



FNSTPB401

ASSESSOR GUIDE

Complete business activity and instalment activity statements

Assessment 2 of 4

Project



Tax Practitioners Board (TPB) BAS agent registration

In Australia, if you want to provide BAS services for a fee or other reward, you must be registered with the Tax Practitioners Board (TPB).

To become a registered BAS agent, you must satisfy specific qualifications and experience requirements, which are set out in the Tax Agent Services Regulations 2022 (TASR).

You may apply to register as a BAS agent through one of two options outlined in the TASR (item 101 or 102), depending on your experience.

| | Primary qualification | Board approved course in GST/BAS taxation principles | Voting member of a recognised BAS or tax agent association | Relevant experience |
|---|---|--|--|--------------------------------|
| 101 Accounting qualifications | At least Certificate IV Financial Services in bookkeeping or accounting | ✓ | ✗ | 1,400 hours in past four years |
| 102 Professional association membership | At least Certificate IV Financial Services in bookkeeping or accounting | ✓ | ✓ | 1,000 hours in past four years |

Summary of qualifications and experience requirements

- Item 101 - Accounting qualifications
 - A Certificate IV Financial Services (or a higher award) in bookkeeping or accounting from a registered training organisation or an equivalent institution
 - Board approved course in basic GST/BAS taxation principles [GST/BAS course]
 - 1,400 hours of relevant experience in the past four years.

- Item 102 - Professional association membership
 - A Certificate IV Financial Services (or a higher award) in bookkeeping or accounting from a registered training organisation or an equivalent institution
 - Board approved course in basic GST/BAS taxation principles [GST/BAS course]
 - A voting member of a recognised BAS or tax agent association
 - 1,000 hours of relevant experience in the past four years.

Board approved courses

Board approved courses are nationally recognised units approved by the Tax Practitioners Board (TPB) for registration purposes.

FNSTPB401 - Complete business activity and instalment activity statements, and FNSTPB402 - Establish and maintain payroll systems are included in this FNS40217 Certificate IV in accounting and bookkeeping qualification. Together they meet the TPB approved course in basic GST/BAS taxation principles [GST/BAS course] academic requirements for registration as a BAS agent.

More information on [BAS agent registration](#) can be found on the TPB website.

Education requirements of the Tax Practitioners Board (TPB)

This assessment is designed to meet the education requirements of the Tax Practitioners Board (TPB), which stipulates that a significant amount (at least 40%) of the assessment must be completed under some form of independent supervision.

Tasks that must be completed under independent supervision are:

- Task 5a
- Task 5b
- Task 5c

Please refer to the additional independent supervision instructions.

Assessment Instructions

Task overview

This assessment task is divided into five (5) tasks. Read each question carefully before typing your response in the space provided or in the attached document.

Additional resources and supporting documents

To complete this assessment, you will need:

- Access to learning materials on the learning portal
- Access to a computer, the internet and email
- Access to a suitable simulated computer workstation environment
- Access to Microsoft Word, MS Excel and Adobe Acrobat Reader
- Basic calculator (handheld or on a computer)
- Access to ATO and TPB materials from the ATO and TPB websites, including the Letter of engagement template
- FNSTPB401_02_Project_Awesome Landscapes P & P Manual
- GST Calculation Worksheet for BAS (accessed from the ATO website)
- FNSTPB401_AG_02_Project_BAS Data



Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment [e.g. allowing additional time]
- the evidence gathering techniques [e.g. oral rather than written questioning, use of a scribe, modifications to equipment]

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

Student name: <<Insert student name here>> FNSTPB401 Complete business activity and instalment activity statements

Student number: <<Insert student number here>>

Student Instructions

This is assessment 2 of 4 for FNSTPB401 Complete business activity and instalment activity statements.

This is an open-book written assessment – you can use your learning materials as a reference.

There are five [5] tasks in this assessment, and some tasks have sub-parts.

This assessment uses a simulated business called Ace Finance. To complete the assessment tasks, you will need to access information, documents, and templates associated with Ace Finance and one of Ace Finance's clients, Tim Robbins, from Awesome Landscapes. The supporting documents you will need to complete the assessment can be downloaded from the learning platform under Module 14 Assessment 2 tab. You must complete all tasks and their parts correctly in the spaces provided or attached documents to achieve a satisfactory outcome for this assessment.

For this assessment, you will role-play Sam Morgan, a trainee accountant with Ace Finance. Andrew Black is your manager.

Supporting documents

- FNSTPB401_02_Project_Awesome Landscapes P & P Manual
- FNSTPB401_AG_02_Project_BAS Data

Assessor Instructions

Purpose of the Task

This assessment requires students to complete five tasks to demonstrate that they understand the knowledge and skills required for this unit.

Reassessment Arrangements

If students answer any questions in this assessment incorrectly, they will need to be given an appropriate time to resubmit. Students should only redo questions that are incorrect; however, they will need to resubmit the entire assessment.

Guidance to Assessors About this Assessment

Students can be given the opportunity to answer questions verbally if appropriate. Benchmark responses for each question have been provided.

Task 1 – Document regulatory requirements

Supporting Documents

- NSTPB401_02_Project_ Awesome Landscapes P & P Manual

Student Instructions

For this assessment task, you must assume the role of Sam Morgan, a trainee accountant with Ace Finance. Andrew Black, your manager, has asked you to research and document:

Student name: <<Insert student name here>> FNSTPB401 Complete business activity and instalment activity statements

Student number: <<Insert student number here>>

- the due dates for lodging and paying a Business Activity Statement (BAS) and Instalment Activity Statement (IAS)
- how to adjust a BAS

for a client Tim Robbins from Awesome Landscapes.

