



FNSTPB401

ASSESSOR GUIDE

Complete business activity and instalment activity statements

Assessment 3 of 4

Case Study



Assessment Details

This section is for SUT VE Quality and Compliance review and feedback and must be deleted in the student version of the assessment.

SECTION 1		
UNIT OF COMPETENCY DETAILS		
Code	Title	
FNSTPB401	Complete business activity and instalment activity statements	
COURSE AND MODULE DETAILS		
<i>Assessments may be published in more than one course. Add lines for additional courses as needed.</i>		
Course Code (UPed)	Module Number (Order)	Module Code (UPed)
SUT4001A	14	M00084B
SUT4001B	14	M00084B
ASSESSMENT TYPE		
Assessment Method:	Case Study	
<i>Select all that apply.</i>		

SECTION 2
STUDENT INSTRUCTIONS
<i>The following instructions detail the requirements of the assessment and are captured in the LMS assessment page. This includes a description of the student instructions, associated files and submission instructions.</i>
Student instructions
This is assessment 3 of 4 assessments for FNSTPB401. Complete business activity and instalment activity statements This assessment requires you to complete five (5) tasks to test your knowledge and the skills needed for this unit. To be assessed as competent, you must complete all tasks in the spaces required, in MYOB or the attached documents. You are required to download your assessment by clicking on the assessment document icon below (see Let's begin) and upload your completed assessment for submission.
Supporting documents
<ul style="list-style-type: none">• The Green Treehouse Chart of Accounts [* .txt]• FNSTPB401_03_Case Study_Balance Sheet 30 June 2022• FNSTPB401_03_Case Study_Wages summary June 2022• FNSTPB401_03_Case Study_The Green Treehouse P&P Manual• FNSTPB401_03_Case Study_Profit & Loss June 2022• FNSTPB401_03_Case Study_Bank Statement.

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

Student number: <<Insert student number here>>

Files for submission	
Task 1	Screenshot of GST report
Task 2	<ul style="list-style-type: none"> b. Complete the Superannuation Calculation June 2022 table (include a screenshot of the balance sheet figure the student has reconciled to) c. Completed BAS table d. Completed BAS table e. Completed BAS table f. Completed BAS table
Task 3	<ul style="list-style-type: none"> a. Completed Email Template – Andrew Black b. Procedure for lodging BAS online
Task 4	Screenshot of GST report
Task 5	Screenshot of bank reconciliation report.
Submission instructions	

PDF File Submissions

Please save all Word documents as PDF files before submitting.

IMPORTANT: Word documents will **not** be accepted.

Most modern web browsers can open and display a PDF file. If you have an older operating system, however, you may need a PDF reader installed on your device such as the Acrobat Reader, available from Adobe.

Windows: Word 2013 and newer

Choose **File > Export > Create PDF/XPS**.

Windows: Word 2010

Click the **File** tab

Click **Save As**

- To see the Save As dialog box in Word 2013 and Word 2016, you have to choose a location and folder

In the **File Name** box, enter a name for the file, if you haven't already

In the **Save as** type list, click **PDF (*.pdf)**.

- If you want the file to open in the selected format after saving, select the Open file after publishing check box.

- If the document requires high print quality, click Standard [publishing online and printing].

- If the file size is more important than print quality, click Minimum size [publishing online].

Click **Options** to set the page to be printed, to choose whether markup should be printed, and to select output options. Click **OK** when finished.

Click **Save**.

macOS: Office for Mac

To save your file as a PDF in Office for Mac follow these easy steps:

1. Click the **File**
2. Click **Save As**
3. Click **File Format** towards the bottom of the window
4. Select **PDF** from the list of available file formats
5. Give your file a name, if it doesn't already have one, then click **Export**

For more detailed instructions, refer to [Microsoft Support](#).

SECTION 3

ASSESSMENT TASK CRITERIA AND OUTCOME

This assessment will be graded as Satisfactory (S) or Unsatisfactory (US).

To achieve Satisfactory; valid, sufficient, authentic, and current evidence of meeting the criteria must be submitted.

Refer to the mapping spreadsheet for details for this unit.

SECTION 4

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

Student number: <<Insert student number here>>

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ASSESSMENT DETAILS

Please refer to SECTION 2 to confirm how the assessment tools will be built and the methods that will be used to collect evidence, i.e., Student's will type answers directly into LMS or will upload files of completed assessment tasks.

The STUDENT INSTRUCTIONS above will be added directly into the LMS.

All associated files will be accessed via the LMS, as will any Assessor Guides, Matrix, Templates etc.

Students and Assessors have restricted permissions in the LMS. Assessor Guides, including model answers, will be available to Assessors ONLY.

The following pages contain the draft assessment which will be built into the LMS once reviewed. This includes:

- Instructions to students
- Questions /tasks
- Templates /tables where applicable
- Links to supporting files /websites
- Instructions to assessors
- Sample answers /examples of benchmark answers

SECTION 5

STAKEHOLDERS AND SIGN OFF

List all that apply for each of the stakeholder roles below.

UPed Learning Designer/Author name	Gayelene Townsend
SOE Quality and Compliance Manager name	
SUT VE Quality Compliance name	Simon Hitchick
Date Approved	

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 1 - Identify, code and record sales and receipts
- Task 2 - Calculate wages, payroll liabilities and GST amounts for June 2022 BAS
- Task 4 - Identify, code and record purchases and payments
- Task 5 - Complete bank reconciliation

Please refer to the additional independent supervision instructions.

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>>

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Assessment Instructions

Assessment overview

This is assessment 3 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.

This assessment task is divided into five (5) tasks, and some tasks have sub-parts. Read each question carefully before typing your response in the space provided or in the attached document, or in MYOB Business

Additional resources and supporting documents

To complete this assessment, you will need the following:

Additional resources:

- Access to your learning materials
- Access to a computer, the internet and email
- Access to Microsoft Word, MS Excel and Adobe Acrobat Reader
- Basic calculator (handheld or on a computer)
- Access to MYOB Business

Supporting documents:

- The Green Treehouse Chart of Accounts [* .txt]
- FNSTPB401_03_Case Study_Balance Sheet 30 June 2022
- FNSTPB401_03_Case Study_Wages summary June 2022
- FNSTPB401_03_Case Study_The Green Treehouse P&P Manual
- FNSTPB401_03_Case Study_Profit & Loss June 2022
- FNSTPB401_03_Case Study_Bank Statement.

This assessment uses a simulated not-for-profit business called The Green Treehouse, an early learning centre in Bendigo, Victoria. To complete the assessment tasks, you will need to access information, documents, and templates associated with The Green Treehouse. The supporting documents you will need to complete the assessment can be downloaded from the learning platform under Module 14 Assessment 3 tab. You must complete all tasks and their parts correctly in the spaces provided, in MYOB or the attached documents to achieve a satisfactory outcome for this assessment.

For this assessment, you will role-play Alex Traeger, the newly employed bookkeeper for The Green Treehouse Inc.

The management committee have decided to move from a ledger-style to a software-based accounting system. They have met with their accountant, and he has recommended MYOB Essentials™. You have been tasked with configuring the new system and entering the end-of-financial year balances.

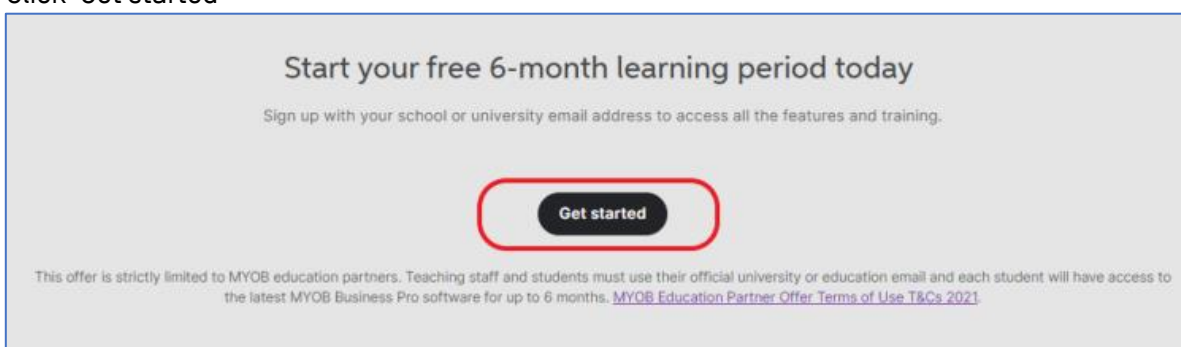
MYOB Essentials™ is a cloud-based software package that can be accessed via a range of devices. It is NOT recommended that you use your mobile phone to complete this task. We recommend that you use 'Chrome' as your browser.

