



# Friday Feedback

16th June 2017

(973 words - five minutes)

## Thought for the week:

...when things start to happen, don't worry, don't stew.

Just go right along, you'll start happening too!

~ Dr Seuss, Oh the Places You'll Go!

This week's news and views:

1. End of year and auditing
2. Take care not to discriminate
3. Superannuation payments on leave and annual leave loadings
4. Australian businesses lose big-time to scams
5. CCV Partner Offer
6. Diary check



## 1. End of year and auditing

It's that time of year - end of year - and audits are just around the corner. CCV's audit is done quietly and efficiently by ShineWing, nevertheless it's a time of disruption as everything has to be available and 'just so' to get the audit activities completed so that our accounts can be presented to the membership by the Board, and then submitted to Consumer Affairs Victoria.

Does your club undertake an annual audit?

Do you know if you too are required to submit audited reports to the Department of Consumer Affairs?

The Associations Incorporation Reform Act 2012 (the Act) states that an incorporated association falls within one of three tiers according to its total revenue, and establishes reporting requirements accordingly:

For Tier 1 associations: less than \$250,000

- no documents required (but you will still need to lodge the annual statement).

For Tier 2 associations: \$250,000 to \$1 million

- reviewed accounts for both the association and any trusts it administers
- a signed and dated independent report of the review of financial statements.

For Tier 3 associations: more than \$1 million

- audited accounts for both the association and any trusts it administers
- a signed and dated independent audit report.

Total revenue refers to the total income from all activities during the financial year, before deducting any expenses including the cost of goods that it sold.

Consumer Affairs Victoria has an excellent fact sheet to assist clubs. [Click here for the full text.](#)



## 2. Take care not to discriminate

Under the Equal Opportunity Act 2010 it is against the law to treat, or propose to treat, someone unfavourably because of a personal characteristic. In this context, sport covers playing, coaching, umpiring, refereeing and administering sporting activities. 'Sporting activities' under the Act includes a wide range of activities and is not limited to competitive field sports. It also includes activities that may be thought of as recreational rather than purely sporting, and can include games where physical athleticism

is not a factor. For example, a sporting activity can include things like chess and debating.

### How can discrimination in sport happen?

If behaviour is based on a personal characteristic protected by law, unfavourable treatment might include:

- refusing to allow someone to play sport. For example, because they are HIV positive
- refusing to select someone in a sporting team. For example, because of their race or religion
- excluding someone from a sporting activity. For example, because they are gay.

Clubs can find more detail [here](#) including positive steps that can be also be taken to help disadvantaged groups using [special measures](#), which is not discrimination under the law.



### 3. Superannuation - Annual Leave Loading

For the purpose of making employer payments under the Superannuation Guarantee Contribution legislation, an employee's Ordinary Total earnings (OTE) form the basis of calculation.

One element of OTE that can be overlooked is Annual Leave Loading. ALL is part of OTE, and therefore the Superannuation Guarantee Contribution must include not only an employee's leave payment but also the ALL component.

---



#### 4. Australian businesses lose big time to scams

The recent Wannacry ransomware attacks on business and governments highlights the problem of scam attacks.

The ACCC through its Scamwatch initiative reports that in 2016, more than 6,000 Australian businesses lost an average of more than \$10,000 to scams. These are on the increase - up 31% year on year.

Scams can be a one-off event - you are attacked, you pay the fee to the attacker, your files are released, and it's BAU.

The reputational damage can be much longer-lasting.

Scamwatch reports the top three scams business should be aware of are:

- Ransomware – trick a victim into downloading a virus that infects computer systems and prevents user access until payment is made to unlock it. In 2016, reports indicate that there was an increase in ransomware emails to businesses, purportedly from legitimate companies such as Australia Post or a utility provider.
- Business email compromise scams – a hacking scam that operates by a scammer obtaining access to a business email address. The scammer will then send an email (purportedly from senior management) to the business' suppliers advising of new payment arrangements and requesting a wire transfer to the new account.
- Investment scams – these are promoted as business opportunities (for example sports investment or stock broker scams, superannuation schemes or managed funds) and promise inflated returns but are, in reality, nothing more than a method used to drain a business of its funds.

#### Protect your club's business

There are practical steps all businesses can take to protect themselves from scams:

- always scrutinise new requests for any payment and have a clearly defined process for verifying and paying accounts and invoices.
- regularly back-up your computer's data on a separate hard drive so this can be easily re-installed if your computer is infected by malware or ransomware.
- ensure your computer has a firewall and up-to-date anti-virus and anti-spyware software.

To learn more about scams, including how they can be avoided, by visiting the [Scamwatch website](#), signing up to [Scamwatch radar alerts](#), and following [Scamwatch on Twitter](#).



## 5. CCV Partner Offer

Our partner BBC Digital is offering CCV Members great end-of-financial-year pricing from \$100 per month on the Gen III Canon Advance machines just released 5 weeks ago.

Packed full of features, the only thing this machine won't do is make you a cup of tea! For more information, contact Nathan Cannon on 0418 598 383



## 6. Diary check

### Friday 30 June

End of financial year

### Monday 17 July

Nominations close for "Victoria's Most Remarkable Women"

### Tuesday 1 August

New Tobacco Regulations take effect

### Monday 14 - Thursday 17 August

[CCV Study Tour to AGE 2017](#) at the new Sydney Convention and Exhibition Centre at Darling Harbour

### Wednesday 16 August

Nominations close for Women in Foodservice Awards



And in closing we thank all of our sponsors for their great work in helping clubs.



THE UNIFIED PEAK BODY FOR LICENSED & NOT FOR PROFIT CLUBS

MAJOR PARTNERS



PLATINUM PARTNERS



GOLD PARTNERS



SILVER PARTNERS



BRONZE PARTNERS