To complete this task, download and review Awesome Landscapes Policy and Procedures Manual.

- FNSTPB401_02_Project_Awesome Landscapes P & P Manual

Research:

- Due dates for lodging and paying a BAS and IAS
- Adjusting your activity statements

In Awesome Landscapes Policy and Procedures Manual, under the heading GST, BAS and IAS reporting, add to the BAS and IAS procedure so that it includes:

- a. Due dates for lodging and paying an IAS and BAS, including online lodging dates.
- b. When to make activity statement adjustments, including:
 - i. working out adjustments for sales
 - ii. working out adjustments for purchases.

Include a link to where you have sourced and the information you have included in the policy and procedure manual.

[Approximate word count: 300-350 words]

Marking Guide

The student must add to Awesome Landscapes Policy and Procedure Manual by including under the heading GST, BAS and IAS reporting:

- a. The due dates for lodging and paying a BAS and IAS, including online lodging dates
- b. When to make activity statement adjustments, including:
 - working out adjustments for sales
 - working out adjustments for purchases.

The student must Include a link to where they have sourced and the information.

The due dates for lodging and paying BAS and IAS included in Awesome Landscapes Policy and Procedure Manual must match the exemplar answers below. It must also include a link to where the information was sourced.

When to make activity statement adjustments, must reflect the exemplar answers below.

| |
|---|
| a. The due dates for lodging and paying an IAS and BAS, including online lodging dates |
|---|

| |
|---|
| Due Dates for lodging and paying BAS |
|---|

| Quarter | Period | Standard Due Date | Due Date if Lodging Online |
|---------|--------------------------|-------------------|----------------------------|
| 1 | 1 July to 30 September | 28-Oct | 11-Nov |
| 2 | 1 October to 31 December | 28-Feb | 28-Feb |
| 3 | 1 January to 31 March | 28-Apr | 12-May |
| 4 | 1 April to 30 June | 28-Jul | 11-Aug |

Due Dates for lodging and paying IAS

| Month | Due Date |
|-----------|-----------------|
| July | 21-Aug |
| August | 21-Sep |
| September | BAS Date |
| October | 21-Nov |
| November | 21-Dec |
| December | BAS Date |
| January | 21-Feb |
| February | 21-Mar |
| March | BAS Date |
| April | 21-May |
| May | 21-Jun |
| June | BAS Date |

[Due dates for lodging and paying your BAS | Australian Taxation Office \(ato.gov.au\)](https://ato.gov.au)

- b. When to make activity statement adjustments, including:
- i. working out adjustments for sales
 - ii. working out adjustments for purchases

Adjusting your activity statements

An adjustment relates to a reported sale or purchase that was correct at the time of lodgement, but something occurred later that changed the amount of reported GST.

Awesome Landscapes will make an adjustment for a sale/purchase if all the following apply:

- during a reporting period, an adjustment event occurs for a sale/purchase
- Awesome Landscapes accounted for the sale or purchase in the activity statement for a previous reporting period
- as a result of the adjustment event, the GST amount we previously reported no longer reflects the correct GST amount.

Working out adjustments for sales

If Awesome Landscapes have to make an adjustment for a sale they made, the adjustment amount is:

- a decreasing adjustment if Awesome Landscapes originally paid more than the amount payable once the adjustment event is taken into account. In this case, you pay less GST for the reporting period. Awesome Landscapes must reimburse the customer before reporting it on their activity statement
- an increasing adjustment if Awesome Landscapes originally paid less than the amount payable once the adjustment event is taken into account. In this case, you pay more GST for the reporting period.

Working out adjustments for purchases

If Awesome Landscapes have to make an adjustment for a purchase they made, the adjustment amount is:

- an increasing adjustment if Awesome Landscapes claimed more for the purchase in the earlier tax period than the amount they could have claimed if the adjustment event had been taken into account.
- a decreasing adjustment if Awesome Landscapes claimed less for the purchase in the earlier tax period than the amount they could have claimed if the adjustment event had been taken into account.

[When to make adjustments | Australian Taxation Office \(ato.gov.au\)](#)

Task 2 – BAS and Tax Agents scope of services

Student Instructions

To complete this task, read the email from Andrew Black and complete the instructions that follow.



To: Sam Morgan [s.morgan@acefinance.student.com.au]
 From: Andrew Black [a.black@acefinance.student.com.au]
 Date/time: Monday 15 June 2020 10:45 a.m.
 Subject: Scope of services Ace Finance offer

Good morning Sam,

Thank you for the work you did in updating Awesome Landscapes Policy and Procedure manual.

Tim Robbins has contacted me and asked if we can explain the different services we offer and if we are registered to provide BAS services.

Could you please email Tim and outline the scope of services Ace Finance can provide as a Registered BAS Agent and a Registered Tax Agent under the Tax Agent Services Act?

Kind Regards,
Andrew



Andrew Black
Director – ACE Finance
PO Box 298 Geebung Qld, 4220
Phone: 1800 111 222
www.ace.finance.studnet.com.au

You are required to assume the role of Sam Morgan, a trainee accountant with Ace Finance.