You must perform the following steps to prepare the MYOB Business file so that you can complete the assessment tasks that follow. The setup of MYOB Business does not form part of this assessment. If you have questions about setting up your MYOB file, please contact your assessor through the forum attached to this module.

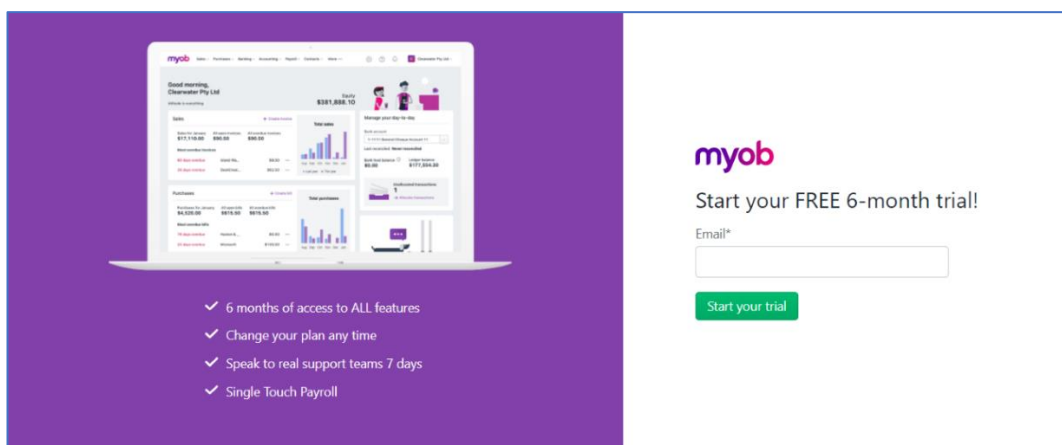
Setting up the MYOB Business™ data file for The Green Treehouse Inc.

Go To <https://www.myob.com/au/campaign/education-trial> and follow the steps below.

Step 1 – Click 'Get started'



Step 2 – Enter the email address you use to access your Swinburne Open Education course and click 'Start your trial'.



Step 3 – Add your first name, last name, phone number and Business Name – The Green Treehouse Inc. Then select 'Sign in to create a new trial'.

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

Student number: <<Insert student number here>>

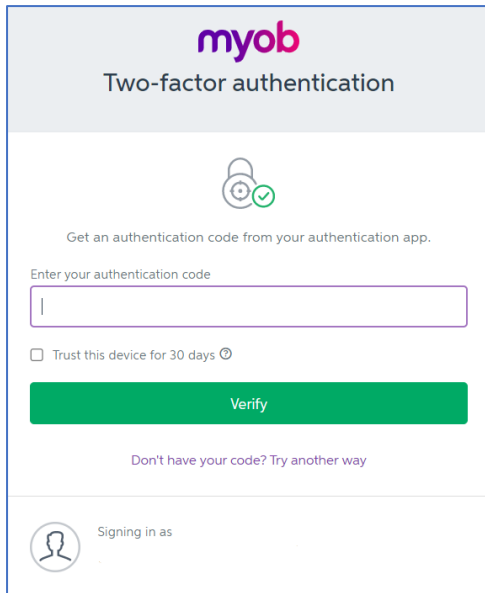
The image shows a laptop displaying the myob dashboard. The dashboard includes a greeting, company name, and various financial charts and tables. To the right of the laptop is a sign-up form titled 'Start your FREE 6-month trial!'. The form includes fields for Email, First name (Alex), Last name (Traeger), Phone number (+61408111029), and Business name (The Green Treehouse Inc.). A green button at the bottom of the form says 'Sign in to create a new trial'.

- ✓ 6 months of access to ALL features
- ✓ Change your plan any time
- ✓ Speak to real support teams 7 days
- ✓ Single Touch Payroll

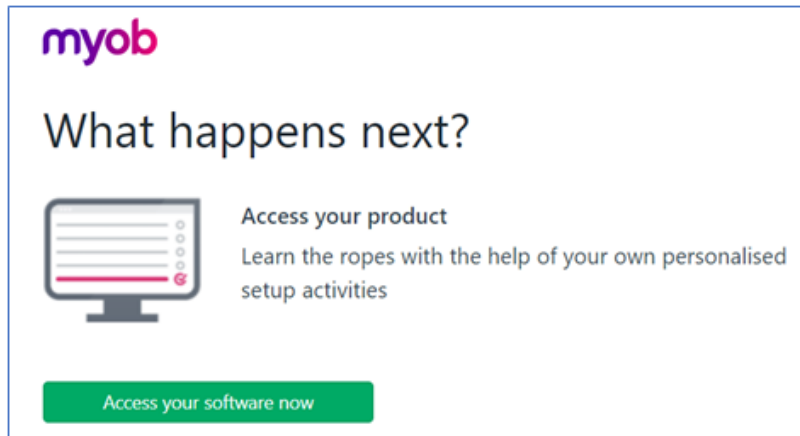
Step 4 - Set your MYOB password and select 'Sign in'.

The image shows the myob sign-in page. It features the myob logo at the top, followed by the text 'Sign in to MYOB'. Below this are two input fields: 'Email address' and 'Password'. The password field has a toggle icon for visibility. There is a link for 'Forgotten your password?' and a large green 'Sign in' button. At the bottom, there is a link for 'Don't have an account? Sign up'.

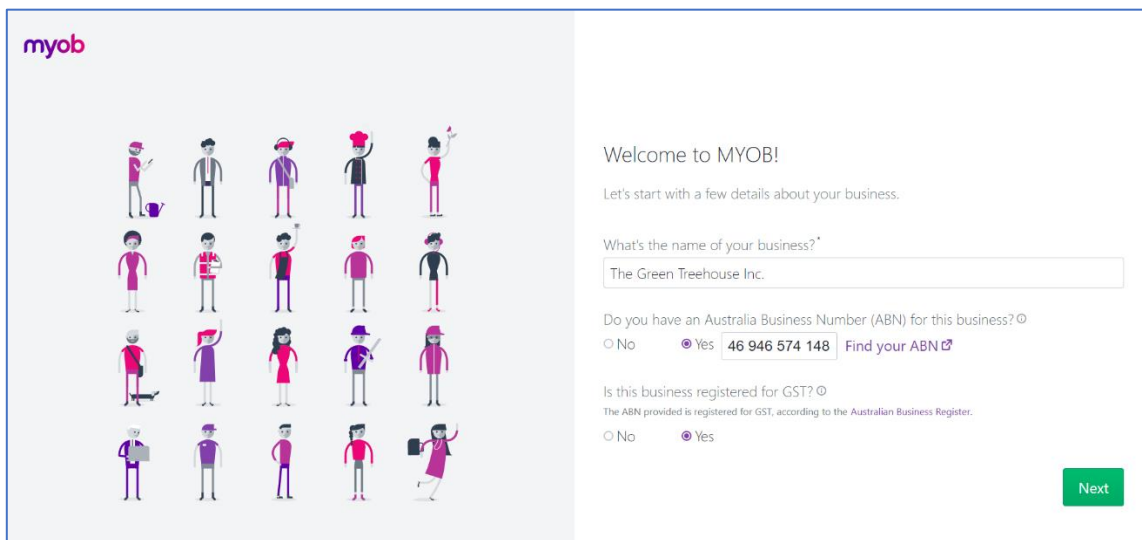
Step 5 – Enter the 2FA authentication code from your authentication and select 'Verify'.



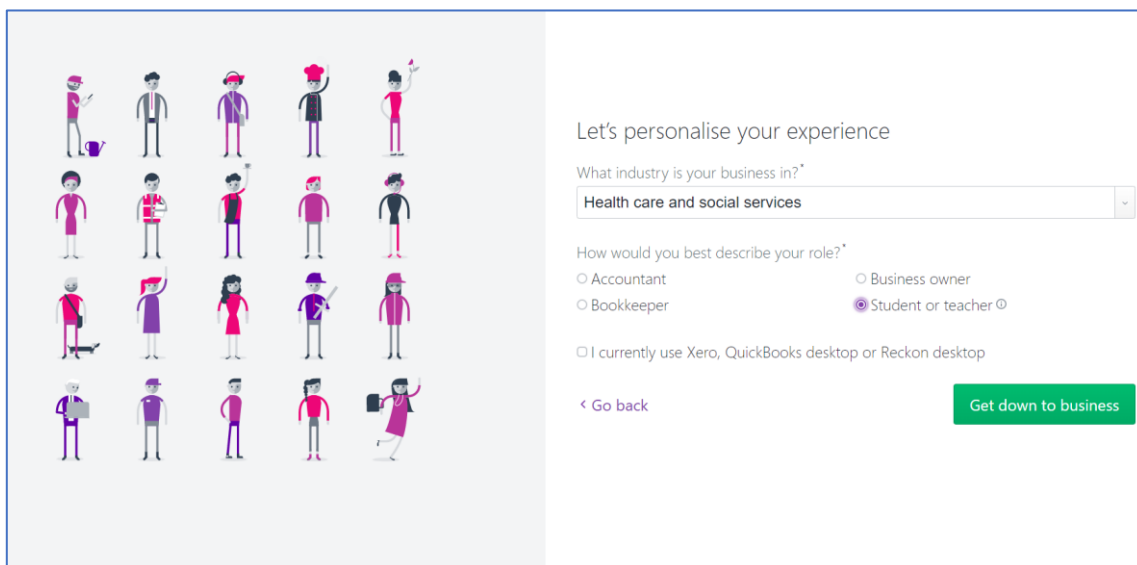
Step 6 – Select 'Access your software now'.



