

WA CPE JUL – SEPT 2016
publicaccountants.org.au/cpe-events



Continuing Professional Education

TAXATION

Tax Agent Guide, Geraldton

CPE Hours: 7

Presenter: Diana Velevski
Date: Tuesday 5 July
Time: 9.00am – 4.00pm
Location: Ocean Centre Hotel
Geraldton
Cost: **Early Bird (Before 27 June)**
Member \$399
Non Member \$449
Regular (After 27 June)
Member \$439
Non Member \$499

The seminar will cover the key tax changes and developments relevant to individual and small business taxpayers for the 2015/2016 taxation year.

Delegates will receive:

- 2016 Tax Agent Guide Manual
- Current tax legislation, ATO Rulings and court judgements relevant to individuals and small businesses
- Details of key tax changes and developments in 2016 with useful examples
- Information necessary to prepare and complete accurate 2016 Individual Tax Returns

- Information necessary to understand the completion of 2016 Company, Partnership and Trust Tax Returns
 - Individual, Company, Partnership and Trust Tax Return documents
 - ATO 2015-2016 Compliance Booklet
- Practitioners who complete these seminars will attain competencies to accurately complete an Individual or Business Tax Return for 2015/2016 as well as gaining a working knowledge of the legislative requirements and current ATO compliance programs affecting these returns.

ATO Reviews and Audits, Geraldton

CPE Hours: 5

Presenter: Diana Velevski
Date: Wednesday 6 July
Time: 9.00am – 2.00pm
Location: Ocean Centre Hotel
Geraldton
Cost: **Early Bird (Before 28 June)**
Member \$235
Non Member \$290
Regular (After 28 June)
Member \$250
Non Member \$310

The purpose of this session is to gain a detailed understanding of the process implemented by the ATO in conduct risk reviews, comprehensive reviews and audits of taxpayers. The goal by the end of the session is to understand how to represent your taxpayer client in the best possible way

Topics covered

- Tax laws governing reviews and audits
- Administrative law
- Voluntary disclosure
- Taxpayer rights

- Confidential information
- Accountants working papers

Tax Agent Guide, Perth Session 2

CPE Hours: 7

Presenter: Diana Velevski
Date: Friday 8 July
Time: 9.00am – 4.00pm
Location: IPA Training Room,
Level 4, 1008 Hay Street
Perth
Cost: **Early Bird (Before 1 July)**
Member \$399
Non Member \$449
Regular (After 1 July)
Member \$439
Non Member \$499

The seminar will cover the key tax changes and developments relevant to individual and small business taxpayers for the 2015/2016 taxation year.

Delegates will receive:

- 2016 Tax Agent Guide Manual
- Current tax legislation, ATO Rulings and court judgements relevant to individuals and small businesses
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 - ATO 2015-2016 Compliance Booklet
- Practitioners who complete these seminars will attain competencies to accurately complete an Individual or Business Tax Return for 2015/2016 as well as gaining a working knowledge of the legislative requirements and current ATO compliance programs affecting these returns.

Work Place Tax Deduction

CPE Hours: 3

Date: Thursday 28 July
Time: 9.00am – 12.00pm
Location: IPA Training Room,
Level 4, 1008 Hay Street
Perth
Cost: **Early Bird (Before 21 July)**
Member \$235
Non Member \$290
Regular (After 21 July)
Member \$250
Non Member \$310

This session will give delegates a grounding in the most common work place tax deductions including Travel, Home Office, FBT, motor vehicles and the new legislation around motor vehicle tax deductions and annual leave.