To successfully complete this task, you must use the email template below and draft an email to Tim Robbins from Awesome Landscapes. The email must include:

- The limitations of services offered by a BAS Agent compared to those of a Tax Agent
- The scope of services Ace Finance can provide as a Registered BAS and Tax Agent under the Tax Agent Services Act.
- Three (3) examples of BAS Agent services
- Three (3) examples of Tax Agent services

[Approximate word count: 350-400 words]

Marking Guide

The student must use the email template below to draft an email to Tim Robbins from Awesome Landscapes. The email must include:

- The limitations of services offered by a BAS Agent compared to those of a Tax Agent
- The scope of services Ace Finance can provide as a Registered BAS and Tax Agent under the Tax Agent Services Act.
- Three (3) examples of BAS Agent services.
- Three (3) examples of Tax Agent services.

The student response must reflect the exemplar answers below and include three examples of BAS and Tax Agent service.

Other examples of BAS agent services can be found on the TPB website [BAS services | TPB](#)

Other examples of Tax agent services can be found on the TPB website [Tax agent services | TPB](#)

To: Tim Robbins (t.robbs@awesomelandscapes.student.com.au)
From: Sam Morgan (s.morgan@acefinance.student.com.au)

Date/time: Monday 15 June 2020 10:55 a.m.
Subject: Scope of services Ace Finance offer

Good morning Tim,

My name is Sam Morgan, and I work with Andrew Black. Andrew has asked me to email you and outline the BAS and Tax Agent service Ace Finance offer.

The difference between a BAS Agent and a Tax Agent is a BAS Agents cannot provide Tax Agent services, e.g. preparing and lodging tax returns

Ace Finance is a registered BAS Agent and Tax Agent with the Tax Practitioners Board.

Under the Tax Agent Services Act, BAS services we can provide include:

- advising clients about their obligations under BAS provisions, including:
 - GST
 - fuel tax
 - luxury car tax
 - wine equalisation tax (WET)
 - fringe benefits tax (FBT)
 - pay as you go (PAYG) withholding
 - PAYG instalments
- preparing and lodging approved forms about a client's liabilities, obligations or entitlements under BAS provisions
- dealing with us on behalf of a client in relation to their obligations under BAS provisions.

Examples of BAS services Ace Finance can offer on behalf of our clients, as indicated by the Tax Practitioners Board, include:

- calculating and lodging income statements, employee termination payments, gross wages, allowances and other taxable and non-taxable payroll items
- completing and lodging Single Touch Payroll reports to the ATO
- calculating, paying, verifying and reporting super guarantee (SG) contributions
- determining and reporting an SG shortfall amount and any associated administrative fees
- dealing with super payments made through a clearing house
- completing and lodging a taxable payments annual report to the ATO
- sending a tax file number declaration to the Commissioner
- applying to the Registrar for an Australian business number.

Under the Tax Agent Services Act, Tax Agent services Ace Finance can provide include services relating to:

- ascertaining [that is, working out] or advising about liabilities, obligations or entitlements of entities under a taxation law
- representing entities in their dealings with the Commissioner of Taxation in relation to a taxation law
- where it is reasonable to expect the entity will rely on the service to satisfy liabilities or obligations or to claim entitlements under a taxation law.

Examples of services that constitute a tax agent service under the TASA, if provided for a fee or reward, include:

- preparing returns, notices, statements, applications or other documents about your client's liabilities, obligations or entitlements under a taxation law
- lodging returns, notices, statements, applications or other documents about your client's liabilities, obligations or entitlements under a taxation law
- assisting clients with tax concessions for expenditures incurred on research and development activities where the service involves the application of taxation laws
- preparing depreciation schedules on the deductibility of capital expenditure
- preparing or lodging objections on behalf of a taxpayer under Part IVC of the Taxation Administration Act 1953 [TAA] against an assessment, determination, notice or decision under a taxation law
- giving clients advice about a taxation law that they can reasonably be expected to rely on to satisfy their taxation obligations
- installing computer accounting software, and determining default goods and services tax (GST) and other codes tailored to clients
- ascertaining the withholding obligations for employees of your clients, including preparing income statements
- dealing with the Commissioner on behalf of clients
- applying to the Commissioner or the Administrative Appeals Tribunal [AAT] for a review of, or instituting an appeal against, a decision on an objection under Part IVC of the TAA
- reconciling BAS provision data entry to ascertain the figures to be included on a client's activity statement
- filling in an activity statement on behalf of a client or instructing them which figures to include.
- coding transactions, particularly in circumstances where it requires the interpretation or application of a taxation law
- providing tax-related advice specific to client's circumstances regarding PAYG withholding liability, Superannuation Guarantee obligations, fringe benefits tax laws, and termination and redundancy payments
- undertaking a payroll compliance review, providing an assessment and/or opinion as to whether the client is compliant with their taxation obligations under one or more taxation laws
- providing a payroll service that involves interpreting and applying a taxation law, including reporting employee payroll information through single touch payroll (STP) enabled software.

Kind Regards,
Sam Morgan



Sam Morgan
Trainee Accountant – ACE Finance
PO Box 298 Geebung Qld, 4220
Phone: 1800 111 222
www.ace.finance.studnet.com.au

Task 3 – Compliance with Code of Conduct

Student Instructions

To complete this task, read the email from Andrew Black and complete the instructions that follow.