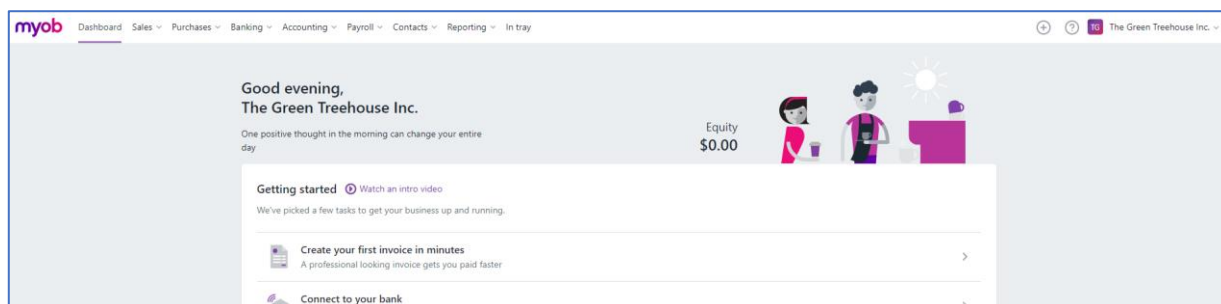
Step 7 - Add the business details and select 'next'.



Step 8 – Use ‘Health care and social services’ from the dropdown menu for your business's industry and select Student or teacher as your role. Then select ‘Get down to business’.



Once you have completed these steps, you will be redirected to the MYOB dashboard.



Step 9 - Enter The Green Treehouse Inc.'s business details.

Open the ‘Business details’ page to update the business information. This can be accessed via clicking on the business name on the top-right of the screen and selecting ‘Business settings’. Select ‘Business details’. Use the following information to complete the required sections.

Business Details	
Business name	The Green Treehouse Inc.
Trading name	The Green Treehouse Inc.
ABN	46 946 574 148
ACN	946 574 148
Client code	TGT 001
Industry Details	
Business industry	Health Care and Social Assistance
Specific industry code	Child Care Services

Contact details	
Address	78 Playground Circle Bendigo VIC 3550
Website	http://thegreentreehouse.com
Email	info@thegreentreehouse.student.com.au
Phone	03 4033 7890
Financial year	
Current financial year	2023
Last month in financial year	June
Opening balance date	July 2022
Lock date	
Lock date	30/06/2022

When you have finished, click 'Save'.

Step 10 - GST settings

Stay on this page and click on the GST Settings tab. Currently, this tab is related to the Invoice function – If you say NO, your invoice will state 'Invoice'. If you select YES, your invoice will state 'Tax Invoice'.

GST settings	
Is this business registered for GST?	Yes
Reporting frequency	Quarterly

When you have finished, click 'Save'. MYOB will confirm that the GST information you have just entered is saved.

Step 11 - Report settings

Click on the business name on the top-right of the screen and select 'Report settings'. Select 'Business settings'. Use the following information to complete the required sections.

Accounting method	
Default accounting method	Accrual
GST reporting method	
Accounting method you use to report GST	Accrual
GST clearing account	GST Balance
GST reporting frequency for this business	Quarterly
Exceptions alert	
Choose how you would like to see alerts for outstanding exceptions	Show exceptions alert

When you have finished, click 'Save'.

Stay on this page and click on the 'User preferences' tab.

Year-end adjustments	
elect how you would like year-end adjustments shown in your reports	Include
Display negative amounts	
Select how you would like to display negative values	In brackets [100]
Other preferences	
Select the default accounting method used by this business	<ul style="list-style-type: none"> • Account numbers • Currency symbols • Cents
PDF styling	
Default PDF style template to apply	Default
PDF export	
Default behaviour for exporting a PDF	Open PDF export in a new tab
Report Pack template	
Report pack template	Monthly Management Report

When you have finished, click 'Save'.

Step 12 – Import the Chart of Accounts

Download and save a copy of 'The Green Treehouse Chart of Accounts' file onto your desktop.

In MYOB, click your business name and choose 'Import and export data'.

Click the 'Import' tab.

Import	
Data type	Chart of accounts
Upload file	The Green Treehouse Chart of Accounts [saved on your desktop]
If duplicate records are found	Update existing data Leave unticked 'Delete unused accounts'

When you have finished, click 'Import'.

Step 13 – Enter the opening balances for The Green Treehouse Inc.

Download FNSTPB401_03_Case Study_Balance Sheet 30 June 2022

In the main menu, select the 'Accounting' tab and select 'Chart of accounts' from the down menu. Use the 'Edit Accounts' function to enter the opening balances from the balance sheet.

CHECK POINT!

Once you have completed Step 13 and saved all the changes you made, check that everything has been recorded correctly by generating a balance sheet as at 30/06/2022.

Go back to the Dashboard. Click on the 'Reporting' function to open the dropdown list. Select 'Reports', then look for your 'Balance sheet'. Run the report and check the general ledger accounts and balances agree with the balance sheet report below.

Balance sheet report

30 Jun 2022

	Total
1-0000 Assets	
1-1000 Current Assets	
1-1100 Bank Accounts	
1-1110 ANZ Business Bank Account	\$115,398.00
1-1120 ANZ Business Saver Account	\$500,000.00
1-1160 Petty Cash	\$500.00
Total Bank Accounts	\$615,898.00
1-1200 Accounts Receivable	\$18,638.00
Total Current Assets	\$634,536.00
1-2000 Non-Current Assets	
1-2100 Property, Plant & Equipment	
1-2110 Freehold Land - At cost	\$322,500.00
1-2310 Buildings - At cost	\$297,230.00
1-2320 Accum. Depr. Buildings	(\$131,385.00)
1-2510 Plant & Equipment - At cost	\$185,640.00
1-2520 Accum. Depr. Plant & Equipment	(\$103,075.00)
1-2710 Computers - At cost	\$11,325.00
1-2720 Accum. Depr. Computers	(\$6,110.00)
Total Property, Plant & Equipment	\$576,125.00
Total Non-Current Assets	\$576,125.00
Total Assets	\$1,210,661.00
2-0000 Liabilities	
2-0010 Current Liabilities	
2-1100 Enrolment Fees Held	\$38,665.00
2-1110 Fees Paid in Advance	\$8,870.00
2-1140 Accounts Payable	\$3,905.00
2-1211 GST Liabilities	
2-1212 GST Balance	(\$635.00)
Total GST Liabilities	(\$635.00)
2-1350 PAYG Withholding Payable	\$14,014.00
2-1355 Superannuation Payable	\$19,838.00
2-1400 Wages Provisions	
2-1410 Provision for Accrued Wages	\$13,318.00
2-1420 Provision for Annual & Sick Leave	\$42,595.00
2-1430 Provision for Long Service Leave	\$29,515.00
Total Wages Provisions	\$85,428.00
Total Current Liabilities	\$170,085.00
2-2000 Non Current Liabilities	
2-2110 Provision for Capital Works	\$234,555.00
Total Non Current Liabilities	\$234,555.00
Total Liabilities	\$404,640.00

	Total
Net Assets	\$806,021.00
3-0000 Equity	
3-8000 Retained Earnings	\$692,146.00
3-9999 Historical Balancing	\$113,875.00
Total Equity	\$806,021.00

Enter the following unpaid invoices and purchase in MYOB Essentials, as at the first day you started using MYOB Essentials. If you need to refresh your understanding on how to do this, please refer to the [MYOB - Entering historical sales and purchases](#)

Outstanding Accounts Receivable			
Date	Customer	Invoice Number	Amount
25/06/2022	Kong Family	INV- 000456	\$7,500.00
25/06/2022	Strada Family	INV- 000469	\$4,000.00
28/06/2022	Lang Family	INV- 000513	\$2,500.00
30/06/2022	Novoa Family	INV- 000531	\$4,638.00
Total			\$18,638.00

Outstanding Accounts Payable			
Date	Supplier	Invoice Number	Amount
20/06/2022	Telstra	INV-087 000 231	\$605.00
25/06/2022	Modern Teaching Aids	MTA00022399	\$3,300.00
Total			\$3,905.00

The setup of MYOB Business for The Green Treehouse Inc. is now complete. You are now ready to attempt assessment Task 1.

