

# What ABN BAS offers for BAS Agents

**ABN BAS** will be a BAS Agent, providing technical support, training and resources to BAS Agents and review and lodgement services to Non-BAS Agents. Membership of ABN BAS is complimentary and automatic to all Australian Bookkeepers Network (ABN) members.

If you are a **BAS Agent**, you will enjoy the following benefits from ABN BAS:

## 1. ABN BAS Helpline.

Clients who engage BAS Agents are reliant on the services and advice that they receive. This imposes both responsibility and liability on the BAS Agent and with that, significant pressure to ensure that the advice provided is correct. ABN BAS relieves some of this pressure by providing BAS Agents with email-based helpline support from qualified accountants and tax agents. Whether it be some much-needed guidance on a complex GST or BAS matter, or simply a second perspective for peace-of-mind, the ABN BAS Helpline is an invaluable right-hand for BAS Agents.

## 2. ABN BAS Newsletter.

The pace of change in bookkeeping is always rapid, and with the advent of the Tax Agent Services Act, more and more information – some reliable and some dubious – circulates the community. ABN BAS distils information from all of these sources to provide BAS Agents and Non-BAS Agents alike with reliable and informative updates on that matters that will impact them most.

## 3. BAS Wizard Quality Assurance Framework.

BAS Wizard is a sophisticated Microsoft Excel spreadsheet that guides you step-by-step through the process of preparing Business Activity Statements for your clients. BAS Wizard has been the central pillar of certification services offered by ABN since 2001 under the old Section 251L “working under the direction” laws and is being developed further in readiness for the new “BAS Agent” laws.

While BAS Wizard will continue to play a key role in the BAS lodgement services that ABN BAS will provide to Non-BAS Agents, it will also be an invaluable tool for BAS Agents to make use of. It includes a range of reconciliations and proofs to verify the accuracy of your BAS, provides superb working papers by which to standardise the processes across your firm, and serves as a crucial audit trail of BASs that have been lodged. BAS Wizard complements all accounting software packages. Through ABN BAS, BAS Agents will continue to receive the latest version of BAS Wizard as it is updated to reflect changes in laws.

## 4. Quality Assurance Reviews

As a BAS Agent, you are legally able to prepare and lodge BASs for your clients. However, for the following reasons, you may want ABN BAS’s qualified accountants and tax agents to conduct a Quality Assurance Review for you:

- You may wish to receive an independent review of a BAS prepared by a new staff member;
- You may wish to receive an independent review of BASs prepared by all staff members from time to time, for example annually;
- The industry type that is the subject of the BAS may be of a kind you are unfamiliar with;
- The BAS in question may contain one or more unusual or complex transactions.

ABN BAS will also retain on its secure server, for a period of 4 years, the workings, reconciliations and reports that underlie each BAS reviewed by us. This provides a static audit trail of the lodged BAS, which you or your client could request a copy of if ever the BAS were the subject of an ATO review.

Further information on this offering, including pricing, will be available in due course.

## 5. Technical Training

From 2010, ABN BAS will be staging technical training sessions that will cover the topics that matter most to bookkeepers. They will be targeted specifically at bookkeepers who are involved with BAS services. Sessions will pitched at differing levels with some suitable for principals and business owners, and others suitable for less experienced staff.

Whatever the subject matter, there will be a strong emphasis placed on understanding both the “why” and the “how”. They will have a practical focus, and will include coverage of how the underlying subject matter is handled in the major accounting software packages. The Code of Professional Conduct places an onus on BAS Agents to ensure that the BAS Agent service they provide is to a competent standard, that they maintain their knowledge and skills, and that they take reasonable care to ensure that taxation laws are applied correctly to the circumstances relating to your client. Our technical training will play a key role in helping BAS Agents meet their obligations under the Code.