To: Sam Morgan [s.morgan@acefinance.student.com.au]
From: Andrew Black [a.black@acefinance.student.com.au]
Date/time: Friday 20 June 2020 10:45 a.m.
Subject: Letter of Engagement

Good morning Sam,

Thank you for sending the information on the scope of services Ace Finance can offer Tim Robbins. I spoke to him this morning, and he has decided to use our BAS services permanently. As per Ace Finance's policy, before we provide BAS services to new clients, we must have a written agreement with the client setting out the terms and conditions of the engagement.

I would like you to use the template below to draft a letter of engagement for Awesome Landscapes setting out the terms and conditions of the BAS service arrangement. Please date the letter 20/06/2020, and address the letter to:

Awesome Landscapes
123 Golden Grove,
Spring Hill QLD 4004
ABN: 89 061 598 756

Attn: Tim Robbins

Include the following points in the letter:

- Ace Finance will review Awesome Landscape's quarterly accounts to ensure all transactions have been coded correctly. Data must be provided by Awesome Landscape to Ace Finance no later than seven (7) days after the end of the reporting period (e.g., for April – June BAS, we require the data by 7 July). Tim's partner, who currently manages his accounts, will perform all other bookkeeping work.
- Ace Finance will submit Awesome Landscapes quarterly BAS on time.
- Ace Finance will provide Awesome Landscapes with an electronic copy of the quarterly BAS once submitted for their records and for them to organise payment.
- Ace Finance will be paid \$150 for each BAS form submitted.
- If Awesome Landscapes has tax-based questions other than BAS form information, the Ace Finance rate will be \$150.00 per hour.

- Ace Finance's Payment terms are 14 days from the date of invoice.

The letter of engagement should adhere to the guidelines set out by the Tax Practitioners Board website <https://www.tpb.gov.au/letters-engagement>.

[Approximate word count: 500-600 words]

Kind Regards,
Andrew



Andrew Black
Director – ACE Finance
PO Box 298 Geebung Qld, 4220
Phone: 1800 111 222
www.ace.finance.studnet.com.au

Marking Guide

The student must create a letter of engagement for Tim Robbins from Awesome Landscapes. The letter of engagement should adhere to the guidelines set out by the Tax Practitioners Board website <https://www.tpb.gov.au/letters-engagement>.

The student response must reflect the exemplar answers below.

Letter of Engagement Template

Awesome Landscapes
123 Golden Grove
Spring Hill QLD 4004
ABN: 89 061 598 756

Attn: Tim Robbins

20/06/2020

Dear Tim

Re: Engagement of Ace Finance as your BAS Agent

Confirming your discussions of 20 June 2020 with Andrew Black, We are pleased to accept your appointment as your BAS Agent for 2020 and beyond. This document sets out the terms of our engagement with you. In

accepting this engagement, Ace Finance, a registered BAS agent under the Tax Practitioners Board (TPB), are subject to the provisions of the [Tax Agent Services Act 2009](#).

Scope

We are engaged to provide you with BAS services. As such, we are not engaged to provide tax advice. Only a registered tax agent may provide such services for a fee.

Work to be performed will be limited exclusively to engagement-related ones. As your BAS agent, we will:

- Review accounting transactions to ensure they have been coded correctly. Data must be provided by Awesome Landscape to Ace Finance no later than seven (7) days after the end of the reporting period.
- Submit your quarterly BAS on time
- Provide you with an electronic copy of the quarterly BAS once submitted for your records and for you to organise payment

We will not be responsible for any errors brought about by your failure to provide information, documentation or material that is later found to be central to your bookkeeping requirements. You are responsible for the timely provision of information, and we will not be liable for any consequences brought about by your failure to act in a timely manner.

Our obligations as BAS Agents

- Always act honestly and with integrity.
- Act lawfully in your best interests and advise you of any conflicts of interest.
- Take reasonable care to ascertain your state of affairs.
- Take reasonable care to apply the BAS provisions correctly.
- Provide BAS services competently.
- Not knowingly obstruct the administration of the taxation laws.
- Advise you of your rights and obligations under the taxation laws on a timely basis and return funds due to you.
- Not make false or misleading statements to the ATO.

Professional Fees and Payments

Our standard professional fees are [subject to notification of any changes to the rates]:

BAS submission fee is \$150.00 per BAS

Terms of Payment

Unless other terms have been agreed upon, our terms are strictly 14 days from the date of each invoice.

Standards

You will be provided with the highest standard of professional service. If for any reason you feel you have not received the service expected, please, in the first instance, contact us to discuss.

Furthermore, as a member of the Institute of Certified Bookkeepers and a registered BAS Agent, we are subject to the ethical and professional requirements of the Institute of Certified Bookkeepers and Tax

Practitioners Board and its investigations and disciplinary processes. These requirements cover issues such as a Code of Conduct and requirements to undertake continued professional development.

Should there be an issue regarding our ethical or business practices, such matters may be referred to the Institute of Certified Bookkeepers for investigation. As a member of the Institute Certified Bookkeepers and Tax Practitioners Board, we are also obliged to hold current Professional Indemnity insurance. We warrant that our insurance coverage is in accordance with these requirements.

Privacy Statement

We are bound by the provisions of the Privacy Act to maintain all records securely and in accordance with the provisions of that Act. Any breach of these requirements should be notified to the Privacy Commissioner.