Task 1 – Identify, code and record sales and receipts


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.


Student Instructions

For this assessment task, you must use The Green Treehouse Inc.'s MYOB Business file to process the sales and receipts transactions that occurred in July 2022. In addition to creating invoices, you will need to use the:

- 'Receive money' function to record payments that have been deposited directly into the bank account
- 'Create invoice payment' function to record invoice payments from customers.

Review the following sales and receipts transactions. Determine their GST classifications using the [ATO Business website](#) and referring to The Green Treehouse Inc's Policy and Procedure Manual [extract]. Record the transaction in MYOB Business using the correct GST classification. Generate a GST report for July – September 2022. Export the report as a PDF, use the snipping tool to capture a screenshot of the report and paste the screenshot into the table below.

Transaction Date	Business Transaction	Your Bookkeeping Task															
01/07/2022	Invoiced the following Childcare Fees: <ul style="list-style-type: none"> • Read Family - \$1,755.00 • Arkell Family - \$1,685.00 • Duan Family - \$1,895.00 • Bowles Family - \$1,695.00 • Kong Family - \$1,625.00 • Uln Family - \$1,490.00 	Create a new invoice for each family for two (2) weeks of childcare fees.															
04/07/2022	Received Childcare Subsidy (CCS) \$6,980.00	Receipt, the Childcare Subsidy, deposited into the bank account as a receive money transaction.															
05/07/2022	Fees from parents deposited into bank account \$3,225.00	Receipt fees paid directly into the bank account as a receive money transaction.															
08/07/2022	Received payment for Invoice 000456 \$6,000.00	Receipt Invoice payment															
11/07/2022	Received Childcare Subsidy (CCS) \$8010.00	Receipt Childcare subsidy deposited into the bank account as receive money transactions.															
11/07/2022	Banked \$145.00 cash from the sale of sun hats and T-shirts.	Receipt money banked from selling sun hats and T-shirts as receive money transaction.															
15/07/2022	Received quarterly Sessional Kindergarten Services Grant payment of \$4,340.88.	Receipt Sessional Kindergarten Services Grant payment.															
	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">RECIPIENT CREATED TAX INVOICE</p> <p>RECIPIENT VIC DEPARTMENT OF EDUCATION GPO Box 4367 MELBOURNE VIC 3001 ABN: 66 661 411 605</p>  <p>SUPPLIER THE GREEN TREEHOUSE INC 78 PLAYGROUND CIRCLE BENDIGO VIC 3550 ABN: 46 946 574 148</p> <p>Vendor No. 42034570 Invoice No. 2801189855 Reference No. 48252722CH Invoice Date 15/07/2022 For assistance 1300 366 356</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Details</th> <th>Quantity</th> <th>Base Amount</th> <th>GST</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>The Green Treetop Inc Sessional Kindergarten Services</td> <td style="text-align: center;">1</td> <td style="text-align: right;">3946.25</td> <td style="text-align: right;">394.63</td> <td style="text-align: right;">4340.88</td> </tr> <tr> <td>Total (Any GST Shown is Payable by the Supplier)</td> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$3,946.25</td> <td style="text-align: right; border-top: 1px solid black;">\$394.63</td> <td style="text-align: right; border-top: 1px solid black;">\$4,340.88</td> </tr> </tbody> </table> <p style="text-align: center;">DO NOT PAY THIS INVOICE</p> <p>Written Agreement The recipient and the supplier declare that this agreement relates to the above supplies. The recipient will issue tax invoices in respect of these supplies. The supplier will not issue tax invoices in respect of these supplies. The supplier acknowledges that it is registered for GST and that it will notify the recipient if it ceases to be registered. The recipient acknowledges that it is registered for GST and that it will notify the supplier if it ceases to be registered. Acceptance of this recipient created tax invoice (RCTI) constitutes acceptance of the terms of this written agreement. Both parties to this supply agree that they are parties to an RCTI agreement as outlined in GSTR 2000/10. The supplier agrees to notify the recipient if the supplier does not wish to accept the proposed agreement.</p> </div>	Details	Quantity	Base Amount	GST	Total Amount	The Green Treetop Inc Sessional Kindergarten Services	1	3946.25	394.63	4340.88	Total (Any GST Shown is Payable by the Supplier)		\$3,946.25	\$394.63	\$4,340.88	
Details	Quantity	Base Amount	GST	Total Amount													
The Green Treetop Inc Sessional Kindergarten Services	1	3946.25	394.63	4340.88													
Total (Any GST Shown is Payable by the Supplier)		\$3,946.25	\$394.63	\$4,340.88													
15/07/2022	\$2,000.00 donation received from Novoa Family towards replacement window frames.	Receipt donation to building fund as receive money transaction.															

18/07/2022	Received Childcare Subsidies [CCS] <ul style="list-style-type: none"> \$4,755.00 \$185.00 	Receipt Childcare subsidy deposited into the bank account.															
19/07/2022	Received payment for Invoice 000469 \$4,000.00	Receipt Invoice payment															
20/07/2022	Received quarterly Long Day Care Services Grant payment \$3,090.73 <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">RECIPIENT CREATED TAX INVOICE</p> <p>RECIPIENT VIC DEPARTMENT OF EDUCATION GPO Box 4367 MELBOURNE VIC 3001 ABN: 66 661 411 605</p>  <p>SUPPLIER THE GREEN TREEHOUSE INC 78 PLAYGROUND CIRCLE BENDIGO VIC 3590 ABN: 46 946 574 148</p> <p>Vendor No. 42034570 Invoice No. 2801191234 Reference No. 48288734CLDC Invoice Date 20/07/2022 For assistance 1300 366 356</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Details</th> <th>Quantity</th> <th>Base Amount</th> <th>GST</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>The Green Treetop Inc Long Day Care Services</td> <td style="text-align: center;">1</td> <td style="text-align: right;">2809.75</td> <td style="text-align: right;">280.98</td> <td style="text-align: right;">3090.73</td> </tr> <tr> <td>Total (Any GST Shown is Payable by the Supplier)</td> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$2,809.75</td> <td style="text-align: right; border-top: 1px solid black;">\$280.98</td> <td style="text-align: right; border-top: 1px solid black;">\$3,090.73</td> </tr> </tbody> </table> <p style="text-align: center;">DO NOT PAY THIS INVOICE</p> <p>Written Agreement The recipient and the supplier declare that this agreement relates to the above supplies. The recipient will issue tax invoices in respect of these supplies. The supplier will not issue tax invoices in respect of these supplies. The supplier acknowledges that it is registered for GST and that it will notify the recipient if it ceases to be registered. The recipient acknowledges that it is registered for GST and that it will notify the supplier if it ceases to be registered. Acceptance of this recipient created tax invoice (RCTI) constitutes acceptance of the terms of this written agreement. Both parties to this supply agree that they are parties to an RCTI agreement as outlined in GSTR 2000/10. The supplier agrees to notify the recipient if the supplier does not wish to accept the proposed agreement.</p> </div>	Details	Quantity	Base Amount	GST	Total Amount	The Green Treetop Inc Long Day Care Services	1	2809.75	280.98	3090.73	Total (Any GST Shown is Payable by the Supplier)		\$2,809.75	\$280.98	\$3,090.73	Receipt Long Day Care Services Grant payment
Details	Quantity	Base Amount	GST	Total Amount													
The Green Treetop Inc Long Day Care Services	1	2809.75	280.98	3090.73													
Total (Any GST Shown is Payable by the Supplier)		\$2,809.75	\$280.98	\$3,090.73													
21/07/2022	Fees from parents deposited into bank account \$5,950.00	Receipt fees paid directly into the bank account as receive money transactions.															
22/07/2022	Invoiced the following Childcare Fees: <ul style="list-style-type: none"> Scrivner Family - \$1,245.00 Lang Family - \$875.00 Strada Family - \$1,765.00 Huynh Family - \$1,235.00 	Create a new invoice for each family for two (2) weeks of childcare fees.															
25/07/2022	Received Childcare Subsidy [CCS] \$7,125.00	Receipt Childcare subsidy deposited into the bank account.															
28/07/2022	Payment Lang Family Invoice 000513 \$2,500.00	Invoice payment - Lang Family															
	Payment Bowles Family \$1,695.00	Invoice payment - Bowles Family															
	Payment Arkell Family \$1,685.00	Invoice payment - Arkell Family															
29/07/2022	Payment Uln Family \$1,490.00	Invoice payment - Uln Family															
	Payment Novoa Family Inv 531 \$2,638.00	Invoice payment - Novoa Family															

Marking Guide

Students must use the ATO business website and information provided in The Green Treehouse Inc's Policy and Procedure Manual [extract] to record the July 2022 sales and receipt transactions in MYOB Business using the correct GST classification. In addition to creating invoices, they will need to use the:

- receive money function to record payments that have been deposited directly into the bank account
- create invoice payment function to record invoice payments from customers.

