



FNSACC411

ASSESSOR GUIDE

Process business tax requirements

Assessment 2 of 2

Project



SWINBURNE
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EDUCATION

Assessment Instructions

Task overview

This assessment is divided into five (5) tasks. Read the scenario, email and each task carefully before capturing your answers in the files or spaces provided.

Additional resources and supporting documents

To complete this assessment, you will need:

- ATS BAS Lodgement Policy and Procedure
- BAS Transaction Worksheet
- GST Calculation Worksheet
- Business Activity Statement

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.

Assessment 2: Project

For this assessment you will assume the role of Accounts Assistant at Aussie Tool Shed.

Read the scenario, refer to the relevant policies and procedures as recommended and complete the five (5) tasks in the spaces provided.

Scenario

Aussie Tool Shed is an Australian owned hardware chain founded in 2010 by three tradespeople, Charlie, an electrician, Jamie, a plumber, and Alex, a carpenter. They were frustrated with the quality of products and level of service they received from other hardware stores and believed there was a market for a better alternative. They knew they were willing to pay a bit more to obtain quality products and services and believed that many others tradies and DIYers, would be too. The vision was of a hardware chain offering Australian made products (where possible) and genuine service from qualified tradespeople.



Today, Charlie, Jamie and Alex run **Aussie Tool Shed** from its headquarters in Sydney. The organisation has rapidly expanded and now has stores in each state in Australia and a solid online presence. They have a distinct differentiation point: employing trade qualified staff, stocking Australian-made products, DIY tutorials and Q&As accessible from a web browser, and a dedicated DIY and trades advice hotlines.

You have just started work as an Accounts Assistant in the finance department at **Aussie Tool Shed**. Part of your role is to assist Ash Singh, the Chief Financial Officer, to ensure that Aussie Tool Shed meets all its taxation and other financial obligations.

Quarterly Business Activity Statement (BAS)

You receive the following email from Ash Singh, Aussie Tool Sheds Chief Financial Officer. Read the email below and complete the task in the spaces and templates provided.

To:	accounts@aussietoolshed.com.au
Cc:	
Date:	1 April 2022
Attachments:	<i>ATS BAS Lodgement Policy and Procedure</i> <i>BAS Transaction Worksheet</i>

*GST Calculation Worksheet
Business Activity Statement*

Subject: BAS Lodgement – January to March 2022

Hello,

It is that time of the quarter again and we need to get our January to March BAS lodged.

I need you to draft the BAS and send through to me for review and authorisation ahead of the lodgement deadline.

I know this will be the first BAS submission you will do for us at ATS, so please find attached the *Aussie Tool Shed BAS Lodgement Policy and Procedure* which includes the process you need to follow. This includes the following tasks:

1. Check the *BAS Transaction Worksheet* and remove any invalid records for this accounting period. The totals will recalculate as you adjust the transactions.
2. Check the GST totals by completing the *GST Calculation Worksheet*.
3. Complete the draft *Business Activity Statement*.
4. Submit via email for review and authorisation.

NOTE: The *Aussie Tool Shed BAS Lodgement Policy and Procedure* is a new document that is yet to be tested. While I am relatively confident of its quality and accuracy I do feel that I may need your input to improve on some components of the process and documentation as you work through the steps.

I have included all transactions and additional information you will need for this process below.

The following list of transactions has been extracted from BAS Transaction Worksheet. You will need to check and update any invalid transactions using the *BAS Transaction Worksheet* attached.

