



Establish & Maintain a Payroll System (FNSBKG405A)

Presenter:	Brett Thornett MIPA
Dates:	Monday 27 July & Monday 3 August 2015
Time:	9.00am to 4.00pm
Venue:	Applied Education Level 1, 524 Hay Street, Perth
Course Fee:	\$499 Member \$525 Non Member
Includes:	Session notes, lunch and tea breaks.
CPE Hours:	14

Introduction

This course enables participants to complete the nationally recognised unit of competency *FNSBKPG405A Establish and maintain a payroll system* - one of two units required to be completed by those either applying for, or renewing registration as a BAS agent on or after 1 March 2012. *FNSBKPG405A* 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 covers the skills and knowledge required to establish and maintain a payroll system, including recording and preparing payroll documentation and dealing with enquiries in regards to payroll.

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

Assessment

Attendees wishing to achieve *FNSBKPG405A Establish and maintain a payroll system* 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 payroll unit component of a course in basic GST/BAS taxation principles that is approved by the Tax Practitioners Board.

About the Presenter

BRETT THORNETT 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.

FNSBKPG405A Course outline

1 Record Payroll Data

- 1.1 Payroll system is checked and set up if necessary to ensure that employee data is included
- 1.2 Payroll data is checked and discrepancies are clarified with designated person/s
- 1.3 Employee pay period details, deductions and allowances are entered in payroll system in accordance with source data
- 1.4 Payment due to individual employees is calculated to reflect standard pay and variations in accordance with employee source data

2 Prepare Payroll

- 2.1 Payroll is prepared within designated timelines in accordance with organisational policies and procedures
- 2.2 Employee entitlements are calculated, recorded and reconciled in accordance with legislative requirements
- 2.3 Total payments for pay period are reconciled, and irregularities are checked and corrected, or referred to designated person/s for resolution
- 2.4 Arrangements for payment are made in accordance with organisational and individual requirements
- 2.5 Authorisation of payroll and individual pay advice is obtained in accordance with organisational requirements
- 2.6 Payroll records are produced, checked and stored in accordance with organisational policy and security procedures
- 2.7 Security procedures records are followed

3 Handle payroll enquiries

- 3.1 Payroll enquiries are responded to in accordance with organisational and legislative requirements
- 3.2 Information is provided in accordance with organisational and legislative requirements
- 3.3 Enquiries outside area of responsibility/knowledge are referred to designated person/s for resolution
- 3.4 Additional information or follow-up action is completed within designated timelines in accordance with organisational policies and procedures

4 Maintain payroll

- 4.1 All information and record keeping relating to the payroll function is maintained in accordance with relevant legislation and regulations
 - 4.2 Month-end and year-end checklists are produced and reconciled to ensure compliance with relevant legislative and management deadlines
 - 4.3 Records and systems are updated in line with salary reviews and other changes in employment status
 - 4.4 Back-up and disaster recovery systems are put in place
 - 4.5 Payroll reports are generated and distributed in line with organisational policy
 - 4.6 Business Activity Statement data is extracted and applied in accordance with relevant legislation and regulations
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IPA INSTITUTE OF PUBLIC
ACCOUNTANTS
Partnership beyond numbers

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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 for GST purposes 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	(Registration fee includes GST)

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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