Students have been provided with information in The Green Treehouse Inc's Policy and Procedure Manual [extract] about the different types of income and GST classification for each. This includes

- **Fees from parents** - *Child care provided at a recognised facility will be GST-free.*
- **Subsidies from Government** - The CSS is paid directly to providers to reduce the fees families pay.
[https://www.ato.gov.au/Business/Business-activity-statements-\(BAS\)/Goods-and-services-tax-\(GST\)/Simpler-BAS-GST-bookkeeping-guide/#GSTfreesales](https://www.ato.gov.au/Business/Business-activity-statements-(BAS)/Goods-and-services-tax-(GST)/Simpler-BAS-GST-bookkeeping-guide/#GSTfreesales)
- **Grants – Early Years Management– Education Victoria –**
 - The Green Treehouse receives:
 - Annual grant of \$15,785 [ex GST] – Sessional Kindergarten Services
 - Annual grant \$11,239 [ex GST] – Long Daycare Services
- **Fundraising** - *S. 40-160 of the GST Act provides that all the supplies made by an eligible entity [e.g. an endorsed charity/DGR] in connection with a fundraising event are **input taxed**, provided the charity makes the choice and documents the election with its records.*
- **Donations** - The service often receives donations from families and businesses in the local community towards its building fund. These donations are not reported on the BAS for GST purposes.
- **Interest** - Interest paid to or received from a bank is not subject to GST.
- **Sale of hats, sheets, and T-shirts** - The service purchases hats for outdoor use, bed sheets and T-shirts, which it resells to families. The sale and purchase of these items are taxable transactions.

GST report for July 2022

The GST report must include 'Accrual mode'.

GST codes must include both FRE and GST. The report's 'Tax Inclusive', 'Tax Exclusive' and 'Tax Collected' totals must match the exemplar answers below.

GST report

Accrual mode
01 Jul 2022 - 30 Sep 2022

Sales and income

Code	Description	Rate (%)	Tax Inclusive (\$)	Tax Exclusive (\$)	Tax Collected (\$)
FRE	GST Free	0	\$53,495.00	\$53,495.00	\$0.00
GST	Goods & Services Tax	10	\$7,576.61	\$6,887.82	\$688.79
Total sales and income			\$61,071.61	\$60,382.82	\$688.79

Task 2 – Calculate wages, payroll liabilities and GST amounts for June 2022 BAS

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.

Student Instructions

To complete this task, you must:

- Download:
 - FNSTPB401_03_Case Study_Wages summary June 2022
 - FNSTPB401_03_Case Study_Profit & Loss June 2022
 - FNSTPB401_03_Case Study_GST Report Q4 2022
- Research the superannuation guarantee rate for June 2022.
- a. Using FNSTPB401_AG_03_Case Study_Wages summary June 2022, June Payroll Summary tab, calculate the:
 - SG Super Amount for each employee
 - Total Wages amount
 - Total Salary Sac Super amount
 - Total PAYGW amount
 - Total Net Pay amount
 - Total SC Super amount.

MARKING GUIDE

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

Student number: <<Insert student number here>>

The student must download the FNSTPB401_AG_03_Case Study_Wages summary June 2022 spreadsheet. Then use the payroll summary information to calculate the SG Super Amount for each employee [10% of Wages].

They must then calculate:

- Total Wages
- Total Salary Sac Super
- Total PAYGW
- Total Net Pay
- Total SC Super.

The Green Treehouse Inc 78 Playground Circle Bendigo VIC 3550					
Payroll Summary 1/06/2022 To 30/06/2022					
Employee	Wages	Salary Sac Super	PAYGW	Net Wages	SG Super Amount
Ward, Emelia	\$850.27	\$0.00	\$0.00	\$850.27	\$85.03
Harrison, Troy	\$11,477.63	\$2,700.00	\$1,934.00	\$6,843.63	\$1,147.76
Roethle, Caroline	\$787.00	\$0.00	\$162.00	\$625.00	\$78.70
O'Maurice, Cara	\$4,637.02	\$1,000.00	\$584.00	\$3,053.02	\$463.70
Ryan, Bailey	\$6,550.45	\$1,000.00	\$1,158.00	\$4,392.45	\$655.05
Butler, Taylor	\$5,759.28	\$0.00	\$888.00	\$4,871.28	\$575.93
Li,Nour	\$5,617.14	\$0.00	\$1,566.00	\$4,051.14	\$561.71
Valdez, Fatma	\$2,985.92	\$0.00	\$184.00	\$2,801.92	\$298.59
Whitfield, Isobella	\$5,608.61	\$892.25	\$1,150.00	\$3,566.36	\$560.86
Reeves, Jade	\$3,421.99	\$0.00	\$462.00	\$2,959.99	\$342.20
Naylor, Jeremy	\$4,098.00	\$150.00	\$420.00	\$3,528.00	\$409.80
Rosario, Clarice	\$6,454.69	\$0.00	\$1,128.00	\$5,326.69	\$645.47
Rice, Whitney	\$2,792.00	\$0.00	\$142.00	\$2,650.00	\$279.20
Lee, Jasmin	\$5,024.93	\$2,500.00	\$722.00	\$1,802.93	\$502.49
Hull, Areeba	\$525.97	\$0.00	\$108.00	\$417.97	\$52.60
Swanson, Essa	\$3,284.53	\$0.00	\$264.00	\$3,020.53	\$328.45
Mayo, Dustin	\$3,904.41	\$1,000.00	\$412.00	\$2,492.41	\$390.44
Bradley, Tilly	\$6,454.69	\$1,000.00	\$1,128.00	\$4,326.69	\$645.47
Denton, Mira	\$5,723.00	\$1,000.00	\$1,602.00	\$3,121.00	\$572.30
Total:	\$85,957.53	\$11,242.25	\$14,014.00	\$60,701.28	\$8,595.75

b. Reconcile the superannuation payable amounts to the payroll liabilities as at June 2022.

Complete the Superannuation Calculation June 2022 table below. Include a screenshot of the balance sheet figures you have reconciled to.

The Total Salary Sac Super and Total SC Super amounts must reconcile to the Superannuation Payable amount in the balance sheet as at 30/06/2022

The student response must match the exemplar answers below.


Superannuation Calculation June 2022	
Salary Sac Super	\$11,242.25
Superannuation Guarantee	\$8,595.75
Total Super Payable	\$19,838.00

2-0010 Current Liabilities	
2-1100 Enrolment Fees Held	\$38,665.00
2-1110 Fees Paid in Advance	\$8,870.00
2-1140 Accounts Payable	\$3,905.00
2-1211 GST Liabilities	
2-1212 GST Balance	(\$635.00)
Total GST Liabilities	(\$635.00)
2-1350 PAYG Withholding Payable	\$14,014.00
2-1355 Superannuation Payable	\$19,838.00

c. Record the Business Activity Statement information for The Green Treehouse Inc. in the BAS table below. You do not need to record anything in the shaded cells.

'Payment due on' must match the quarter 4 (April, May, June) reporting requirements for quarterly activity statements, and the accounting method must be on an accrual basis.

The student response must match the exemplar answers below.