Date of Transaction	Transaction type	Amount
21 Dec 2021	Online sales	\$20,000
01 Jan 2022	Online sales	\$350,000
01 Jan 2022	Purchases made	\$34,000
05 Jan 2022	Sold items on credit	\$15,000
07 Jan 2022	GST free purchases made	\$8,500
14 Jan 2022	Staff salaries and wages (Gross)	\$50,000
28 Jan 2022	Staff salaries and wages (Gross)	\$50,000
03 Feb 2022	Sold items on credit	\$14,400
14 Feb 2022	Staff salaries and wages (Gross)	\$50,100
23 Feb 2022	Online sales	\$620,000
28 Feb 2022	Staff salaries and wages (Gross)	\$50,100
05 Mar 2022	Online sales	\$12,000

14 Mar 2022	Staff salaries and wages (Gross)	\$50,100
20 Mar 2022	Owner transferred capital into business account	\$20,000
28 Mar 2022	Staff salaries and wages (Gross)	\$50,100

Additional Information:

- The company reports FBT Quarterly \$1,000
- PAYG Withholding total for the quarter was \$95,000 and the total PAYG Withholding for the month of March is \$30,000
- Online Warehouse reports PAYG Withholding monthly
- The total purchases made for the quarter is \$85,000. They have paid 50% of the total purchases to their suppliers. Note, 20% of the paid amount to suppliers is received from overseas and is GST FREE.
- All amounts provided are inclusive of GST
- PAYG Tax Instalment is reported to be \$3,000 per quarter
- Director's Fees \$10,000 paid in the month of March
- Online Warehouse Pty Ltd ABN is 11 111 111 111.
- Superannuation is calculated at 10% of Gross wages per month.

Once the **Business Activity Statement** is drafted, please email me to advise it is complete, including the total payment or refund calculated, reference to the relevant documents as attachments (per the **BAS Lodgement Policy and Procedure**) and the timeline that you need the signed copy returned by for lodgement.

Regards,



Ash Singh
 Chief Financial Officer
 Aussie Tool Shed
 asingh@aussietoolshed.com.au

Task 1: Check and finalise the BAS Transactions Worksheet

Review the **BAS Transactions Worksheet** (FNSACC411_02_BAS Transaction Worksheet_v1.xlsx) against the information in Ash's email above.

Check that all transactions are correct and valid for the reporting type and period. Include the additional information, then correct any errors by adjusting the value, removing invalid transactions or adding in missing ones.

Complete this task using the **BAS Transaction Worksheet**. Save a copy of the adjusted worksheet and apply the folder and filename conventions referenced in the **BAS Lodgement Policy and Procedure** (FNSACC411_02_ATS P&P BAS Lodgements_v1).

Assessor instructions:

Review the final copy of the worksheet [FNSACC411_02_AG_BAS Transaction Worksheet_v1](#) (snipping below).

Students are required to remove the first transaction as it relates to the previous quarter.

Removal of this transaction will result in an adjustment to the Sales totals and Sales GST values as calculated.

Student must apply the filename convention identified in the BAS Lodgement Policy and Procedure document as follows:

<<Student ID>>_BAS Transaction Worksheet_<<Period covered>>

Eg. 001122_BAS Transaction Worksheet_Jan to Mar 2022

Date of Transaction	Transaction type	Sales on Credit	Sales	Wages	Purchases	Purchases GST FREE	Shareholder Investment	GST on Capital
	<<Removed transaction relating to incorrect BAS period>>							
1st Jan 2022	Online sales		\$ 350,000.00					
1st Jan 2022	Purchases made				\$ 34,000.00			
5th Jan 2022	Sold Items on credit	\$ 15,000.00						
7th Jan 2022	Purchases made (GST free)					\$ 8,500.00		
14th Jan 2022	Staff salaries and wages (Gross)			\$ 50,000.00				
28th Jan 2022	Staff salaries and wages (Gross)			\$ 50,000.00				
3rd Feb 2022	Sold Items on credit	\$ 14,400.00						
14th Feb 2022	Staff salaries and wages (Gross)			\$ 50,100.00				
23rd Feb 2022	Online sales		\$ 620,000.00					
28th Feb 2022	Staff salaries and wages (Gross)			\$ 50,100.00				
5th Mar 2022	Online sales		\$ 12,000.00					
14th Mar 2022	Staff salaries and wages (Gross)			\$ 50,100.00				
20th Mar 2022	Owner invested capital into the business						\$ 20,000.00	
28th Mar 2022	Staff salaries and wages (Gross)			\$ 50,100.00				
	TOTALS	\$ 29,400.00	\$ 982,000.00	\$ 300,400.00	\$ 34,000.00	\$ 8,500.00	\$ 20,000.00	\$ -
	YTD TOTAL			\$ 1,201,600.00				
	GST TOTAL		\$ 89,272.73		\$ 3,090.91			