Deep Dive Into GST For Accountants

CPE Hours: 7

Date: Thursday 8 September
Time: 9.00am – 4.00pm
Location: IPA Training Room,
Level 4, 1008 Hay Street
Perth
Cost: **Early Bird (Before 1 September)**
Member \$360
Non Member \$450
Regular (After 1 September)
Member \$390
Non Member \$470

This session is designed to give delegates an in-depth understanding of the tax and accounting issues that arise with GST. Specifically it will touch on

- GST basics
- GST issues when selling a business
- GST issues when acquiring and disposing of assets
- Special GST issues related to real estate, including the margin scheme

FOR INDUSTRY ACCOUNTANTS

Industry Accountant's Masterclass

CPE Hours: 16

Date: Thursday 25 August & Friday 26 August

Time: 9.00am – 5.00pm

Location: IPA Training Room
Level 4, 1008 Hay Street
Perth

Cost: **Early Bird (Before 17 August)**
2 Day Registration
Member \$650
Non Member \$740
1 Day Registration
Member \$360
Non Member \$450
Half Day Registration
Member \$235
Non Member \$290
Regular (After 17 August)
2 Day Registration
Member \$700
Non Member \$799
1 Day Registration
Member \$390
Non Member \$470
Half Day Registration
Member \$250
Non Member \$310

Industry accountants typically have many areas of responsibility within an organisation. This event is specifically designed for accountants that work in industry and commerce. We will cover a variety of areas such as tax, risk management, information technology, financial reporting and the legal environment applicable to such roles.

Day One: Management accounting

- The private accountants tax update, including superannuation
- FBT and salary packaging
- Travel, travel expenses, entertainment and home office expenses
- Employee benefit calculations
- Credit management in business
- Cost management in a recession

Day Two: Fraud risk and internal controls

- Fraud and risk within an organisation
- Internal controls - identifying and implementing effective controls
- Strategic management accounting - including dynamic forecasting, and real options methodologies for strategic decision making
- IT and transitioning to cloud, how to pitfalls and benefits.

RETIREMENT, SUPERANNUATION AND SMSF

Retirement Masterclass

CPE Hours: 7

Date: Thursday 22 September

Time: 9.00am – 4.00pm

Location: IPA Training Room
Level 4, 1008 Hay Street
Perth

Cost: **Early Bird (Before 21 July)**
1 Day Registration
Member \$360
Non Member \$450
Half Day Registration
Member \$235
Non Member \$290
Regular (After 21 July)
1 Day Registration
Member \$390
Non Member \$470
Half Day Registration
Member \$250
Non Member \$310

The day will come when we are ready to retire. The question is, do you know what steps to take from then on? Retirement readiness is a popular catchphrase these days, but what exactly does it mean? This seminar will explore retirement readiness in detail, including:

- the recent changes to contributions and what this means for your retirement
- the main legal considerations when preparing for retirement
- how to structure assets and manage income streams in retirement
- is your practise ready for life without you?
- tax strategies post retirement and your SMSF
- the right property strategies to satisfy your retirement goals

SMSF Live Audit

CPE Hours: 7

Date: Friday 23 September

Time: 9.00am – 4.00pm

Location: IPA Training Room
Level 4, 1008 Hay Street
Perth

Cost: **Early Bird (Before 15 September)**
Member \$360
Non Member \$450
Regular (After 15 September)
Member \$390
Non Member \$470

This workshop will involve attendees undertaking an audit of a real SMSF. The workshop will see attendees complete mandatory audit planning, risk assessment, substantive testing and audit reporting procedures.

Topics covered

- Definition of a SMSF
- The requirement to prepare and maintain proper accounting records
- The sole purpose test

- Lending/providing financial assistance to member or relatives
- Keeping assets of the SMSF separately from any assets of trustees
- Borrowing by the fund
- Disqualified persons not to be trustees of the fund
- Market valuation requirements
- Requirements of the fund's investment strategy
- Charges over fund assets

IPA WA OFFICE OPENING

Come and share a glass of wine with your CEO Andrew Conway, your CFO Brett Maloney and Executive General Manager, Arthur Burt to celebrate the opening of the new IPA WA office in Perth. It will be a fantastic opportunity to network with your fellow members!