Client Acknowledgement and Confirmation

I, Tim Robbins, acknowledge and accept the terms of this engagement as they have been provided. I shall be personally liable for all fees for services performed under such agreement.

.....

.....

Signed

Print Name

Date

Task 4 – Professional Development

Student Instructions

To complete this task, read the email from Andrew Black and complete the instructions that follow.



To: Sam Morgan [s.morgan@acefinance.student.com.au]
From: Andrew Black [a.black@acefinance.student.com.au]
Date/time: Friday 20 June 2020, 3:45 p.m.
Subject: Professional Development

Good afternoon Sam,

We have received notification from the Tax Practitioners Board (TPB) that your registration as a BAS Agent is up for renewal.

To renew your registration, you must demonstrate that you have completed continuing professional education (CPE) that meets the TPB's 1 July legislated requirements.

To help us plan for this, please complete the professional development plan below by indicating what professional development opportunities you would like to undertake over the next three years.

There are many types of professional development opportunities, some of which are listed on the TPB website. The professional development opportunities you plan to undertake must be relevant to your job and meet the reregistration requirements.

Kind Regards,
Andrew



Andrew Black
Director – ACE Finance
PO Box 298 Geebung Qld, 4220
Phone: 1800 111 222
www.ace.finance.studnet.com.au

You are required to assume the role of Sam Morgan, a trainee accountant with Ace Finance.

To successfully complete this task, you must use the professional development template below to identify and document your three (3) year competency development plan. The plan must:

- include at least one activity relating to changes in legislation
- include activities that align with your job role
- have no more than 25% of CPE undertaken through relevant technical/professional reading
- meet the TPB 1 July 2022 regulated requirements.

Marking Guide

The student must research professional education opportunities they could undertake to meet the TPB and ICB continuing professional education requirements.

TPB continuing professional education requirements

- You should complete a minimum of 90 hours of Continuing Professional Education (CPE) within a standard three (3) year registration period, with a minimum of 20 hours each year.
- If you have a condition of fuel tax credits on your registration, you should complete a minimum of 6 hours of CPE within a standard three (3) year registration period, with a minimum of two (2) hours each year.
- If your registration period is other than three (3) years, you should complete CPE on a pro-rata basis.

ICB continuing professional education requirements

- 20 hours of Continuing Professional Education (CPE) per membership year, and complete the Annual Skill Review (ASR) every two years.

They must use the professional development template to identify and document a three (3) year competency development plan.

The competency development plan must reflect the exemplar activities below and must:

- include at least one activity relating to changes in legislation
- include activities that align with your job role
- have no more than 25% of CPE undertaken through relevant technical/professional reading
- include a minimum of 90 hours of CPE.

Types of CPE activities

- seminars, workshops, webinars, courses and lectures
- structured conferences and discussion groups (including by phone or video conference)
- tertiary courses provided by universities, registered training organisations (RTOs), other registered higher education institutions or other approved course providers
- other education activities, provided by an appropriate organisation
- research, writing and presentation by a registered tax or BAS agent of technical publications or structured training
- peer review of research and writing submitted for publication or presentation in structured training
- computer/internet-assisted courses, audiotape or videotape packages
- relevant technical or professional reading
- attendance at structured in-house training on tax related subjects by persons or organisations with suitable qualifications and/or practical experience in the subject area covered
- attendance at appropriate Australian Taxation Office (ATO) seminars and presentations
- relevant CPE activities provided to members and non-members by a recognised professional association
- a unit of study or other CPE activity on the Tax Agent Services Act 2009 (TASA), including the Code of Professional Conduct (Code).



Ace Finance BAS Agent Professional Development Plan for Trainee Accountants

TPB Continuing Professional Education Requirements

You should complete a minimum of 90 hours of Continuing Professional Education [CPE] within a standard three [3] year registration period, with a minimum of 20 hours each year.

If you have a condition of fuel tax credits on your registration, you should complete a minimum of 6 hours of CPE within a standard three [3] year registration period, with a minimum of two [2] hours each year.

If your registration period is other than three [3] years, you should complete CPE on a pro-rata basis.

ICB Continuing Professional Education Requirements

20 hours of Continuing Professional Education [CPE] per membership year, and complete the Annual Skill Review [ASR] once every two years.

| CPE Provider | Details of CPE activity undertaken, including format | Outcome / Learning | Link to learning activity | Hours |
|--|--|--|--|---|
| Example Tax World | Fundamental Business Activity Statements - workshop | Increase understanding of BAS requirements and skills in preparing BAS forms | www.taxworld.training.au | 8 hours – 1 hour lunch break 7 hours total |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL Continuing Professional Education Hours | | | | |

Task 5 – Manage business cash flow

This assessment is designed to meet the education requirements of the Tax Practitioners Board (TPB), which stipulate that a significant amount (at least 40%) of the assessment must be completed under some form of independent supervision.

Supporting Documents

- [GST calculation worksheet for BAS](#)
- [FNSTPB401_02_Project_ BAS data.](#)

Student Instructions

To complete this task, read the email from Andrew Black and complete the instructions that follow.