Business Activity Statement											
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>HOW TO LODGE This form can be lodged online. Visit ato.gov.au/general/online-services <ul style="list-style-type: none"> Individuals and sole traders can lodge online via their myGov account. Businesses can use the secure portal or Standard Business Reporting (SBR) enabled software. </p> <p>If lodging by paper: <ul style="list-style-type: none"> print clearly using a black pen use whole dollars or '0' (zero) do not use n/a, nil, negative figures or symbols. </p> </div> <div style="width: 30%; text-align: center;"> <p>Office use only <input type="checkbox"/> <input type="checkbox"/></p>  41901119 Business activity statement </div> <div style="width: 30%;"> <p>Document ID</p> <p>ABN <input type="text"/></p> <p>Form due on <input type="text"/></p> <p>Payment due on <input type="text"/></p> <p>GST accounting method <input type="text"/></p> <p>Contact phone number <input type="text"/></p> <p>Authorized contact person who completed the form</p> </div> </div>	<table border="1"> <tr> <td>ABN</td> <td>46 946 574 148</td> </tr> <tr> <td>Payment due on</td> <td>28 July 2022</td> </tr> <tr> <td>GST Acc method</td> <td>Accrual</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	ABN	46 946 574 148	Payment due on	28 July 2022	GST Acc method	Accrual				
	ABN	46 946 574 148									
	Payment due on	28 July 2022									
	GST Acc method	Accrual									

d. Access FNSTPB401_03_Case Study_Profit & Loss June 2022.

Calculate and reconcile total salaries, wages and other payments and complete the PAYG tax withheld section of the BAS table below.

Note to assessor - Wages are reported monthly on BAS or IAS. GST is reported quarterly on the BAS.

Students must reconcile the 'Wages' in the 'Payroll Summary' report to the 'Salaries & Wages' in the 'Profit & Loss June 2022'

The Green Treehouse Inc.			
78 Playground Circle Bendigo VIC 3550			
Profit & Loss Statement			
June 2022			
Income			
Fees Received		\$51,644.36	
Subsidies - Government		\$59,000.85	
Grants			
Fundraising		\$1,000.00	
Donations		\$250.00	
Total Income			\$111,895.21
Expenses			
Bank Charges		\$10.00	
Cleaning		\$1,103.95	
Children's Toys & Learning Aid		\$621.95	
Food		\$1,587.25	
Computer & IT Expenses		\$119.95	
Office Supplies		\$109.09	
Printing & Stationery		\$39.00	
Merchant Fees		\$338.00	
Depreciation		\$70.00	
Printing & Stationery		\$122.68	
Repairs & Maintenance		\$1,501.45	
Salaries & Wages	\$85,957.53		
Superannuation	\$8,595.75		
Total Salaries & Wages		\$94,553.28	
Electricity & Gas		\$2,969.96	

Before entering the BAS, they must deduct the Salary Sacrifice Super from W1 Gross Wages. The amount must be rounded to the nearest whole dollar.

Students must reconcile the 'PAYGW' in the 'Payroll Summary' report to the PAYG Withholding Payable in the 'Balance Sheet' as at 30/06/2022.

2-0010 Current Liabilities	
2-1100 Enrolment Fees Held	\$38,665.00
2-1110 Fees Paid in Advance	\$8,870.00
2-1140 Accounts Payable	\$3,905.00
2-1211 GST Liabilities	
2-1212 GST Balance	(\$635.00)
Total GST Liabilities	(\$635.00)
2-1350 PAYG Withholding Payable	\$14,014.00
2-1355 Superannuation Payable	\$19,838.00

The student's response must match the exemplar answers below.

--	--

PAYG tax withheld	
Total salary, wages and other payments W1 \$	□□□□□□□□ □□
Amount withheld from payments shown at W1 W2 \$	□□□□□□□□ □□
Amount withheld where no ABN is quoted W4 \$	□□□□□□□□ □□
Other amounts withheld (excluding any amount shown at W2 or W4) W3 \$	□□□□□□□□ □□
Total amounts withheld (W2 + W4 + W3) W5 \$	□□□□□□□□ □□
Write the W5 amount at 4 in the Summary section below	

W1	\$74,715
W2	\$14,014
W4	
W3	
W5	\$14,014

- e. Review the 'GST Summary – Accrual' report below and reconcile to the GST control account. Use the information to complete the GST section of the BAS table below.

The Green Treehouse Inc.
78 Playground Circle
Bendigo
VIC 3550

GST Summary - Accrual
April 2022 To June 2022

Code	Description	Rate	Sale Value	Purchase Value	Tax Collected	Tax Paid
CAP	Capital Purchases	10.00%	\$0.00	\$2,200.00		\$200.00
FRE	GST Free	0.00%	\$295,848.63	\$6,718.30		
GST	Goods & Services Tax	10.00%	\$6,368.45	\$11,154.55	\$578.95	\$1,014.05
N-T	Not Reportable	0.00%	\$6,924.89	\$12,039.34		
Total:					\$578.95	\$1,214.05

The student must first reconcile the 'GST Balance' in the 'Balance Sheet' to the GST Summary – Accrual report. They must then use the information to complete the GST section of the BAS. The amounts in the BAS must be rounded to the nearest whole dollar.

2-0010 Current Liabilities	
2-1100 Enrolment Fees Held	\$38,665.00
2-1110 Fees Paid in Advance	\$8,870.00
2-1140 Accounts Payable	\$3,905.00
2-1211 GST Liabilities	
2-1212 GST Balance	(\$635.00)
Total GST Liabilities	(\$635.00)
2-1350 PAYG Withholding Payable	\$14,014.00
2-1355 Superannuation Payable	\$19,838.00

The student's response must match the exemplar answers below.

<input type="checkbox"/> Option 1: Calculate GST and report quarterly Total sales (G1 requires 1A completed) 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"/> .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"/> .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"/> .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"/> .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"/> .00 Report GST on sales at 1A and GST on purchases at 1B in the Summary section over the page		
G1		\$302,217
		<input type="checkbox"/> Yes <input type="checkbox"/> No
G2		0
G3		\$295,848
G10		\$2,200
G11		\$17,873

f. In the BAS table below, record the amount you would include in each BAS field.

The student must record the amount you would include in each BAS field. The amounts included in the BAS fields must be rounded to the nearest whole dollar and match the exemplar answers below.

Summary Amounts you owe the ATO GST on sales or GST instalment 1A \$ <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 PAYG tax withheld 4 \$ <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 <hr/> 1A + 4 8A \$ <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		Amounts the ATO owes you GST on purchases 1B \$ <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 ! Do not complete 1B if using GST instalment amount (Option 3)	
Payment or refund? Is 8A more than 1B? (indicate with X) <input type="checkbox"/> Yes, then write the result of 8A minus 1B at 9. This amount is payable to the ATO. <input type="checkbox"/> No, then write the result of 1B minus 8A at 9. This amount is refundable to you (or offset against any other tax debt you have).		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"/> <input type="text"/> .00 ! Do not use symbols such as +, -, /, \$	
Declaration I declare that the information given on this form is true and correct, and that I am authorised to make this declaration. The tax invoice requirements have been met. Signature _____ Date / /		Return this completed form to	
! Taxation laws authorise the ATO to collect information including personal information about individuals who may complete this form. For information about privacy and personal information go to ato.gov.au/privacy . Activity statement instructions are available from ato.gov.au or can be ordered by phoning 13 28 66 .			

June 2022 Summary			
A1	\$579	1B	\$1,214
4	\$14,014	9	\$13,379
A8	Yes		

Student name: <<Insert student name here>>
 Student number: <<Insert student number here>>

FNSTPB401 Complete business activity and instalment activity statements

Task 3 – Request sign-off from the authorised person

- a. Draft an email to Andrew Black from Ace Finance using the email template below. List the reports you would send to Andrew for him to verify the BAS figures are correct as attachments. In the body of the email, include:
- the June 2022 Summary table you completed in Task 2f
 - the general journal entry you would record to process the payment you will make to the ATO.

Ask Andrew to check the accuracy of the figures included in the BAS and lodge the return.

[Approximate word count: 100-120 words]

Marking Guide

The student must use the template below to draft an email to Andrew Black. The email must include the following attachments:

- GST Summary – Accrual report
- Profit and Loss statement June 2022
- Balance sheet for BAS as at June 2022
- Payroll Summary June 2022 report
- June 2022 BAS

In the body of the email, the student must include:

- the June 2022 Summary table they completed in Task 2f
- the general journal entry they would record to process the BAS payment to the ATO

They must also ask Andrew, as the authorised person, to lodge the return.

The student's response must reflect the exemplar answers below.

Email Template	
To:	Andrew Black andrew.black@acefinance.student.com.au
From:	Alex Traeger bookkeeper@thegreentreehouse.student.com.au
Subject:	June 2022 BAS.
Attachments:	GST Summary – Accrual report Profit and Loss statement June 2022 Balance sheet for BAS as at June 2022 Payroll Summary June 2022 report June 2022 BAS
Hi Andrew	

I hope you are well.

I have calculated the figures for Quarter 4, April - June 2022 BAS.

Could you please

- review the attached documents to confirm the figures I have included in the BAS (summarised below) are correct
- check the general journal transaction to record the payment to the ATO and advise if any changes are required
- Lodging of the BAS and payment of the GST and PAYGW liability amount to the ATO.