Date: Thursday 21 July
Time: 6.00pm – 9.00pm
Location: IPA Training Room
Level 4, 1008 Hay Street
Perth
Cost: Early Bird \$20
Regular \$35
CPE: 1 hour



SOFTWARE TRAINING

Xero Accounting and Payroll

CPE Hours: 7

Date: Tuesday 19 July
Time: 9.00am – 4.00pm
Location: Applied Education
Level 1, 524 Hay Street
Perth
Cost: Member \$349
Non Member \$399

With the demand for 'cloud (live) accounting' growing exponentially, you cannot afford to be left behind. Cloud accounting is now a reality and it will change the way you run your business. There are no more lost backups, no locking out of clients from their data files and it uses live bank feeds that map directly into your ledger saving hours of data entry time coding repetitive transactions.

MYOB Advanced

CPE Hours: 7

Date: Tuesday 16 August
Time: 9.00am – 4.00pm
Location: Applied Education
Level 1, 524 Hay Street
Perth
Cost: Member \$349
Non Member \$399

This popular full-day course is designed to increase the skill set of MYOB users by enhancing their ability to administer the different business types and situations that occur in practice. The topics addressed include:

- Implement budgets and cash flows with automation
- Use identifiers
- Implement cost centres including budgets and tracking reimbursable expenses

- Perform advanced reporting
- Compare organisation types
- Perform advanced inventory
- Understand and perform advanced payroll
- Use of the 13th period

Excel Intermediate

CPE Hours: 7

Date: Thursday 24 August
Time: 9.00am – 4.00pm
Location: Applied Education
Level 1, 524 Hay Street
Perth
Cost: Member \$299
Non Member \$339

This course extends the participants basic knowledge of Microsoft Excel (version: 2010) and provides the participant with skills and knowledge to produce more effective and productive workbooks. It covers formulas and function techniques, more intricate formatting, setting complex printing options, using intricate charting features, and working more effectively with existing worksheets and workbooks.

Including: using the fill operation, working with logical functions, using formulae, formatting, page set-up, find and replace, sort and filter and enhancing charts.

Xero Advanced

CPE Hours: 7

Date: Wednesday 7 September
Time: 9.00am – 4.00pm
Location: Applied Education
Level 1, 524 Hay Street
Perth
Cost: Member \$349
Non Member \$399

The growing popularity of Xero is requiring bookkeepers and business owners to attain a strong command of the various functions of this versatile accounting software package. This course builds on the introductory skills from the Xero Accounting & Payroll course and it is ideal for accountants, bookkeepers and business owners who want to expand their knowledge of Xero beyond the basic functions.

Topics Covered:

- Customising Xero Invoicing, Quoting & Templates
- Advanced Items
- Customised Reporting and Layouts in Xero

- Importing and exporting data including mail merge via word and outlook
- Salary Packaging in Xero – Motor vehicles and FBT obligations
- Advanced Payroll

MYOB Essentials

CPE Hours: 7

Date: Tuesday 13 September
Time: 9.00am – 4.00pm
Location: Applied Education
Level 1, 524 Hay Street
Perth
Cost: Member \$279
Non Member \$309

This course is designed to provide skills and knowledge which will allow participants to effectively use this popular software package. It is ideal for accountants, bookkeepers and business owners who are interested in migrating to the cloud accounting software of the future. With the demand for "cloud (live) accounting" growing exponentially, you cannot afford to be left behind. Cloud accounting is now a reality and it will change the way you run your

business – no more lost backups and no locking out of clients from their data files. MYOB also uses live bank feeds that map directly into your ledger – saving hours of data entry time coding repetitive transactions.

