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Annual General Meeting (AGM)

The Annual General Meeting of Contributors, Beneficiaries and Potential Beneficiaries of the Fund will be held on Thursday 19th October 2023 at 5.15pm. This will be in conjunction with the Annual General Meeting of the Trustee and will be held at the Bellerive Yacht Club, 64 Cambridge Road Bellerive.

The Chairperson and Board Members will be in attendance and they wish to extend an invitation to all Registered Employers to attend. Pre-registrations must be made for this event prior to the 13th of October by emailing secretary@tasbuild.com.au or phoning (03) 6294 0807. Light refreshments will be available at the completion of the meeting.

Copies of the audited accounts of the Fund and a summary of the activities for the 2022/2023 financial year will be available at the meeting and also from the TasBuild offices at Level 3, 6 Bayfield Street, Rosny Park or online at www.tasbuild.com.au, after the 20th of October 2023.

Mark Williams CEO

Auto Populated Employer Returns

If you have not taken advantage of updating your file to have your Employer Returns set to Auto Populate then we highly recommend that you do.

These pre-populated returns are automatically generated and have been implemented to simplify the completion of returns for you. Employers already using this option have found it is easy to use and saves them time when completing their returns.

The returns process remains the same for you except we prefill the information for full time employees for you! This pre-populated information is based on our system calculating the employee's daily pay rate multiplied by the number of actual ordinary time days in the month. So, the only time you need to worry about adjusting the returns is for the following reasons;

- an employee has had a day off without pay;
- an employee has had a wage increase or decrease during the period of the return;
- employment is terminated; and
- adding details to calculate the information for casual and part time workers (including labour only sub-contractors).

The return then just needs to be reviewed and submitted to our office for a tax invoice to be generated for payment.

If you wish to update to this method of completing returns please contact us on 6294 0807 or secretary@tasbuild.com.au and we can update your file.

Checklist for Employer Returns and Contributions

Monthly returns are generated on or around the 22nd of each month and must be submitted within 14 days of the end of each return period. Once you have submitted a return, you have until the end of the month after the contribution invoice is issued to make a payment ie. Returns for August need to be submitted by 14th September and paid by the 31st October.

Note: The above timelines only apply if you submit your returns by the required due dates. If you do lodge your returns and pay invoices within the required timeframes, you will be charged at the discounted rate of 1.8%.

It is very important that the information declared on your Employer Return is correct as this information is used to calculate your employee's long service leave entitlement. Please see below table for what you should and should not be reporting on returns.

| DO REPORT and CONTRIBUTE ON | DON'T REPORT or CONTRIBUTE ON |
|-------------------------------|---|
| Ordinary Pay | Overtime |
| Casual Employees | Casual Loading |
| Annual Leave | Annual Leave Loading Accumulated Annual Leave Paid on Termination Accumulated Annual Leave Cashed Out |
| Paid Sick Leave | Unpaid Leave |
| Rostered Days off | Accumulated RDO's Paid on Termination Accumulated RDO's Paid Out |
| Workers Compensation Payments | Redundancy Payments |
| Public Holidays | Bonuses |
| Tool Allowance | Accommodation/Living away from Home Allowance |
| Industry Allowance | Meal Allowance |
| Leading Hand Allowance | Travel Allowance |
| First Aid Allowance | Vehicle Allowance |

Allowances include any regularly paid allowance in addition to the workers ordinary pay as noted above ie. tool, industry, leading hand/supervisor and/or first aid. It is to be included and reported on where the worker is entitled to that allowance for the whole, or greater portion of the time in which they are engaged.

This should be considered as a guideline only and please contact us if you would like to discuss any particular allowances or payments that may or may not need to be included.

If you have any questions about any topics covered in this newsletter or general questions, please do not hesitate to contact us via email on secretary@tasbuild.com.au or call on (03) 6294 0807. Also, if there is anything you would like us to include in the next newsletter, please let us know.

The information contained in this Employer Newsletter is of a general nature and does not constitute legal advice. We encourage you to seek your own professional advice to find out how the Construction Industry (Long Service) Act applies to you.