June 2022 Summary			
A1	\$579	1B	\$1,214
4	\$14,014	9	\$13,379
A8	Yes		

Date	Description	Debit	Credit
28/07/2022	PAYG Withholding Payable	14,014	
	GST Balance		635
	Bank		13,379
Quarter 4, April - June 2022 BAS payment			

Kind regards

Name Alex Traeger.
Bookkeeper
78 Playground Circle Bendigo VIC 3550 2482
Phone 03 4033 7890

bookkeeper@thegreentreehouse.student.com.au

- b. Andrew black has lodged the BAS return on behalf of The Green Treehouse Inc. Moving forward, Andrew has suggested you lodge your activity statements online. In the table below outline:
- how you will report your activity statements
 - two devices can you use to access online services
 - how you will access online services.

Marking Guide

The student must outline:

- how they will report their activity statements online
- two devices can you use to access online services
- how they access online services.

The student's response must reflect the exemplar answers below.

Lodging Activity Statements Online	
How you report your activity statements online	Reporting can be done online through ATO online services for business.
Two devices can you use to access online services	mobile phone, tablet, computer
How do you access online services	To access Online services for business, I will need to sign in using myGovID. Bing new to online services, I will first have to set up a myGovID and then link it to our business in Relationship Authorisation Manager (RAM). Businesses Australian Taxation Office (ato.gov.au)

Task 4 – Identify, code and record purchases and payments

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.

Student Instructions

For this assessment task, you must use The Green Treehouse Inc.'s MYOB Business file to process the purchases and payment transactions that took place in July 2022. In addition to creating bills, you will need to use the:

- spend money function to record payments that have been made directly into the bank account
- create supplier payment function to record bill payments to suppliers.

Review the following purchases and payment transactions. Determine their GST classifications using the [ATO Business website](#) and referring to The Green Treehouse Inc's Policy and Procedure Manual [extract]. Record the transaction in MYOB Business using the correct GST classification.

Generate and review the GST report for July – September 2022. Ensure you include all tax codes in the report. Make any adjustments necessary before exporting the report as a PDF. Use the snipping tool to capture a screenshot of the report and paste the screenshot into the table below.

Transaction Date	Business Transaction	Your Bookkeeping Task
01/07/2022	Invoiced \$3,105.00, including GST, for the rewiring of electrical cables from Jones Electricals. The supplier's invoice number is 00129. Due: 03/08/2022. ABN: 15 611 951 172	Create a bill for Jones Electrical. Allocate the amount to Repairs and Maintenance.

Transaction Date	Business Transaction	Your Bookkeeping Task																																																																																																																																				
05/07/2022	Received learning aids and invoice from Modern Teaching Aids for \$4,650.00 plus GST. Invoice Number MTA00022654. Due: 08/08/2022. ABN: 98 000 628 786	Create a new bill for Modern Teaching Aids. Allocate the amount to Children's Toys, Books & Learning Aids.																																																																																																																																				
06/07/2022	Invoiced \$1985.00 [no GST] for cleaning the centre from Andy Clean Pty Ltd. Invoice Number 0000978. Invoice Due: 20/07/2022 ABN: Not provided	Create a new bill for Andy Clean Pty Ltd. Allocate the amount to Cleaning.																																																																																																																																				
11/07/2022	Paid \$605.00 by direct debit for Telstra Invoice INV-087 000 231 from ANZ Business Bank Account	Record payment of Telstra bill.																																																																																																																																				
13/07/2022	Received Coles.com.au online order and tax invoice. 145863212. Due end of the following month. <table border="1" data-bbox="304 824 975 1294"> <thead> <tr> <th colspan="2">Tax Invoice</th> <th colspan="2">Van 23 - 16</th> </tr> </thead> <tbody> <tr> <td>Order ID: 145863212</td> <td>ABN: 45 004 189 708</td> <td></td> <td></td> </tr> <tr> <td>Customer Name: THE GREEN TREEHOUSE INC</td> <td>Delivery Date: 2022-07-13</td> <td></td> <td></td> </tr> <tr> <td>Address: PLAYGROUND CIRCLE BENDIGO VIC 3550</td> <td>Delivery Window: 07:00 - 13:00</td> <td></td> <td></td> </tr> <tr> <td>Customer ID: info@thegreentreehouse.student.au</td> <td>Store: 0496</td> <td></td> <td></td> </tr> <tr> <td>Customer ABN: 46 946 574 148</td> <td>LC: 4</td> <td></td> <td></td> </tr> <tr> <th>Order ID</th> <th>ABN</th> <th>Van</th> <th>Year</th> </tr> <tr> <td>145863212</td> <td>45 004 189 708</td> <td>23</td> <td>16</td> </tr> <tr> <th>Customer Name</th> <th>Delivery Date</th> <th>Delivery Window</th> <th>Store</th> </tr> <tr> <td>THE GREEN TREEHOUSE INC</td> <td>2022-07-13</td> <td>07:00 - 13:00</td> <td>0496</td> </tr> <tr> <th>Address</th> <th>Customer ID</th> <th>Customer ABN</th> <th>LC</th> </tr> <tr> <td>PLAYGROUND CIRCLE BENDIGO VIC 3550</td> <td>info@thegreentreehouse.student.au</td> <td>46 946 574 148</td> <td>4</td> </tr> <tr> <th>Order</th> <th>Comments</th> <th>Ordered Quantity</th> <th>Picked Quantity</th> <th>Unit Price \$</th> <th>Total Charged\$</th> </tr> <tr> <td>%Sakata Wholegrain Original Rice Crackers 90g</td> <td></td> <td>6</td> <td>6</td> <td>1.60</td> <td>9.60</td> </tr> <tr> <td>San Remo Wholemeal Pasta Spirals 500g</td> <td></td> <td>1</td> <td>1</td> <td>2.95</td> <td>2.95</td> </tr> <tr> <td>Wonder White Bread + Vitamins & Mineral 700g</td> <td></td> <td>2</td> <td>2</td> <td>3.70</td> <td>7.40</td> </tr> <tr> <td>%Coles Better Bag 1 each</td> <td></td> <td></td> <td>10</td> <td>0.15</td> <td>1.50</td> </tr> <tr> <td colspan="5">71 Item(s)</td> <td></td> </tr> <tr> <td colspan="5">Groceries Sub Total:</td> <td>180.59</td> </tr> <tr> <td colspan="5">Fee(s):</td> <td></td> </tr> <tr> <td colspan="5">%Delivery/Collection Fee</td> <td>4.00</td> </tr> <tr> <td colspan="5">71 item(s) total</td> <td></td> </tr> <tr> <td colspan="5">Payment Total:</td> <td>184.59</td> </tr> <tr> <td colspan="5">GST included in Total</td> <td>2.37</td> </tr> <tr> <td colspan="5">Payment(s):</td> <td></td> </tr> <tr> <td colspan="5">Customer Account</td> <td>184.59</td> </tr> </tbody> </table>	Tax Invoice		Van 23 - 16		Order ID: 145863212	ABN: 45 004 189 708			Customer Name: THE GREEN TREEHOUSE INC	Delivery Date: 2022-07-13			Address: PLAYGROUND CIRCLE BENDIGO VIC 3550	Delivery Window: 07:00 - 13:00			Customer ID: info@thegreentreehouse.student.au	Store: 0496			Customer ABN: 46 946 574 148	LC: 4			Order ID	ABN	Van	Year	145863212	45 004 189 708	23	16	Customer Name	Delivery Date	Delivery Window	Store	THE GREEN TREEHOUSE INC	2022-07-13	07:00 - 13:00	0496	Address	Customer ID	Customer ABN	LC	PLAYGROUND CIRCLE BENDIGO VIC 3550	info@thegreentreehouse.student.au	46 946 574 148	4	Order	Comments	Ordered Quantity	Picked Quantity	Unit Price \$	Total Charged\$	%Sakata Wholegrain Original Rice Crackers 90g		6	6	1.60	9.60	San Remo Wholemeal Pasta Spirals 500g		1	1	2.95	2.95	Wonder White Bread + Vitamins & Mineral 700g		2	2	3.70	7.40	%Coles Better Bag 1 each			10	0.15	1.50	71 Item(s)						Groceries Sub Total:					180.59	Fee(s):						%Delivery/Collection Fee					4.00	71 item(s) total						Payment Total:					184.59	GST included in Total					2.37	Payment(s):						Customer Account					184.59	Create a new bill for Coles.com.au and allocate the amount to food.
Tax Invoice		Van 23 - 16																																																																																																																																				
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Customer Account					184.59																																																																																																																																	
19/07/2022	Paid the following invoice by direct debit: <ul style="list-style-type: none"> Modern Teaching Aids - Invoice MTA00022399. Andy Clean - Invoice 0000978 	Record payment of bills from ANZ Business Bank Account.																																																																																																																																				
20/07/2022	Received invoice for \$24750.00, including GST, for the purchase of new children's play equipment from Adventure+. The supplier's invoice number is ADV11990. Due: 22/08/2022. ABN: 28 120 543 259	Record the purchase of the new play equipment which will be depreciated over 10 years.																																																																																																																																				
25/07/2022	Imported 50 jigsaws from from Kiddimax, an overseas supplier. The supplier's invoice number is KMAX232141. Due: 25/08/2022. Invoice amount \$3500.00.	Enter the purchase of the imported jigsaws. You do not need to record a transaction for the import costs.																																																																																																																																				