<<Removal of the invalid record at Row 2 will result in recalculation of the Sales TOTALS shown.>>

Task 2: Complete the GST Calculation Worksheet

Confirm the GST totals by populating the *GST Calculation Worksheet* (FNSACC411_02_GST Calculation Worksheet_v1.xlsx) against the information in the BAS Transaction Worksheet.

Enter the required fields as outlined in the *ATS BAS Lodgement Policy and Procedure* (FNSACC411_02_ATS P&P BAS Lodgements_v1), then save a copy of the populated worksheet and apply the folder and filename conventions referenced in the *ATS BAS Lodgement Policy and Procedure* (FNSACC411_02_ATS P&P BAS Lodgements_v1).

Assessor instructions:

Review the final copy of the worksheet [FNSACC411_02_AG_GST Calculation Worksheet_v1](#) (snipping below).

Students are required to populate the calculator in line with the fields identified in the transactions and confirmed in the BAS Lodgement Policy and Procedure document.

Student must apply the filename convention identified in the BAS Lodgement Policy and Procedure document as follows:

<<Student ID>>_GST Calculation Worksheet_<<Period covered>>

Eg. 001122_GST Calculation Worksheet_Jan to Mar 2022

GST calculation worksheet for BAS

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

Tax period:

Name:

You can find information to help you complete this calculation worksheet on our website <http://go.gov.au/GSTforBAS>.

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 \$,000 G1 on the BAS

How much of your total sales (G1) are:

G2 Export sales G2 \$,000 G2 on the BAS

G3 Other GST-free sales G3 \$,000 G3 on the BAS

G4 Input-taxed sales G4 \$,000

G5 G2 + G3 + G4 G5 \$,000

G6 Total sales subject to GST (G1 minus G5) G6 \$,000

G7 Adjustments (if applicable) G7 \$,000

G8 Total sales subject to GST after adjustments (G6 + G7) G8 \$,000 G8 is the Summary section of the BAS

G9 GST on sales (G8 divided by eleven) G9 \$,000

GST amounts the Tax Office owes you from purchases

G10 Capital purchases (including any GST) G10 \$,000 G10 on the BAS

G11 Non-capital purchases (including any GST) G11 \$,000 G11 on the BAS

G12 G10 + G11 G12 \$,000

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

G13 Purchases for making input-taxed sales G13 \$,000

G14 Purchases without GST in the price G14 \$,000

G15 Estimated purchases for private use or not income tax deductible G15 \$,000

G16 G13 + G14 + G15 G16 \$,000

G17 Total purchases subject to GST (G12 minus G16) G17 \$,000

G18 Adjustments (if applicable) G18 \$,000

G19 Total purchases subject to GST after adjustments (G17 + G18) G19 \$,000 G19 is the Summary section of the BAS

G20 GST on purchases (G19 divided by eleven) G20 \$,000

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.

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Task 3: Draft the manual Business Activity Statement

Complete the draft *Business Activity Statement* (FNSACC411_02_Business Activity Statement_v1.xlsx) using the information in the *BAS Transaction Worksheet* and confirmed with the *GST Calculation Worksheet*.

Enter the required fields as outlined in the *ATS BAS Lodgement Policy and Procedure* (FNSACC411_02_ATS P&P BAS Lodgements_v1), then save a copy of the populated BAS and apply the folder and filename conventions referenced in the *ATS BAS Lodgement Policy and Procedure* (FNSACC411_02_ATS P&P BAS Lodgements_v1).

Assessor instructions:

Review the draft copy of the completed FNSACC411_02_AG_Business Activity Statement_v1 (snipping below).

Students are required to populate the BAS in line with the fields identified in the transactions and confirmed in the BAS Lodgement Policy and Procedure document.