To: Sam Morgan [s.morgan@acefinance.student.com.au]
From: Andrew Black [a.black@acefinance.student.com.au]
Date/time: Friday 20 June 2020, 3:45 p.m.
Subject: Professional Development
Attachment: [FNSTPB401_02_Project_ BAS data](#)

Good afternoon Sam,

Cathy Goodwin, the owner of Cathy's Clothing, would like us to help her prepare her July – Sept 2020 BAS. She has sent us the attached documents hoping that they contain all the information we need to assist her with this:

- [FNSTPB401_02_Project_ BAS data](#)

Please review the information that Cathy has sent. She would eventually like to be able to prepare the BAS herself and has asked if we can explain what figures she needs to include in each field. I suggest you use the GST calculation Worksheet for BAS from the ATO website, calculate the GST on Sales and Purchases amount and then contact Cathy to discuss filling out her BAS.

Cathy has also asked us if we can assess her cash flow situation to ensure she has sufficient funds to meet her September 2020 tax requirements.

Kind Regards,
Andrew



Andrew Black
Director – ACE Finance
PO Box 298 Geebung Qld, 4220
Phone: 1800 111 222
www.ace.finance.studnet.com.au

You are required to assume the role of Sam Morgan, a trainee accountant with Ace Finance.

To successfully complete this task, download and review the information in [FNSTPB401_02_Project_BAS data](#).

- Access the [GST calculation worksheet for BAS](#). Use the information from [FNSTPB401_02_Project_BAS data](#) to complete the GST calculation worksheet. Use the snipping tool to capture a screenshot of the completed GST calculation worksheet for BAS and paste the screenshot into the table below.

MARKING GUIDE

The student must download and review the information in [FNSTPB401_02_Project_BAS data](#). They must then access the [GST calculation worksheet for BAS](#) and use the information from [FNSTPB401_02_Project_BAS data](#) to complete the GST calculation worksheet.

Additional Information for the assessor

G1 Calculation - Total sales

| | Ex GST | GST | Total inc GST |
|----------------------|-------------------|------------------|-------------------|
| Sales | 500,000.00 | 50,000.00 | 550,000.00 |
| Export Sales | 125,000.00 | | 125,000.00 |
| Other GST-free Sales | 4,400.00 | | 4,400.00 |
| Residential rent | 11,000.00 | | 11,000.00 |
| Commercial rent | 20,000.00 | 2,000.00 | 22,000.00 |
| Interest received | 660.00 | | 660.00 |
| Sale of Asset | 500.00 | 50.00 | 550.00 |
| | 661,560.00 | 52,050.00 | 713,610.00 |

G4 Calculation - Input taxed sales

| | |
|-------------------|------------------|
| Residential rent | 11,000.00 |
| Interest received | 660.00 |
| | 11,660.00 |

G14 Calculation - Purchases without GST

| | |
|--------------------------|-----------------|
| Bank Fees | 1,300.00 |
| Interest | 630.00 |
| Rates & Water | 1,750.00 |
| Staff amenities [NO GST] | 130.00 |
| | 3,810.00 |

G17 Calculation - Total purchases subject to GST

| | | |
|---------------------|------------|------------|
| Delivery expenses | 136.36 | 150.00 |
| Stock purchases | 200,000.00 | 220,000.00 |
| Accounting fees | 1,909.09 | 2,100.00 |
| Advertising | 22,727.27 | 25,000.00 |
| Bank fees | 1,300.00 | 1,300.00 |
| Electricity and gas | 3,181.82 | 3,500.00 |
| Insurance business | 2,505.45 | 2,756.00 |
| Interest paid | 630.00 | 630.00 |
| Lease expenses | 8,636.36 | 9,500.00 |

| | | |
|----------------------------------|------------|------------|
| Motor vehicle expenses | 3,181.82 | 3,500.00 |
| Other expenses [subs and office] | 181.82 | 200.00 |
| Post, printing and stationery | 1,272.73 | 1,400.00 |
| Rent expenses [Commercial] | 86.36 | 95.00 |
| Replacement tools | 136.36 | 150.00 |
| Rates and water | 1,750.00 | 1,750.00 |
| Repairs and maintenance | 2,409.09 | 2,650.00 |
| Staff amenities [no GST] | 130.00 | 130.00 |
| Software expenses | 409.09 | 450.00 |
| Telephone | 1,604.55 | 1,765.00 |
| | <hr/> | <hr/> |
| | 252,188.18 | 277,026.00 |

The screenshot provided by the student must match the sample answer below.

GST calculation worksheet for BAS

GST calculation worksheet for BAS

(If you want to use the calculation sheet method to work out GST amounts)

Tax period

Name

1 You can find information to help you complete this calculation worksheet on our website ato.gov.au/GSTforBAS

1 Do not lodge the calculation sheet with your BAS.
We recommend you file it with a copy of the BAS to which it relates.

Show amounts at these labels on your BAS

GST amounts you owe the Tax Office from sales

G1 Total sales (including any GST) **G1** \$.00 **G1 on the BAS**

How much of your total sales (G1) are:

G2 Export sales **G2** \$.00 **G2 on the BAS**

G3 Other GST-free sales **G3** \$.00 **G3 on the BAS**

G4 Input taxed sales **G4** \$.00

G5 G2 + G3 + G4 **G5** \$.00

G6 Total sales subject to GST (G1 minus G5) **G6** \$.00

G7 Adjustments (if applicable) **G7** \$.00

G8 Total sales subject to GST after adjustments (G6 + G7) **G8** \$.00

G9 GST on sales (G8 divided by eleven) **G9** \$.00 **1A in the Summary section of the BAS**

