



**Upcoming Courses:**  
 Payroll Administration in Australia  
 Salary Packaging  
 and Remuneration Management  
 Termination of Employment  
 GST & BAS Workshop  
 Business Taxation for Non-Accountants



A division of Education IT Solutions Pty Ltd

To: The Payroll Manager  
 or Office Manager



**Coming up in Brisbane and Adelaide**  
**Regional Areas - Mackay, Gold Coast, Cairns, Toowoomba and Sunshine Coast.**


Applied Education's comprehensive payroll and taxation education curriculum offers a full calendar of courses and conferences, it also offers convenient self paced learning through our DVD's and resource materials.



**Payroll Administration in Australia 2010**  
 1 Day Course



**Salary Packaging**  
 1 Day Course




**GST & BAS Workshop**  
 1/2 Day Workshop



**Termination of Employment**  
 1/2 Day Workshop



**Business Taxation for Non-Accountants**  
 1 Day Course



**Can't Attend?**  
 All courses available on DVD  
 Essential reference guides  
 with chapter by chapter  
 instructor led navigation.

**Why choose Applied Education:** Our courses include plenty of hands on working examples and are not just a boring lecture! Courses include detailed manuals with class workbook and access to sample data of worked examples in Excel format. Plenty of handy tips are also offered for easy implementation and ongoing free email support.

**DON'T MISS THIS EXCITING OPPORTUNITY!**  
**BOOK NOW TO SECURE YOUR PLACE.**

Since 1999 Brett Thornett CPA and Dan Logan BA have presented these courses to over 20,000 attendees Australia Wide!

# Payroll Administration in Australia - 1 Day

As an employer, you have specific payroll responsibilities that are required by government agencies. These agencies can be federal or state. Some of these responsibilities include, but are not limited to, withholding amounts from your employees pay, paying your employees superannuation guarantee and workcover and ensuring compliance with the National Employment Standards. This course is designed to help familiarise you with the basic concepts of payroll management and introduce options to help make the process easier.

## Course Content

- ✓ What's new in 2009-2010
- ✓ NEW - Superannuation OTE Ruling
- ✓ NEW - National Employment Standards (Effective 1/1/2010) Make sure you are aware of these changes
- ✓ New employees - withholding declarations and TFN declarations
- ✓ Deductions (e.g. employee purchases, child support)
- ✓ Awards and minimum conditions.
- ✓ The Fair Work Bill 2009
- ✓ Allowances (motor vehicle, uniform, meals, travel, living away from home and many more)
- ✓ ATO reporting and payment obligations
- ✓ Payroll administration
- ✓ Superannuation (Super Guarantee & Salary Sacrifice)
- ✓ Annual leave and termination payments
- ✓ Personal Leave and Long Service Leave
- ✓ Workers' compensation
- ✓ Payroll tax
- ✓ Salary Packaging a Laptop
- ✓ Updated 2009-10 thresholds and rates

## Who should attend?

This course is typically attended by staff working in payroll, bookkeeping, human resources, accounting and administration, however no prior knowledge of payroll is required. Anyone wishing to update their payroll skills or interested in gaining recognition of their payroll skills to enhance employment opportunities.

## What is included?

Participants receive: a detailed manual and workbook with examples; an Excel leave calculation spreadsheet and access to all our online resources.

## Course Costs

\$399.00 including GST, course materials, lunch and refreshments.

Duration 1 Day - 9am - 4pm

Can't attend? Course available on DVD with manual \$299

## Your Day at a Glance

8.45am	Register, Coffee
9.00am	TFN Declarations
9.30am	Awards, Conditions
10.00am	Tax Calc, deductions
10.30am	Morning Tea
10.45am	Allowances, Bonuses, Commissions
11.30am	PAYG Variations, Negative Gearing, FBT Overview
12.00pm	Lunch - Usually hot lunch (subject to venue)
1.00pm	Superannuation
1.45pm	Workcover
2.15pm	Afternoon Tea
2.30pm	Leave Calculation
2.50pm	Payroll Tax
3.15pm	PAYG and BAS
4.00pm	Handouts, course completion

# GST and BAS Workshop - 1/2 Day

In order to allow for the correct preparation of the BAS's it is important that all staff involved have sufficient GST knowledge and experience. This course can show 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 course will also introduce participants to the other areas of the BAS such as PAYG withheld, PAYG instalments and FBT.

