

# Welcome to Bookkeeping eBrief

Vol 1 Issue 3  
30<sup>th</sup> Oct 2011

YOUR COMPANY NAME HERE  
BOOKKEEPING eBRIEF



**Fair Work**  
OMBUDSMAN

## PayCheck Plus is available at

**[www.fairwork.gov.au](http://www.fairwork.gov.au)**

The Fair Work system started on 1 July 2009 and was created

by the *Fair Work Act 2009*. It covers the majority of workplaces in Australia.

Fairwork Australia launched on 1<sup>st</sup> September, 2011 - **PayCheck Plus** an online web based application which helps you automatically calculate pay rates under modern awards.

PayCheck Plus enables you to calculate base pay rates, allowances, overtime, and penalty rates of pay per hour. You can also calculate pay rates for entire shifts worked over a

seven day period. You can print, export or save your selections.



## Disaster Recovery Plan

We have all seen the start to this year – floods through huge portions of Queensland & Victoria. Do we have a plan to minimize or cope with these situations? Obviously personal safety & your family comes first – so you need to think of a disaster recovery plan for them FIRST – but then you need to consider your business.

The key to surviving an event is a **business continuity strategy or Disaster Recovery Plan**. This is a set of policy & procedures for reacting to, & recovering from any disaster.

1. **RISK ANALYSIS.** You must first conduct a thorough risk analysis of the different areas of your business.
2. **Establish the Budget.** The next question is to ask 'what can we do to minimize them, & how much will it cost?' How do I detect & reduce the effect if the disaster occurs?
3. **Develop the Plan** Define how to/who will, deal with the business loss & arranges for repairs or reconstruction & data recovery. The script outlines priorities for the recovery: What needs to be recovered first? Create a checklist or test procedure to verify that everything is back to normal once repairs & data recovery has taken place
4. **Test, Test, Test.** Once your DRP is set, test it frequently. Making sure all your staff are aware of the DRP
5. **Review the Plan.** As your business changes –reexamine the DRP. Adjust as necessary

## ATO

### KEY LODGEMENT DATES:

If you use your BAS Agents Portal to lodge your Activity Statements then you can be eligible for an extension.

### BAS lodgment-SEPT Quarter

28<sup>th</sup> October by form  
11<sup>th</sup> November -  
Electronic lodgment  
25<sup>th</sup> November- BAS  
Agent Portal

### BAS SEPT Monthly

**lodgment** 21 October

### ANNUAL PAYG

#### Instalment notice

#### Payment :

21<sup>st</sup> October final date  
(you only need to lodge if

you are varying the  
amount

Where a due date falls on a day that is not a business day (that is, the due date is a Saturday, a Sunday or a public holiday), lodgment or payment may be made on the first business day after the due date without

incurring a penalty or general interest charge (GIC).

A business day means a day other than a Saturday

**FOR ONSITE  
SUPPORT CONTACT ME  
NOW TO ARRANGE AN  
APPOINTMENT**

**0439 177 360**

Disclaimer: All or any advice contained in this newsletter is of a general nature only, & may not apply to your individual business circumstances. For specific advice relating to your specific situation, please contact your accountant or contact me for further discussion

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## Cloud computing is all the rage. But what does it mean?

Is the "cloud" just another term to cover the internet - Yes & NO! In 'Cloud Computing' you may not own the software or the data - & generally it's not stored on your computer. You can however access both from anywhere. So Cloud Computing in most instances is subject to/ & dependant on, your internet connection. Internet Banking is a good example of this - The information is about you but you don't own the software that the internet banking works on or through.

Cloud Computing's definition then is: the delivery of IT services, such as, shared resources, software & information - provided to your computer over a network such as the internet. Cloud Computing providers deliver their applications via the internet, which is normally accessed from a web browser, while the business software & data are stored on servers at a remote location.

In a cloud computing system, there's a significant workload shift. Local computers no longer have to do all the 'heavy lifting' when it comes to running applications. The network of computers that make up the 'cloud' handles them instead. Hardware and software demands on the user's side decrease. The only thing the user's computer needs to be able to run is the cloud computing system's **interface software**, which can be as simple as a Web browser, and the cloud's network takes care of the rest.

Cloud Computing allows you to increase your capacity

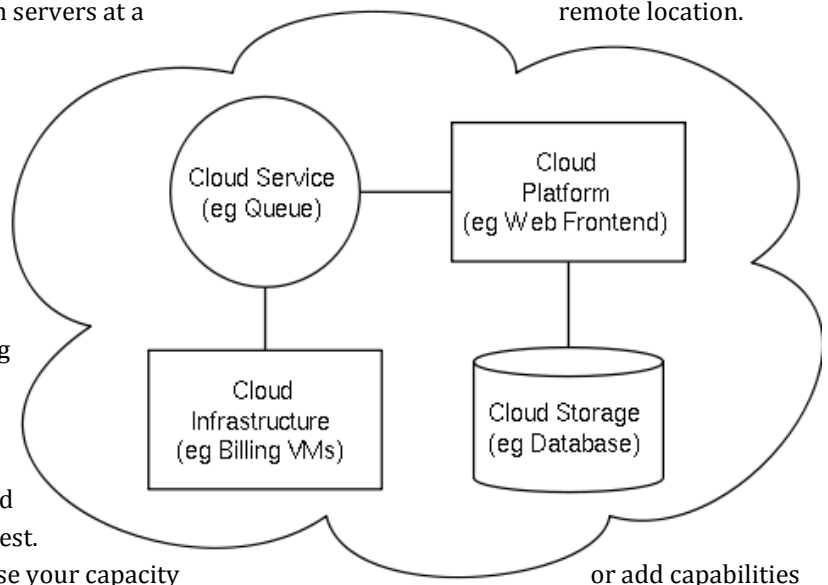
to your systems without investing in new infrastructure or training new personnel.

Often Cloud services are based on a subscription model or 'pay per use' service - this can be cost-effective, as there is little or no upfront costs. Often providers are prepared to offer 'free services' for the small user.

Cloud computing is often applied generically to applications - if the app is on your computer and accessing remote data then it is not necessarily CLOUD computing. However, some confusion arises when you have an application that needs some of the software downloaded to your computer, such as, GotoMeeting (computer running the meeting has the software on it), Dropbox or Logmein.

**CLOUD COMPUTING can be an excellent solution IF your Internet is a fast & reliable connection.**

**CLOUD COMPUTING is only as good as your internet connection.**



**AUSTRALIAN TAXATION OFFICE:** Use YouTube to help Individual's complete their tax return. If you earn \$50,000 a year or less and need assistance go to <http://youtube.com/AusTaxOffice>

### Computer Tip

Double check that your adware, spyware and virus programs are set to automatically update at least once each week so the software knows what to protect you from.