GST amounts the Tax Office owes you from purchases

G10 Capital purchases (including any GST) **G10** \$.00 **G10 on the BAS**

G11 Non-capital purchases (including any GST) **G11** \$.00 **G11 on the BAS**

G12 G10 + G11 **G12** \$.00

How much of your purchases (G10 and G11) are:

G13 Purchases for making input taxed sales **G13** \$.00

G14 Purchases without GST in the price **G14** \$.00

G15 Estimated purchases for private use or not income tax deductible **G15** \$.00

G16 G13 + G14 + G15 **G16** \$.00

G17 Total purchases subject to GST (G12 minus G16) **G17** \$.00

G18 Adjustments (if applicable) **G18** \$.00

G19 Total purchases subject to GST after adjustments (G17 + G18) **G19** \$.00

G20 GST on purchases (G19 divided by eleven) **G20** \$.00 **1B in the Summary section of the BAS**

Now go to the GST section on the front of the BAS and follow the instructions on the form. You will need to transfer amounts from this calculation sheet to the BAS.

NAT 5107-07.2019

Sensitive (when completed)

Page 1

MARKING GUIDE

The student must use the information in the GST calculation worksheet for BAS and the additional information provided in [FNSTPB401_02_Project_BAS data](#) to complete the field in the BAS Summary report. The student has been provided with the following additional information.

Cathy's Clothing Additional Information

| | |
|---|--------------|
| Purchased new office equipment for cash | \$3,300 |
| PAYG liabilities for the last financial year were fully paid to the ATO on 20/06/2020 | |
| FBT estimated | 0 |
| PAYG instalment rate | 3.75% |
| Rental income is paid on the last day of the month | |
| Projected sales for October | \$167,000.00 |
| Stock due for delivery 01/10/2020. Payment due 15/10/2020 | \$80,000.00 |
| Monthly wages expense | \$53,333.00 |

Additional Information for the assessor

W1 Total salary and wages figure is from the profit & loss statement.

W2 Amount withheld from payments shown in W1 figure, is from the balance sheet report.

T1 PAYG Instalment Income (GST Excl Amount) - Calculation

| | GST Incl | GST Excl |
|---------------------------|----------|----------|
| Sales | 550,000 | 500,000 |
| Export Sales | | 125,000 |
| Other GST-free Sales | | 4,400 |
| Residential Rent Received | | 11,000 |
| Commercial rent Received | 22,000 | 20,000 |
| Interest Received | | 660 |
| | | <hr/> |
| | | 661,060 |

5A Income TAX Instalment Calculation

| | |
|--------------------|-----------|
| \$ 661 060 * 3.75% | 24,789.75 |
| Rounded to | 24,790 |

The answer provided by the student must match the sample answer below.

| | |
|---------------------------------------|--|
| Contact phone number | <input type="text" value="0408 111 999"/> |
| Contact person who completed the form | <input type="text" value="Students Name"/> |

| Goods and services tax (GST) | |
|---|---------|
| <input type="checkbox"/> Option 1: Calculate GST and report quarterly Total sales G1 \$ <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 Does the amount shown at G1 include GST? (indicate with X) <input type="checkbox"/> Yes <input type="checkbox"/> No Export sales G2 \$ <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 Other GST-free sales G3 \$ <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 Capital purchases G10 \$ <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 Non-capital purchases G11 \$ <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 Report GST on sales at 1A and GST on purchases at 1B in the Summary section over the page and then complete the other sections | |
| G1 | 713,610 |
| | Yes |
| G2 | 125,000 |
| G3 | 4,400 |
| G10 | 3,300 |
| G11 | 277,026 |

| PAYG tax withheld | |
|--|---------|
| Total salary, wages and other payments W1 \$ <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 Amount withheld from payments shown at W1 W2 \$ <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 Amount withheld where no ABN is quoted W4 \$ <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 Other amounts withheld (excluding any amount shown at W2 or W4) W3 \$ <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 Total amounts withheld (W2 + W4 + W3) W5 \$ <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 Write the W5 amount at 4 in the Summary section over the page and then complete the other sections | |
| W1 | 160,000 |
| W2 | 18,750 |
| W4 | 0 |
| W3 | 0 |
| W5 | 18,750 |

| Fringe benefits tax (FBT) instalment | |
|---|---|
| F1 \$ <input type="text"/> Write the F1 amount at 6A in the Summary section OR if varying this amount, complete F2, F3, F4 Estimated FBT for the year F2 \$ <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 Varied amount for the quarter F3 \$ <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 Write the F3 amount at 6A in the Summary section Reason code for variation F4 <input type="text"/> <input type="text"/> | |
| F1 | 0 |
| F2 | 0 |
| F3 | 0 |
| F4 | 0 |

| | |
|---|------------------------------|
| Payment or refund? | |
| Is 8A more than 8B? (Indicate with X) | |
| <input type="checkbox"/> Yes, then write the result of 8A minus 8B at 9. This amount is payable to the Tax Office. | <input type="checkbox"/> Yes |
| <input type="checkbox"/> No, then write the result of 8B minus 8A at 9. This amount is refundable to you (or offset against any other tax debt you have). | <input type="checkbox"/> No |
| Your payment or refund amount | |
| 9 \$ <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"/> .00 | 9 70,453 |
| ⓘ Do not use symbols such as +, -, /, \$ | |

c. Use the table below to assess Cathy’s Clothing’s cash flow situation as of 28 October 2020 to ensure sufficient funds are available to meet tax, super and other statutory requirements.