Student's must apply the filename convention identified in the BAS Lodgement Policy and Procedure document as follows:

<<Student ID>>_Business Activity Statement_<<Period covered>>

Eg. 001122_Business Activity Statement_Jan to Mar 2022

Aussie Tool Shed Pty Ltd
SAMPLE ONLY

Business activity statement

Business ID: 11 111 111 111
 Due date: 28th April
 Reporting period: 28th April cash basis

Goods and services tax (GST)

Option 1: Calculate GST and report quarterly

GST on sales: 19 820 100
 GST on purchases: 4 250 000
 Net GST payable: 15 570 100

PAYG income tax instalment

Option 1: Pay a PAYG instalment amount quarterly

Write the T1 amount of 3000 in the summary section

Summary

Net GST payable: 15 570 100
 PAYG instalment: 3 000 000
 Total payable: 18 570 100

Payment or refund?

Year payment or refund amount: 120 182

Task 4: Establish the lodgement schedule

- a. Using the *BAS Schedule* outlined in the *ATS BAS Lodgement Policy and Procedure*, establish the lodgement schedule for the current financial year. Capture the due dates, as well as the date the BAS must be posted to be received by the submission deadline in the calendar below.

Assessor instructions:

Students must also establish the correct dates for the posting and submission of all BAS's to be lodged for the current financial year in line with the policy and procedure document.

Considerations include:

- The posting date is 7 days prior to the submission deadline
- The submission deadline is 28 days after the end of each quarter, but for Q2 which is 28th February
- If the 28th falls on a weekend or public holiday, it is due the next business day.
- The quarters are:
 - o Q1: July to September
 - o Q2: October to December
 - o Q3: January to March
 - o Q4: April to June

The correct dates for the 2021-2022 financial year are captured in the schedule below.

Month (Current financial year)	BAS Posting deadline	BAS Submission deadline
July		
August		

September		
October	21 st October 2021	28 th October 2021
November		
December		
January		
February	21 st February 2022	28 th February 2022
March		
April	21 st April 2022	28 th April 2022
May		
June		
July	21 st July 2022	28 th July 2022

- b. Ash had previously indicated that some components of the *ATS BAS Lodgement Policy and Procedure* may require some feedback and need some additional enhancement. The *BAS Schedule* component has been flagged as one of the areas of concern.

Having applied the schedule in the task above (Task 4a), you have been asked to:

- provide alternative wording for the information/procedure using bullet points to present the details of the BAS Schedule,
- set a deadline for the material to be submitted to the authorised party to sign off, and
- consider if the schedule for submission (posted 7 days prior to the submission deadline) is appropriate based on the risks involved in using the manual process (delayed mail processing).

Capture the alternative wording for the policy and procedure document in the space provided below. You must ensure the information is accurate, using correct spelling, grammar and accounting terminology as appropriate.

(Approximate word count: 150 words)

Assessor instructions:

Students must develop an alternative BAS Schedule section for the *ATS BAS Lodgement Policy and Procedure* document.

This must include:

- creating bullet point information/procedure (converted from a paragraph format) to better present the details,
- adding details confirming the timeline for presentation of the draft BAS for review and sign off by the authorised party (CFO), and
- making an adjustment to the sign off process deadline (increasing it from 1 week, to anything from 8+ days).

An example of an alternate process is captured below.

BAS SCHEDULE

The BAS captures the GST, PAYG Withholding and FBT each quarter.

- **AUTHORISATION:** The draft BAS must be completed by the Accounts Assistant and presented to the authorised person (CFO: Ash Singh) within 10 days after the end of each quarter, to be checked and signed.
- **POSTAGE:** The signed BAS is to be posted by registered post within 18 days after the end of each quarter (exception is Q2), to arrive at the ATO ahead of the lodgement deadline.
- **LODGE MENT DEADLINE:** The BAS is to be lodged within 28 days after the end of each quarter (exception is Q2).
 - Example: The 3rd Quarter is due on 28th April
 - NOTE: Where the 28th day is a weekend or public holiday, the due date is the next business day.

