Direct your focus on CPE

IPA INSTITUTE OF PUBLIC ACCOUNTANTS

Continuing Professional Education

Payroll Administration

Presenter: Dan Logan
Date: Wednesday 8 April 2015
Time: 9.00am to 4.00pm
Venue: Applied Education
Level 1, 524 Hay St Perth WA
Fee: Member $349.00
Non-Member $399.00
Includes: Course Notes, Tea Breaks and Lunch
CPE Hours: 7

Introduction & Overview

The legal obligations surrounding payroll and taxation place a significant burden on every employer - but getting on top of this vital area is easier than it seems. This Payroll Administration training course (1 day) offers an effective way of gaining the knowledge on payroll preparation and taxation procedures.

Learning Outcomes

The Payroll Administration training course utilises learning materials that are packed full of high quality content, step-by-step instructions with visuals and plenty of practice exercises offering exceptional value to the participant.

Recommended for:

Anyone wishing to update their payroll skills or interested in gaining recognition of their payroll skills to enhance employment opportunities. No prior knowledge of payroll is required.

Topics

- What's new in 2014-2015
- Procedures and forms for new employees
- Allowances
- Payroll tax
- Deductions (Employee Purchases, Child Support)
- When to withhold PAYG and current ATO thresholds
- Introduction to Fringe Benefits Tax
- ATO reporting and payment obligations
- Superannuation (Super Guarantee, Reportable Employer Superannuation Contributions, Member Voluntary Super)
- Annual leave and termination payments
- Workers' compensation
- National Employment Standards and the Fair Work Act
- Reporting payroll information on your BAS and Activity Statements

About the presenter

DAN LOGAN

Dan has over 16 years experience in IT and accounting software training. With his depth knowledge and practical experience with all Microsoft Office suites, Dan is able to provide specialised training programs to clients.

Dan has expanded his portfolio with the highly successful Microsoft Project and Diploma of Project Management courses, which he is now delivering throughout Australia.

REGISTRATION FORM AND TAX INVOICE

ABN 81 004 130 643

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Partnership beyond numbers

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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

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 for GST purposes when you make full payment. Please keep a copy for your records.

Amount Payable	IPA Member	IPA Regional Member*	Non Member	
	$349.00	$261.75	$399.00	(Registration fee includes GST)

**Regional Members* - *All regional members located 200kms from Perth are entitled to a 25% discount on the registration fee.*

Payment Method

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

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Cancellation Policy Cancellations must be advised in writing at least 6 working days prior to the activity date. Transfers out of a course are viewed as a cancellation and an administrative fee of 10% to a minimum of $27.50 (incl GST) will be incurred for cancellations. A refund will not be granted if a registrant fails to attend an activity or cancels within 5 working days prior to the activity. Course materials will be sent to registrants who cancel in the non-refund penalty period. Substitutions can be made at any time without penalty. The IPA cancels seminars only when absolutely necessary, but reserves the right to do so, as well as to reschedule seminars and substitute presenters. If a course is cancelled, you may request a transfer to another course, a credit, or full refund. Please note the IPA will not be held liable for any accommodation or associated travel costs should a seminar be cancelled or rescheduled.