## Topics Include:

- ✓ What is GST?
- ✓ How the GST system works
- ✓ Registering for GST
- ✓ GST groups
- ✓ Taxable sales
- ✓ GST-free sales
- ✓ Input taxed sales
- ✓ Taxable sales
- ✓ Do you include GST in the price of everything you sell?
- ✓ Partly taxable sales (or mixed supplies)
- ✓ Issuing tax invoices
- ✓ Claiming GST credits
- ✓ Adjustments
- ✓ Accounting for GST
- ✓ Reporting and Paying
- ✓ Correcting GST mistakes
- ✓ Record Keeping
- ✓ FBT and the BAS
- ✓ PAYG Withholding
- ✓ PAYG Instalments
- ✓ Electronic Lodgement Guidelines
- ✓ Practical Examples

## Course Costs

\$249 includes course materials and refreshments Duration ½ day - 1pm to 4pm

Can't attend? Course available on DVD with manual \$199

Full Course Outlines Online - All courses are available on DVD!



# Salary Packaging & Remuneration Management - 1 Day

This course will give employers an understanding of fringe benefits tax and salary packaging together with the benefits to both the employer and employee. As well as maximising the value of remuneration to an employee and minimising the costs to the employer, salary packaging can offer:

- ✓ An effective pay rise at no cost to the employer
- ✓ An important differentiator for attracting the best staff;
- ✓ Motivator of employees to attain the benefits they desire; and
- ✓ Increased staff retention.

## Course Content

- ✓ What's new in 2009-2010
- ✓ Motor vehicles - 100% private use; commercial and mixed use vehicles
- ✓ Notebooks and exempt benefits
- ✓ Salary sacrifice superannuation
- ✓ Exempt Payments, Otherwise deductible rule
- ✓ Relocation and remote area benefits
- ✓ Benefits of an effective reward strategy
- ✓ Charities, Hospitals & Not-For-Profit Organisations
- ✓ Administration
- ✓ Payment summaries & reportable fringe benefits
- ✓ Calculation and understanding of FBT
- ✓ Maximising the use of concessions, in house benefits, minor benefits, meal entertainment concessions & more
- ✓ FBT Gross up rates and calculation

## Your Day at a Glance

8.45am	Register, Coffee
9.00am	Introduction to FBT
10.00am	Packaging Scenarios, Laptops
10.30am	Morning Tea
10.45am	Exempt Benefits
11.30am	Motor Vehicles
12.00	Lunch - Usually hot lunch (subject to venue)
1.00pm	Meals, Entertainment, other benefits
2.15pm	Afternoon Tea
2.30pm	Relocation, LAFHA
3.15pm	Reportable Fringe Benefits, Payment Summaries
3.30pm	FBT Exempt and Rebatable Organisations
4.00pm	Handouts, course completion

## Course Costs

\$399.00 includes course materials, lunch and refreshments. Duration 1 Day - 9am - 4pm

Can't attend? Course available on DVD \$299.00

# Terminations Workshop 2009-2010 - 1/2 Day

Termination of employment seems to cause the biggest headaches for payroll officers. This course is designed to ensure that you are meeting your obligations to your employees upon termination of employment. It also de-mystifies the complex rules on termination of employment.

## Course Content

### Terminations Law

- ✓ Payments in Lieu of Notice

### Employer Termination Payments

- ✓ Types of ETP's
- ✓ PAYG calculations on ETP's
- ✓ Termination Payment Documentation
- ✓ Payment Summary
- ✓ Transitional ETP's

### Normal Terminations

- ✓ Long Service Leave
- ✓ Annual Leave

### Other Terminations

- ✓ Redundancy
- ✓ Payment Upon Death of Employee
- ✓ Early Retirement
- ✓ Invalidity

## Course Costs

\$249.00 includes:  
course materials and refreshments.  
Duration 1/2 Day - 9am - 12pm

### Can't attend?

Course available on DVD \$199.00

# Business Taxation for Non-Accountants - 1 Day

Whether you earn a salary or own a business, it is imperative to speak the same language as your accountant and the ATO so you can maximise deductions, structure your affairs to minimise tax and manage your affairs smoothly without having to worry about your tax obligations.