- NOTE: Q2 (October to December) is due 1 month and 28 days after the end of the quarter, i.e. 28th February
- NIL RETURN: A nil return must also be reported within the same timelines.

Task 5: Submit draft BAS for authorisation

Develop an email to send to Ash Singh, the Chief Financial Officer, to check and sign off the drafted BAS ahead of lodgement.

Use the email template below and include the following information in your communication:

1. Confirm draft BAS completed for review.
2. Confirm the total payment or refund calculated.
3. Refer to the supporting documents completed as part of this process in the content of the email, including the correct filename conventions in the *attachment* section of the email.
4. Confirm the date you require the signed BAS to be returned by in order to lodge the form ahead of the deadline as outlined in the *BAS Lodgement Policy and Procedure*.

You must ensure the information in this email is accurate, using correct spelling, grammar and accounting terminology.

(Approximate word count: 150 words)


Assessor instructions:

Students must draft an email to the Chief Financial Officer outlining the following information:

- Confirm the BAS has been drafted
- Confirm the total payment required (\$120,182)
- Refer to completion of the following files:
 - BAS transaction worksheet (updated),
 - GST calculation worksheet (populated) and
 - Business Activity Statement (drafted).
- The “Attachments” must be referenced in line with the filename conventions captured in the BAS Lodgements Policy and Procedure as follows:
 - <<Student ID>>_BAS Transaction Worksheet_Jan to Mar 2022
 - <<Student ID>>_GST Calculation Worksheet_Jan to Mar 2022
 - <<Student ID>>_Business Activity Statement_Jan to Mar 2022
- Confirm that the signed copy must be received by 7 days prior to the BAS lodgement due date of 28th of the month. This could be 20/4 or 21/4.
- Students must ensure the information in the message is correct/accurate.
- Students must use correct spelling, grammar and accounting terminology.

An example of the email is captured below.

To:	asingh@aussietoolshed.com.au
Cc:	
Date:	8 April 2022

Attachments:	<<Student ID>>_BAS Transaction Worksheet_Jan to Mar 2022 <<Student ID>>_GST Calculation Worksheet_Jan to Mar 2022 <<Student ID>>_Business Activity Statement_Jan to Mar 2022
Subject:	BAS for approval
<p>Hello Ash,</p> <p>I have completed the draft BAS as requested.</p> <p>Please review the draft BAS against the transactions identified as outlined in the following documents as attached:</p> <ul style="list-style-type: none"> - BAS Transaction Worksheet - GST Calculation Worksheet - Business Activity Statement <p>Based on this process Aussie Tool Shed owe \$120,182 for the January to March 2022 quarterly installment.</p> <p>In order to manually lodge the authorised Business Activity Statement, can you please return a signed copy by COB Wednesday 20th April 2022. This will allow me to post the BAS first thing Thursday morning by registered post.</p> <p>If you have any questions about any of this information, please let me know.</p> <p>Regards,</p> <div style="display: flex; align-items: center;">  <div> <p><<Student name>> Accounts Assistant Aussie Tool Shed accounts@aussietoolshed.com.au</p> </div> </div>	

Assessment checklist:

Students must complete all 5 tasks outlined in this assessment before submitting. This includes:

Assessment 2: Project		
1	Submit checked and updated <i>BAS Transaction Worksheet</i> . Save using identified filename conventions.	<input type="checkbox"/>
2	Submit populated <i>GST Calculation Worksheet</i> . Save using identified filename conventions.	<input type="checkbox"/>
3	Submit drafted <i>Business Activity Statement</i> . Save using identified filename conventions.	<input type="checkbox"/>
4	a. Establish the lodgement schedule key dates for the current financial year.	<input type="checkbox"/>
	b. Alternate BAS Schedule process	<input type="checkbox"/>
5	Email Chief Financial Officer – confirm drafted BAS, request review and sign off within set timeframe.	<input type="checkbox"/>

Congratulations you have reached the end of Assessment 2! ✓

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