Excel Advanced

CPE Hours: 7

Date: Wednesday 21 September
Time: 9.00am – 4.00pm
Location: Applied Education
Level 1, 524 Hay Street
Perth
Cost: Member \$299
Non Member \$339

This course aims to provide skills and knowledge which will allow the participant to create lookup functions, set Microsoft Excel working options, enhance charts, protect worksheet data, perform advanced data operations using summarising, PivotTables, data consolidations, goal seeking, and Solver, and create and use macros. This course assumes an understanding of the topics and concepts

covered in the Microsoft Excel Introductory and Microsoft Excel Intermediate training courses. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

BAS AGENT COURSES

Establish and Maintain a Payroll System (FNSBKG405A)

CPE Hours: 16

Date: Monday 25 July & Monday 1 August
Time: 9.00am – 4.00pm
Location: Applied Education Level 1, 524 Hay Street Perth
Cost: Member \$499
 Non Member \$499

This course enables participants to complete the nationally recognised unit of competency FNSBKG405A 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. FNSBKG405A 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. This course is appropriate 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.

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

CPE Hours: 16

Date: Monday 8 August & Monday 15 August
Time: 9.00am – 4.00pm
Location: Applied Education Level 1, 524 Hay Street Perth
Cost: Member \$499
 Non Member \$499

This course enables participants to complete the nationally recognised unit of competency FNSBKG404A Carry out business activity and instalment activity statement tasks. This unit, FNSBKG404A, is currently required for all those applying for registration or renewal as a BAS agent. 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).

Salary Packaging

CPE Hours: 7

Date: Wednesday 27 July
Time: 9.00am – 4.00pm
Location: Applied Education Level 1, 524 Hay Street Perth
Cost: Member \$349
 Non Member \$399

The common myth is that only senior executives benefit from salary packaging - but nothing could be further from the truth. With the highest demand for skills seen in Australia in over 30 years, salary packaging is an essential tool for maximising the value of remuneration to the employee, while minimising the costs to the employer. This Salary Packaging training course will cover.

Topics Covered:

- Understanding the legislative framework of Fringe Benefits Tax
- Total employment costing model and industry standards for salary packaging
- Benefits exempt from tax

- Employers guide to salary sacrifice superannuation
- Concessional organisations
- Motor vehicle salary packages
- Remote areas and relocation benefits
- Administration options in packaging
- Examination of example packages
- The effect on payment summaries and employees overall tax position

Terminations

CPE Hours: 3

Date: Thursday 15 September
Time: 9.00am – 12.00pm
Location: Applied Education Level 1, 524 Hay Street Perth
Cost: Member \$219
 Non Member \$249

Termination of employment seems to cause the biggest headaches for accountants, bookkeepers and payroll officers alike. This course is designed to ensure that you are meeting your obligations to your employees upon termination of employment and to de-mystify the complex rules on termination of employment. Plenty of hands on examples, access to spreadsheets from

Applied Education's website and time for questions and real life examples. After completing this course you will have the confidence to tackle the most complex of terminations.

GST & BAS

CPE Hours: 3

Date: Thursday 15 September
Time: 1.00pm – 4.00pm
Location: Applied Education Level 1, 524 Hay Street Perth
Cost: Member \$219
 Non Member \$249

In order to allow for the correct preparation of the BAS, it is important that all staff involved have sufficient GST knowledge and experience. This GST & BAS training course (1/2 day) shows you how to identify taxable supplies, GST Free supplies and input taxed supplies. It also covers the obligations of registered entities for collection, correct record keeping and remittance of GST, as well as treatment

of goods and services subject to special rules. The GST & BAS 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.

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For more information, please contact IPA (WA Division)
 t 08 9474 1755 f 08 9474 2911 e wadivn@publicaccountants.org.au



REGISTRATION FORM/TAX INVOICE

To book please tick one or more of the Professional Development seminars listed below and forward your registration with payment to:

Mail: IPA WA Division, PO Box 7309, Cloisters Square WA 6850 **Phone:** (08) 9474 1755 **Fax:** (08) 9474 2911

Email: wadivn@publicaccountants.org.au **Alternatively book online:** publicaccountants.org.au/cpe-events