## Course Content

### Allowable deductions

- ✓ What expenses can you generally deduct immediately?
- ✓ Depreciation - Expenses you can generally deduct over time?
- ✓ Tax losses to offset
- ✓ Trading stock
- ✓ Credits and tax offsets

### Structuring your business

- ✓ Sole trader
- ✓ Partnership
- ✓ Trust
- ✓ Company
- ✓ PAYG instalments

### Individual taxation strategies

- ✓ Assessable income
- ✓ What business income do you include in your assessable income?
- ✓ Capital gains
- ✓ The Simplified Tax System
- ✓ Primary producers
- ✓ Special professionals
- ✓ Foreign income
- ✓ Packaging vehicles
- ✓ Negative gearing - shares, property and other investments

## Course Costs

\$399.00 includes:  
materials, lunch and refreshments.  
Duration 1 Day - 9am to 4pm

### Can't attend?

Course available on DVD  
with manual \$299.00

Full Course Outlines Online - All courses are available on DVD!

Courses in Brisbane	Cost	Time	Brisbane	Adelaide
Payroll Administration in Australia	\$399	9am - 4pm	Tue 16 <sup>th</sup> March	Tue 23 <sup>rd</sup> March
Salary Packaging	\$399	9am - 4pm	Wed 17 <sup>th</sup> March	Wed 24 <sup>th</sup> March
Terminations Workshop	\$249	9am - 12 noon	Thur 25 <sup>th</sup> March	Thur 25 <sup>th</sup> March
GST & BAS Workshop	\$249	1pm - 4pm	Thur 25 <sup>th</sup> March	Thur 25 <sup>th</sup> March
Business Taxation for Non-Accountants	\$399	9am - 4pm	Register interest by email - DVD Available	

**Payroll Administration Course in Regional Areas**

Location	Venue	Date 9am - 4pm
Mackay	Ocean International Mackay, 1 Bridge Road, Mackay	Thur 18 <sup>th</sup> March
Gold Coast	Australis Sovereign Hotel, 138 Ferry Ave, Surfers Paradise	Fri 19 <sup>th</sup> March
Cairns	Holiday Inn, 121 The Esplanade, Cairns	Tue 23 <sup>rd</sup> March
Toowoomba	Burke & Wills Toowoomba, 554 Ruthven St, Toowoomba	Wed 24 <sup>th</sup> March
Sunshine Coast	Noosa Springs Resort, Resort Drive, Noosa Heads	Fri 26 <sup>th</sup> March

Special - Attend the course and also receive the DVD for that course for \$99 each. DVD is handed out on day of course.  
If ordering DVD's only pricing as per below and DVD's sent air express.



ABN 50 096 189 132

**REGISTRATION FORM / TAX INVOICE**

To register, please complete the registration form and enclose your payment.

Register by Fax: 1800 678 144 **OR** Online: [www.taxresources.com.au](http://www.taxresources.com.au)

Contact:		Company:	
Postal Address:			
City:	State:	P/Code:	
Telephone: ( )	Facsimile: ( )		
Confirmation Email:			

Name	Course Name	Commence Date	Amount

Description	Price	Qty	Amount
Payroll DVD and Manual	\$299.00		
Salary Pack DVD and Manual	\$299.00		
Terminations DVD and Manual	\$199.00		
Combo = Payroll, Salary Packaging & Terminations DVD's and manuals	\$599.00		
GST DVD and Manual	\$199.00		
Business Taxation for non-accountants DVD and Manual	\$299.00		
Combo - Any 3 DVD's and manuals	\$599.00		
Combo - All 5 DVD's and manuals	\$799.00		

<b>Total Cost Including GST</b>	\$
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**Payment Details:** For prompt registration please fax your booking with payment

Please note your registration will be processed upon receipt of payment. This registration form is a Tax Invoice. All prices quoted include GST. We regret that cancellations cannot be accepted and no refunds will be given. If you are unable to attend the desired course you have paid for, you may send a substitute delegate. Course confirmation details will be faxed or emailed to you once payment is received.

Payment Options		(Please tick method of payment and complete where required)	
<input type="checkbox"/> <b>EFT PAYMENTS:</b> Applied Education BSB: 306-104 Account No: 0643327 (Please quote company name)	<input type="checkbox"/> <b>CREDIT CARD:</b> (3% surcharge for Amex/Diners) Please debit the total amount from my (Please tick) <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Bankcard <input type="checkbox"/> AMEX <input type="checkbox"/> Diners	Card No.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expiry Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Name on Card: _____ Signature: _____
<input type="checkbox"/> <b>CHEQUE:</b> Applied Education PO Box 6013, East Perth WA 6892			