| Projected Cash Flow Cathy’s Clothing as at 28/10/2020 | |
|--|----------------------|
| Balance as per ANZ Trading Account | \$ 21,500.00 |
| Balance as per ANZ Term Saver Account | \$ 80,000.00 |
| Accounts Receivable recoverable by 28 October 2020 (75% September Balance) | \$ 39,015.75 |
| Sales (projected revenue 28 October 2020) | \$167,000.00 |
| Total projected cash available | \$307,515.75 |
| Liabilities | |
| BAS liability | \$ 70,453.00 |
| Superannuation | \$ 14,400.00 |
| Accounts Receivable Payable by 28 October 2020 (90% of September Balance) | \$ 86,400.00 |
| Stock (committed purchases) | \$ 80,000.00 |
| Wages October 2020 | \$ 53,333.00 |
| Other Expenses (33% of July - September amount) | \$ 21,929.10 |
| | \$326,515.10 |
| | |
| Net Projected Cash Position as at 28/10/2020 | -\$ 18,999.35 |

Using the email template below, draft an email to Cathy explaining the Net Projected Cash position of Cathy’s Clothing as of 28 October 2020. In the email, you must:

- Explain the net projected cash position of Cathy’s Clothing as of 28/10/2020.
- Identify the due date to lodge and pay the quarterly BAS when lodging by mail
- Explain what options Cathy has if she cannot pay and lodge her BAS by the due date.

[Approximate word count: 300-350 words]

Marking Guide

Student name: <<Insert student name here>>

FNSTPB401 Complete business activity and instalment activity statements

Student number: <<Insert student number here>>

Page 7 of 29

The student must draft an email to Cathy explaining the Net Projected Cash position of Cathy's Clothing as of 28 October 2020. In the email, they must:

- Explain the net projected cash position of Cathy's Clothing as of 28/10/2020.
- Identify the due date to lodge and pay the quarterly BAS when lodging by mail
- Explain what options Cathy has if she cannot pay and lodge her BAS by the due date.

The answer provided by the student must reflect the sample answer below.

To: Cathy Goodwin [c.goodwin@cathysclothing.student.com.au]
 From: Sam Morgan [s.morgan@acefinance.student.com.au]
 Date/time: Friday 6 May 2020, 11:10 a.m.
 Subject: Net Projected Cash flow position

Good afternoon Cathy,

I hope you are well.

I have reviewed the cash flow position of Cathy's Clothing to assess if there will be sufficient funds to meet your September 2020 tax requirements.

Based on the information you have provided in FNSTPB401_02_Project_BAS data, the business will have a net cash deficit of approximately \$19K at the end of October. This will result in there being insufficient funds to pay your statutory requirements, including BAS liabilities, when they fall due on 28/10/2020.

I have included a copy of my calculation which provides for the cash at bank balances as at 30 September 2020, projected cash inflows and outflows for October, and current liabilities that will fall due in October.

| | |
|--|---------------------|
| Balance as per ANZ Trading Account | \$ 21,500.00 |
| Balance as per ANZ Term Saver Account | \$ 80,000.00 |
| Accounts Receivable recoverable by 28 October 2020 (75% September Balance) | \$ 39,015.75 |
| Sales (projected revenue 28 October 2020) | \$167,000.00 |
| Total projected cash available | \$307,515.75 |
| Liabilities | |
| BAS liability | \$ 70,453.00 |
| Superannuation | \$ 14,400.00 |
| Accounts Receivable Payable by 28 October 2020 (90% of September Balance) | \$ 86,400.00 |
| Stock (committed purchases) | \$ 80,000.00 |
| Wages October 2020 | \$ 53,333.00 |
| Other Expenses (33% of July - September amount) | \$ 21,929.10 |
| | \$326,515.10 |
| | |

| | |
|---|----------------------|
| | |
| Net Projected Cash Position as at 28/10/2020 | -\$ 18,999.35 |
| | |

You are obligated to lodge and pay your BAS before the due date. If you cannot meet this deadline, you should contact the ATO as soon as possible. They may be able to work with you to set up a payment plan that lets you pay by instalments rather than all at once. However, you still need to lodge your activity statement on time, even if you cannot pay by the due date.

If you have any further questions, please do not hesitate to contact me.

Kind Regards,
Sam Morgan



Sam Morgan
Trainee Accountant – ACE Finance
PO Box 298 Geebung Qld, 4220
Phone: 1800 111 222
www.ace.finance.com.au

Assessment checklist:

Students must have completed all questions within this assessment before submitting. This includes:

| | | |
|--------|--|--|
| Task 1 | Updated Awesome Landscapes Policy and Procedure Manual | <input type="checkbox"/> |
| Task 2 | Completed Email Templated - Scope of services Ace Finance offer | <input type="checkbox"/> |
| Task 3 | Client Engagement Letter | <input type="checkbox"/> |
| Task 4 | Completed Professional Development Plan | <input type="checkbox"/> |
| Task 5 | <ul style="list-style-type: none"> a. Completed GST Calculation Worksheet for BAS b. Completed BAS Summary Report c. Completed Cash Flow Statement Completed Email Template - Net Projected Cash Flow Position | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |



Congratulations, you have reached the end of Assessment 2.



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