

Red Flowering Gum

Pink Woolly Featherflower

Golden Wreath Wattle

Red Banksia

# Byfields Newsletter

August / September 2019

While the England cricket team defeated Australia in the semi final of the 2019 Cricket World Cup, the Aussies are off to a flying start in their 2019 Ashes campaign winning the first Test by a resounding 251 runs after Nathan Lyon and Pat Cummins ripped through the English batsmen on the final day. This is the first time since 2005 that Australia has won the opening Test of an Ashes series in England, and their first win at Edgbaston since 2001.

It's going to be an interesting series.....let's hope the Aussies can maintain their form and bring the Ashes home.

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## Aged Care – What You Need to Know

Whether considering options for yourself or deciding how best to help someone close to you, aged care is a complex area requiring careful thought. The uncertainty surrounding where to move, how much it will cost and where the money will come from can be overwhelming and stressful.

There are typically three steps you need to take before moving in to an aged care facility.

### **Step 1 – Approval**

Before entering an aged care facility your health must be assessed to determine your eligibility for care. The assessment can be performed by any doctor, nurse or social worker who is a member of an Aged Care Assessment Team (ACAT). You can visit [myagedcare.gov.au](http://myagedcare.gov.au) to request an assessment.

### **Step 2 – Find a home**

To make sure you find a home that you are comfortable in and that will suit your needs, you may like to visit a few different places. You can apply to as many homes as you like. The accommodation costs for all aged care facilities are published on the Government's aged care website [www.myagedcare.gov.au](http://www.myagedcare.gov.au). This website also describes the rooms and services available at the facility.

### **Step 3 – Organise your finances**

On entry to a facility, you will be required to pay an accommodation contribution or accommodation payment. Some people will have their accommodation costs met in full or part by the Government, while others will need to pay the accommodation price agreed with the aged care home. The Department of Human Services (DHS) will advise which applies to you based on an assessment of your assets and income.

There will also be a basic daily fee to pay and there may be a means-tested care fee which is determined by your level of income and assets. Some facilities offer you a higher level of service or a higher standard of accommodation or food for an additional daily fee.

To find out more about your aged care options, contact Greg O'Connell, senior financial adviser at Byfields Wealth Management, on 08 9416 2222 or [grego@byfieldswealth.com.au](mailto:grego@byfieldswealth.com.au). Greg is more than happy to travel to our country offices or your home to meet with you.

**Disclaimer:** The information contained in this newsletter is provided as a guide to the general public and, whilst the content is believed to be accurate, no liability is accepted for any errors or omissions. Recipients should contact Byfields before acting on any recommendations and cannot place any reliance on such recommendations without this contact.

# Have You Checked Your Employee Pay Rates?

The 2019 Annual Wage Increase came into effect from the first full pay period commencing on or after 1 July 2019.

The Fair Work Commission (FWC) announced a 3% increase to the National minimum wage; this also includes an increase to modern award minimum wages by 3%, taking the minimum weekly wage to \$740.80; equating to an hourly rate of \$19.49.

For employers under the State system, the minimum wage for award free employees and all pay rates in WA awards have increased 2.75% from the first pay period on or after 1 July 2019, taking the minimum weekly wage to \$746.90; equating to an hourly rate of \$19.65.

The minimum wage is the absolute minimum an employer can pay an employee (before tax), and must be adhered to whether under the National or State system.

If you are paying your staff above the minimum requirement, it is still advisable to ensure you keep abreast of legislated wage increases; this ensures there is no possibility of falling under the base minimum and coming under the scrutiny of the FWC.

Junior, apprentice, and trainee rates have also increased proportionately under both systems.

It is important to note that a casual employee's hourly rate will increase accordingly, comprising of a base rate plus the casual loading, e.g., \$19.49 ph plus the 25% casual loading (\$19.65 ph plus 20% for State Award employees).

It is essential that employers take the time to review their legislative obligations regarding payment of wages. Penalties for non-compliance are severe, and requirements to backpay wages can easily bankrupt a business.

To ensure compliance: what you should be doing now!

- ◆ Review your annualised salary arrangements to ensure they are sufficient to meet or exceed the employees minimum award/minimum wage entitlements taking in to account the 3% (2.75% for state employers) increase.
- ◆ Update your payroll system and processes to ensure the increased wage is paid from the first full pay period starting or after 1 July 2019.
- ◆ Review enterprise agreement pay rates (where applicable) and ensure the pay rates do not fall below the applicable award base rate or the national minimum wage (as applicable).



## Congratulations on Years of Service with Byfields

Byfields would like to recognise and congratulate Mike Cornforth, IT Manager (Perth office), who has achieved 10 years of continued service with the firm.