Tick	Workshop title	Attendance options	Date	Time	Venue	Early Bird Member	Member	Early Bird Non Member	Non Member
<input type="radio"/>	Tax Agent Guide, Geraldton		Tues 5 Jul	9.00am - 4.00pm	Ocean Centre Hotel, Geraldton	399	439	449	499
<input type="radio"/>	ATO Reviews & Audits		Wed 6 Jul	9.00am - 2.00pm	Ocean Centre Hotel, Geraldton	235	250	290	310
<input type="radio"/>	Tax Agent Guide, Perth #2		Fri 8 Jul	9.00am - 4.00pm	IPA Training Room, Level 4, 1008 Hay Street, Perth	399	439	449	499
<input type="radio"/>	Work Place Tax Deductions		Thurs 28 Jul	9.00am - 12.00pm	IPA Training Room, Level 4, 1008 Hay Street, Perth	235	250	290	310
<input type="radio"/>	Deep Dive Into GST for Accountants		Mon 8 Aug	9.00am - 4.00pm	IPA Training Room, Level 4, 1008 Hay Street, Perth	360	390	450	470
<input type="radio"/>	Industry Accountants Masterclass	Both days	Thurs 25 & Fri 26 Aug	9.00am - 4.00pm	IPA Training Room, Level 4, 1008 Hay Street, Perth	650	700	740	799
<input type="radio"/>	Industry Accountants Masterclass	Day 1	Thurs 25 Aug	9.00am - 4.00pm	IPA Training Room, Level 4, 1008 Hay Street, Perth	360	390	450	470
<input type="radio"/>	Industry Accountants Masterclass	Day 2	Fri 26 Aug	9.00am - 4.00pm	IPA Training Room, Level 4, 1008 Hay Street, Perth	360	390	450	470
<input type="radio"/>	Industry Accountants Masterclass	Half day morning	Thurs 25 Aug	9.00am - 12.30pm	IPA Training Room, Level 4, 1008 Hay Street, Perth	235	250	290	310
<input type="radio"/>	Industry Accountants Masterclass	Half day afternoon	Thurs 25 Aug	1.00pm - 4.00pm	IPA Training Room, Level 4, 1008 Hay Street, Perth	235	250	290	310
<input type="radio"/>	Industry Accountants Masterclass	Half day morning	Fri 26 Aug	9.00am - 12.30pm	IPA Training Room, Level 4, 1008 Hay Street, Perth	235	250	290	310
<input type="radio"/>	Industry Accountants Masterclass	Half day afternoon	Fri 26 Aug	1.00pm - 4.00pm	IPA Training Room, Level 4, 1008 Hay Street, Perth	235	250	290	310
<input type="radio"/>	Retirement Masterclass	Full day	Thurs 22 Sept	9.00am - 4.00pm	IPA Training Room, Level 4, 1008 Hay Street, Perth	360	390	450	470
<input type="radio"/>	Retirement Masterclass	Half day morning	Thurs 22 Sept	9.00am - 12.30pm	IPA Training Room, Level 4, 1008 Hay Street, Perth	235	250	290	310
<input type="radio"/>	Retirement Masterclass	Half day afternoon	Thurs 22 Sept	1.00pm - 4.00pm	IPA Training Room, Level 4, 1008 Hay Street, Perth	235	250	290	310
<input type="radio"/>	SMSF Live Audit		Fri 23 Sept	9.00am - 4.00pm	IPA Training Room, Level 4, 1008 Hay Street, Perth	360	390	450	470
<input type="radio"/>	IPA WA Office Opening		Thurs 21 Jul	6.00pm - 9.00pm	IPA Training Room, Level 4, 1008 Hay Street, Perth	20	35	20	35
<input type="radio"/>	Xero Accounting and Payroll		Tues 19 Jul	9.00am - 4.00pm	Applied Education, Level 1, 524 Hay Street, Perth	349	349	399	399
<input type="radio"/>	MYOB Advanced		Tues 16 Aug	9.00am - 4.00pm	Applied Education, Level 1, 524 Hay Street, Perth	349	349	399	399
<input type="radio"/>	Excel Intermediate		Wed 24 Aug	9.00am - 4.00pm	Applied Education, Level 1, 524 Hay Street, Perth	299	299	339	339
<input type="radio"/>	Xero Advanced		Wed 7 Sept	9.00am - 4.00pm	Applied Education, Level 1, 524 Hay Street, Perth	349	349	399	399
<input type="radio"/>	MYOB Essentials		Tues 13 Sept	9.00am - 4.00pm	Applied Education, Level 1, 524 Hay Street, Perth	279	279	309	309
<input type="radio"/>	Excel Advanced		Wed 21 Sept	9.00am - 4.00pm	Applied Education, Level 1, 524 Hay Street, Perth	299	299	339	339
<input type="radio"/>	Establish and Maintain a payroll system		Mon 25 Jul & Mon 1 Aug	9.00am - 4.00pm	Applied Education, Level 1, 524 Hay Street, Perth	499	499	499	499
<input type="radio"/>	Carry Out Business Activity & Instalment Activity Statement Tasks		Mon 8 Aug & Mon 15 Aug	9.00am - 4.00pm	Applied Education, Level 1, 524 Hay Street, Perth	499	499	499	499
<input type="radio"/>	Salary Packaging		Wed 27 Jul	9.00am - 4.00pm	Applied Education, Level 1, 524 Hay Street, Perth	349	349	399	399
<input type="radio"/>	Terminations		Thurs 15 Sept	9.00am - 12.00pm	Applied Education, Level 1, 524 Hay Street, Perth	219	219	249	249
<input type="radio"/>	GST & BAS		Thurs 15 Sept	1.00pm - 4.00pm	Applied Education, Level 1, 524 Hay Street, Perth	219	219	249	249

