

Client eBrief



BAS Agent vs Bookkeeper

You May Be Thinking... What's the Difference?

Firstly, not all Bookkeepers need to become BAS Agents! A Bookkeeper can also be a BAS Agent! However, if a business requires a contract Bookkeeper to provide a BAS service, they **must** be a registered BAS Agent. It is only a BAS Agent that can interact with the ATO and your obligations to the ATO, on your behalf, unless they are your employee.

A Bookkeeper and BAS Agent play an integral part in any business. They are engaged with an expectation to keep or assist in keeping accurate and up to date financial records for every month, quarter, and at the end of the financial year.

However, it is imperative to note there is a distinct line between the two roles and responsibilities as detailed below.

Responsibilities of a Bookkeeper

Bookkeeping can look different from business to business, however the most common tasks that a Bookkeeper will generally undertake include:

- Record financial transactions
- Bank reconciliations
- Manage bank feeds
- Process accounts receivable
- Process accounts payable
- Prepare financial reports
- Work with the business Tax Agent / Accountant to assist with taxation compliance.
- Work with the Business owner or Business Management on:
 - a. Some human resource functions
 - b. Some payroll functions*

ATO Lodgement Dates

These dates are from the ATO website and do not account for possible extensions.

You remain responsible for ensuring that the necessary information is with us in time.

See [ATO Due dates by month](#) to check monthly lodgment and payment dates.

BAS/IAS Monthly Lodgements

Final dates for lodgements and payments:

August Activity Statement

21 September 2021

September Activity Statement

21 October 2021

BAS Quarterly Lodgements

Final dates for lodgements and payments:

1st Quarter 2022 Financial Year:

September Qtr (incl. PAYGI)

28 October, 2021

2nd Quarter 2022 Financial Year:

December Qtr (incl. PAYGI)

28 February, 2022

When a due date falls on a Saturday, Sunday, or Public Holiday*, you can lodge or pay on the next business day.

*A day that is a public holiday for the whole of any state or territory in Australia.

Due date for super guarantee contributions:

1st Quarter 2022 Financial Year:

July to September 2022 FY – contributions must be **in the fund** by 28 October, 2021

2nd Quarter 2022 Financial Year:

October to December 2022 FY – contributions must be **in the fund** by 28 January, 2022

Late payments of superannuation are **not** tax deductible. If your business has overdue superannuation guarantee payments and you are unsure of how to proceed, please contact us to discuss.

Responsibilities of a BAS Agent

A registered BAS Agent must have the required qualifications and experience as outlined in the Tax Agent Services Regulations 2009 (TASR). Refer to the [Tax Practitioners Board \(TPB\)](#).

BAS services / Advanced bookkeeping services include but are not limited to:

- ABN, TFN Business name registration
- GST, PAYG registration
- Software installation and training
- Single Touch Payroll (STP) processing
- EOFY reporting for STP
- Superannuation
- Taxable payments annual report
- Preparation and lodgement of BAS/IAS – Monthly or Quarterly
- Complex budgeting
- Reporting – quarterly review/year-end review
- Representation in dealing with the Commissioner of Taxation

Note: A BAS Agent can perform all the duties and responsibilities of a Bookkeeper, and a multitude of other functions, and is usually at an Advanced level of bookkeeping knowledge and experience.

Contracted Bookkeepers providing BAS services for a fee, must be registered BAS Agents. Additionally, undertake continuing professional education programs throughout each year.

Summary

As a Business Owner, if you are wanting your contract Bookkeeper to complete and undertake BAS services, it is your responsibility that you engage a registered BAS Agent.

If you are unsure if your Bookkeeper is registered, please refer to the TPB website and [search the register](#).

Look for this symbol including the Agent's registered BAS number.



Is your tax practitioner registered?

Check if your tax agent, BAS agent or tax (financial) adviser is registered with us*.

*A tax practitioner would display their registration number with the symbol.

[Search the register](#) >



Disclaimer: All or any advice contained in this newsletter is of a general nature only and may not apply to your individual business circumstances. For specific advice relating to your specific situation, please contact your accountant or contact me for further discussion.

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This newsletter is produced by the Institute of Certified Bookkeepers and distributed by members.