Here are a few things you may not know about Mike:

- ★ What is your favourite past time or sports? ..... Archery
- ★ What do you do to relax and unwind? ..... A cup of coffee and a Sudoku puzzle
- ★ What is the one thing you can't live without? ..... My Kindle
- ★ Favourite food? ..... Steak sandwich
- ★ Favourite book / TV show? ..... The Expanse (novels and TV series)

# BOOKKEEPING

## Farm Bookkeeping Service

In addition to our existing bookkeeping service, we now have a farm bookkeeping service also.

Our farm bookkeeping service aims to take away the stress of managing your financial records so that you can focus on things that are more important to you.

Through our extensive knowledge of farm accounting, we can offer a range of bookkeeping services:

- ✓ Activity statements
- ✓ Invoice payments
- ✓ Payroll processing & payment
- ✓ General bookkeeping
- ✓ Accounting software setup
- ✓ Training

We provide assistance with the following:

- ✓ Agrimaster / WageMaster
- ✓ KeyPay
- ✓ Xero
- ✓ MYOB
- ✓ Single Touch Payroll
- ✓ SuperStream

Fast, efficient data processing is achieved by on-line, secure access to your data via:

- ◆ Bank feeds
- ◆ CBH Loadnet
- ◆ Cloud accounting / File Manager
- ◆ Uploading your invoices via our secure Client Portal or email
- ◆ Apps: Scannable, Clear Scanner etc.

Our specialised bookkeeping team members, located in our Perth office, combine their understanding of Agribusiness and technology to provide a cost effective solution to your business.

To find out more about our farm bookkeeping service and to discuss your bookkeeping requirements, contact Theresia Zilker on 08 6274 6400 or your local Byfields accountant.

## Key ATO Dates for August & September 2019

### AUGUST

June quarter activity statements lodged electronically - final date for lodgement and payment	11 August
PAYG withholding payment summary annual report - final date for lodgement	14 August
July monthly activity statements due (payment and lodgement)	21 August
Taxable payments annual report due for lodgement for the building & construction industry, cleaning services, courier services	28 August

### SEPTEMBER

August monthly activity statements due (payment and lodgement)	21 September
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For a full list of ATO due dates, go to [www.ato.gov.au/Business/Reports-and-returns/Due-dates-for-lodging-and-paying/Due-dates-by-month/](http://www.ato.gov.au/Business/Reports-and-returns/Due-dates-for-lodging-and-paying/Due-dates-by-month/).





## Byfields Technology Corner

This month we look at some handy keyboard shortcuts in navigating, moving, selecting and formatting an Excel spreadsheet. This is by no means an exhaustive list of all the keyboard shortcuts in Excel but are some of the more common commands.

### Navigating around a spreadsheet

Moving to edges of a data range:

- <Ctrl> + → Moves the cursor to the end of a row
- <Ctrl> + ← Moves the cursor to the beginning of a row
- <Home> Moves the cursor to the beginning of a row (same as above)
- <Ctrl> + <Home> Moves the cursor to the beginning of the spreadsheet (A1)
- <Ctrl> + <End> Moves the cursor to the end the spreadsheet

Selecting cells in a data range:

- <Ctrl> + <Shift> + → Selects all cells with data to the right of the cursor
- <Ctrl> + <Shift> + ← Selects all cells with data to the left of the cursor
- <Ctrl> + <Shift> + ↑ Selects all cells with data above the cursor
- <Ctrl> + <Shift> + ↓ Selects all cells with data below the cursor

Selecting Rows or Columns:

- <Shift> + <Space bar> Selects the entire row
- <Ctrl> + <Space bar> Selects the entire column

Select the entire spreadsheet:

- <Ctrl> + A

### Format cells

- <Ctrl> + 1 Activates the Format Cells dialog box
- <Ctrl> + 2 **Bolds** the cell contents
- <Ctrl> + 3 *Italicises* the cell contents
- <Ctrl> + 4 Underlines the cell contents
- <Ctrl> + 5 Applies ~~strikethrough~~ to the cell contents

Insert column or row:

- <Ctrl> + <+> Select the "Insert Row" or "Insert Column" option

Remove column or row:

- <Ctrl> + <-> Select the "Delete Row" or "Delete Column" option

Hiding Rows or Columns

- <Ctrl> + 0 (zero) Hides a column
- <Ctrl> + 9 Hides a row

To move a row between rows without overwriting existing content

- Hold <Shift> key when dragging a row

*Tip:* (use <Ctrl> + <Space bar> to select first

We don't expect you to remember all those, but pick a few that you think will help you work more quickly with Excel.

Next time we'll be looking at some date and time formulas.