Members and others are advised when reading this calendar that it is the most current version as of 30 June 2016. Information is subject to change. Please refer to the website www.publicaccountants.org.au/cpe-events for all updates regarding details of sessions, times and presenters.

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IPA INSTITUTE OF PUBLIC ACCOUNTANTS®

REGISTRATION FORM/TAX INVOICE

CONTACT DETAILS: IPA Membership No: _____ Non-member

(Miss/Mrs/Ms/Mr) First name: _____ Surname: _____

Phone: _____ Fax : _____ Email: _____

Company & Address: _____

_____ Dietary Requirement: _____

PAYMENT: Amount Payable: _____ Amex Mastercard Visa Cheque

Card No: _____ / _____ / _____ / _____ Expiry Date: _____ / _____

Card Holders Name: _____ Signature: _____

Cancellation Policy: Cancellations must be advised in writing at least 5 business days prior to the activity date. An administrative fee of 10% will be incurred for cancellations made within 5 business days prior to the course. Cancellations made within 48 hours prior to the seminar date will incur a 100% penalty for late cancellations. A refund will not be granted if a registrant fails to attend a seminar. Course materials will be sent to registrants who cancel in the non-refund penalty period. Substitutions can be made at any time without penalty.

Conditions of Registration: The IPA reserves the right to alter a program or presenter without notice, however, the program is intended to run as advertised. 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.

Privacy Statement: The IPA acknowledges the importance of privacy and safeguarding personal information. Any personal details provided to the IPA will be protected in line with the National Privacy Principles and the laws and regulations regarding such matters as are applicable in Australia. The IPA will not collect or monitor your personal information without consent nor will it use or disclose to others your personal details without prior authorisation unless: it is required by the law or the courts; it is necessary because of the service you are using or for a service you have requested or to protect the rights or property of others. The information is being gathered to process your registration. You may withhold providing the information but this will make processing your registration difficult. The information requested is intended only for the use of the IPA and our approved service providers.

Early Bird Rate: Applies if registration is received at least 7 days prior to the event. Early bird rates are only available for certain events as stipulated by the IPA.

Members and Non-Members are advised when reading this calendar that it is the most current version and will be updated (or refreshed) every two weeks as additional details of seminars, times and presenters become available. Visit www.publicaccountants.org.au/cpe-events to keep up to date with the latest seminar information.



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