Transaction Date	Business Transaction	Your Bookkeeping Task
28/07/2022	Pay April - June 2022 BAS to ATO	Record the payment to the ATO for the April - June BAS. [Use the journal transaction you sent to Andrew Black Task 3]
28/07/2022	Pay June 2022 Superannuation Liability to Rest Super	Record payment of the June Superannuation liability [Calculated in Task 2c]
29/07/2022	Paid invoice 00129 by direct debit. Amount paid \$3,105.00.	Record payment of bills from ANZ Business Bank Account.

Marking Guide

Students must use the ATO business website and information provided in The Green Treehouse Inc's Policy and Procedure Manual (extract) to record the July 2022 purchase and payment transactions in MYOB Business using the correct GST classification.

Assessor Note: The Coles online invoice has both GST and FRE transactions. Students need to gross up the GST amount to calculate the sales amount that includes GST. [\$26.07]

The imported jigsaws are recorded with a N-T tax code. The students do not have to record a transaction for the import costs.

[Recording overseas purchases and import costs \(Australia\) - MYOB AccountRight - MYOB Help Centre](#)

Item ID	Description	Account *	No of units	Unit price	Discount (%)	Amount (\$) *	Job	Tax code *
	Food & Delivery	6-1200 Food	1	26.07		26.07		GST
	Food	6-1200 Food	1	158.52		158.52		FRE

GST report for July 2022

The GST report must include 'Accrual mode'.

GST codes for purchases and expenses must include FRE, GST, ABN, N-T and CAP.

The report's 'Tax Inclusive', 'Tax Exclusive' and 'Tax Collected' totals must match the exemplar answers below.

The 'Net total' amounts must match the exemplar answers below.

GST report

Accrual mode
 01 Jul 2022 - 31 Jul 2022

Sales and income

Code	Description	Rate (%)	Tax Inclusive (\$)	Tax Exclusive (\$)	Tax Collected (\$)
FRE	GST Free	0	\$53,495.00	\$53,495.00	\$0.00
GST	Goods & Services Tax	10	\$7,576.61	\$6,887.82	\$688.79
Total sales and income			\$61,071.61	\$60,382.82	\$688.79

Purchases and expenses

Code	Description	Rate (%)	Tax Inclusive (\$)	Tax Exclusive (\$)	Tax paid (\$)
FRE	GST Free	0	\$158.52	\$158.52	\$0.00
GST	Goods & Services Tax	10	\$8,246.07	\$7,496.43	\$749.64
ABN	No ABN Withholding	-47	\$1,985.00	\$1,053.00	(\$932.00)
N-T	Not Reportable	0	\$36,717.00	\$36,717.00	\$0.00
CAP	Capital Acquisitions	10	\$24,750.00	\$22,500.00	\$2,250.00
Total purchases and expenses			\$71,856.59	\$67,924.95	\$2,067.64

Net total (\$10,784.98) (\$7,542.13) (\$1,378.85)

Task 5 – Complete bank reconciliation

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.

Student Instructions

For this assessment task, download FNSTPB401_03_Case Study_Bank Statement.

- Check the bank deposits and withdrawal transactions in the 1-1110 ANZ Business Bank Account against the transactions on the bank statement. Identify and correct any errors and reconcile the bank account.

Generate a reconciliation report dated 31 July 2022. Export as a PDF. Use the snipping tool to capture a screenshot of the report and paste the screenshot into the table below.

MARKING GUIDE

The student must reconcile the 1-1110 ANZ Business Bank Account transactions in MYOB to the transactions on the bank statement. The four [4] highlighted transactions have not been processed in MYOB. The student must add these before they can reconcile the bank account.

The 'Bank reconciliation' report must match the exemplar answers below.

Bank Reconciliation Report

Bank reconciliation

31 Jul 2022

Account number	Account name	Date last reconciled	Last reconciled balance (\$)	Account balance (\$)
1-1110	ANZ Business Bank Account	31/07/2022	\$139,853.11	\$139,853.11
Reconciliation				Value (\$)
Account balance on 31/07/2022				\$139,853.11
Add: Outstanding withdrawals				\$0.00
Subtotal				\$139,853.11
Deduct: Outstanding deposits				\$0.00
Expected balance on bank statement				\$139,853.11

Reconciled deposits

Reference number	Transaction date	Description	Deposit (\$)	Withdrawal (\$)
CR000001	04/07/2022	Childcare Subsidy CCS 04/07/2022	\$6,980.00	
CR000002	05/07/2022	Fees from Parents	\$3,225.00	
CR000003	08/07/2022	Payment; Kong Family	\$6,000.00	
CR000005	11/07/2022	Sun hats and T shirt sales.	\$145.00	
CR000004	11/07/2022	Childcare Subsidy CCS 11/07/2022	\$8,010.00	
CR000007	15/07/2022	Donation Novoa Family	\$2,000.00	
CR000006	15/07/2022	Sessional Kindergarten Services Grant	\$4,340.88	
CR000008	18/07/2022	Childcare Subsidy CCS 18/07/2022	\$4,940.00	
CR000009	19/07/2022	Payment Invoice 000469	\$4,000.00	
CR000010	20/07/2022	Long Day Care Services Grant - Quarterly payment	\$3,090.73	
CR000018	21/07/2022	Fees from Parents direct deposit	\$5,950.00	
CR000019	21/07/2022	Donation Building Fund	\$50.00	
CR000012	25/07/2022	Childcare subsidy CCS 25/07/2022	\$7,125.00	
CR000013	28/07/2022	Payment Lang Family	\$2,500.00	
CR000014	28/07/2022	Payment; Bowles Family	\$1,695.00	
CR000015	28/07/2022	Payment; Arkell Family	\$1,685.00	
CR000016	29/07/2022	Invoice payment Uln Family	\$1,490.00	
CR000017	29/07/2022	Payment; Novoa Family	\$2,638.00	
CR000020	29/07/2022	Bank Interest	\$43.00	
Total			\$65,907.61	\$0.00

Reconciled withdrawals

Reference number	Transaction date	Description	Deposit (\$)	Withdrawal (\$)
1	11/07/2022	Payment; Telstra		\$605.00
2	19/07/2022	Payment; Andy Clean		\$1,053.00
3	19/07/2022	Payment; Modern Teaching Aids		\$3,300.00
5	28/07/2022	April - June 2022 BAS		\$13,379.00
6	28/07/2022	Superannuation payments June 2022		\$19,838.00
4	29/07/2022	Payment; Jones Electrical		\$3,105.00
7	29/07/2022	IT Monthly Support		\$137.50
8	29/07/2022	Bank Fees		\$35.00

Account number	Account name	Date last reconciled	Last reconciled balance (\$)	Account balance (\$)
1-1110	ANZ Business Bank Account	31/07/2022	\$139,853.11	\$139,853.11
Reconciled withdrawals				
Reference number	Transaction date	Description	Deposit (\$)	Withdrawal (\$)
Total			\$0.00	\$41,452.50

Assessment checklist:

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

Task 1	Screenshot of GST report	<input type="checkbox"/>
Task 2	b. Complete the Superannuation Calculation June 2022 table (include a screenshot of the balance sheet figure the student has reconciled to)	<input type="checkbox"/>
	c. Completed BAS table	<input type="checkbox"/>
	d. Completed BAS table	<input type="checkbox"/>
	e. Completed BAS table	<input type="checkbox"/>
	f. Completed BAS table	<input type="checkbox"/>
Task 3	a. Completed Email Template – Andrew Black	<input type="checkbox"/>
	b. Procedure for lodging BAS online	<input type="checkbox"/>
Task 4	Screenshot of GST report	<input type="checkbox"/>
Task 5	Screenshot of bank reconciliation report.	<input type="checkbox"/>



Congratulations, you have reached the end of Assessment 3.

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