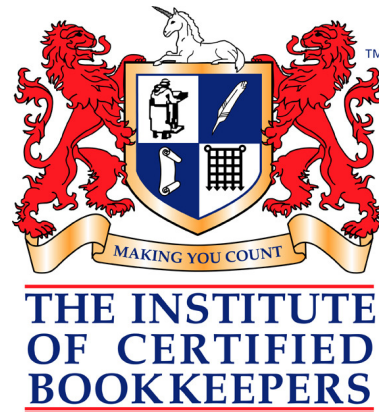


FEBRUARY 2007 MEMBERS NEWS & UPDATE



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Greetings all

Time flies but things happen so here goes a bit of an update on what is happening around us.

The life of a bookkeeper over Christmas / New Year is always a little of stress and a little of holiday. Typically the school holidays impinge significantly on what can be achieved. Fortunately (in some respects) many of our business clients become too Christmas focused and simply too busy to want to think about what is needed to have their books done and then it is January and frankly it is all just too hard. Gradually over January business cranks up again and then all of a sudden we remind our clients that their books need to be done for the December BAS....late February they finally get the message and then everyone wants you at once.

Welcome to the new bookkeepers year.....

HOW DO WE MAKE THIS BETTER!

The theorists would say it is all about selecting the right clients and ditching the wrong ones.

Practically we should be hanging onto clients that are good payers and work with us. What does "working with us mean"? Maybe pre Christmas you do get in early and get part of their processing done so it becomes a split appointment instead of just one day. Maybe some of the historically/typically time consuming tasks have to be held over to be fixed and reconciled next visit because there simply aren't enough hours to achieve it all this visit.

Plan what is practical to achieve for your client in the deadline and time constraints available. Don't do everything, completely every time.

NEWS on the law!

Well frankly I wish there was some. I am aware that government is not idle and also that different parts of government seem restricted by other parts of the government process. The creation of the BAS Service Provider, announced by the assistant treasurer over 6 months ago is still on the radar, but, the timing is unknown. (I am increasingly conscious that it is an election year, so maybe this law won't happen till later????)

NEWS on Education!

More of the same. Some organisations are already announcing their accreditation of people in the new course, that doesn't legally exist yet. Watch this space as we continually will bring news to you of relevant education and also the previously announced Cert IV for bookkeepers.

When it is real, we will bring you information on what is in the course, where you could undertake the course either locally, classroom based, remotely, onsite, offsite, or how to obtain Recognised Prior Learning credits towards the course.

ICB continues to work with education providers to bring you a choice of the right and relevant education.

The Cert IV will be relevant for some.

Institute News

While December, January always seems to be interesting and sporadic for bookkeeping work, many of you have been busy complying with ICB membership requirements.

In December I announced our 300th member, today I can announce that we have admitted our 350th member, with a further 63 applications in process.

Bookkeepers, helping bookkeepers.

MAJOR STEP FORWARD in networking & resourcing bookkeepers

The Institute of Certified Bookkeepers is pleased to announce the appointment of Mr Rick Freitag as "Director of Resources & Networking".

Rick has extensive experience and knowledge in running user group, network meetings, providing resources into the bookkeeper community.

Rick now takes on this role to assist members of ICB to know about all the tips and tricks of being the best in bookkeeping as well as facilitating the ICB's current list of 15 Regional Network Facilitators in getting groups of bookkeepers together for professional development and to have a chat.

ICB strongly supports Rick's Usergroups resources for bookkeepers

ICB appoints experienced bookkeeper and educator to Advisory Board

The Institute of Certified Bookkeepers in Australia is very pleased to announce the appointment of Mr John Birse to the Advisory board of ICB. Mr Birse has extensive experience and involvement in the bookkeeper industry as Chairman of the Franchise Bookkeeper Association of Australia and Divisional Franchisor for Jims Bookkeeping. These involvements together with John's background as an accounting teacher in Secondary Schools, Project Manager of School Accounting software, Computer Industry experience and Owner of a Commercial Training Facility provides significant benefits to the direction and delivery of ICB. John brings a rare combination of experience in education, community, accounting and technology and a passion for seeing bookkeepers recognised for the assistance they provide to small business.

He sees ICB as a fundamental part of building a recognised industry standard for bookkeepers and a conduit for keeping bookkeepers informed about what is happening in this industry.

The ICB in Australia has its company board of Directors, and is guided and directed by the Advisory Board. Rick, John and I sit as the active members of that board at this time, others have been approached and are considering their ability to help our bookkeeper member based organisation continue to be guided and influenced by bookkeepers.

Stats stats and more stats

During January our website hits new records with over 3000 hits per day and an average of 240 unique visitors per day.

Since the initiation of our ICB Certificate of Bookkeeping Assessments: 76 Candidates have completed one or all 3 of the levels.

The ICB Member Survey

Thank you to the 44% of all members that have responded to the recent survey on various aspects of the ICB.

A Summary of the results to date:

79% of you knew about and read the "Quarterly Business Update" that we publish with 97% of you suggesting it continue.

86% knew about with 85% reading the ICB Newsletters with 96% suggesting they continue.

Our "Weekly Think" email was not as well recognised indicating we should check our system for emailing this to you (which by way has been upgraded recently!!).

In response to many requests, we asked whether you would like the ability for people visiting our website to search for members? This is not a feature I have been keen on implementing in this public format. As I hope you are aware already, a website visitor can place a job ad looking for a bookkeeper and that ad is emailed to all member bookkeepers in the relevant area.

The suggestion was for us to allow a list of members to be searched on the site. 93% of you are in favour of such a function – hmmm, watch for the announcement as we proceed down this line.

A full report of all the survey responses will be made available on the website in two weeks time

Resources

There has been a huge response to further resources that you would like provided, particularly regarding setting up and maintaining a successful bookkeeping business. We have a section on our website in the Resources section, Business Advice - http://www.icb.org.au/resources/Business_Advice, which contains links and information regarding the setting up of a business including set up checklists as well as marketing ideas, employment contracts and a letter of engagement for new clients.

Also in the 'pipeline' is a Self Help section for bookkeepers, which should be available within the next two weeks, so keep an eye on the Resources section.

Included will be 'How to overcome objections', 'Where to find clients', 'How to find a client a week' 'Occupational Health and Safety' and much more.

We have been receiving many queries regarding payroll issues, as this is an area we do not specialise in we strongly suggest that you contact The Association of Payroll Specialists at www.payroll.com.au with all queries. They are in a far better position to assist with any payroll queries, but do not forget that we are still here to assist you with any concerns you may have in entering, maintaining and updating this sensitive information.

Do not forget our 'Bookkeeper Help Line', which is available to all members. You can call us on 1300 85 61 81 or email your query to info@icb.org.au

We would also like to take this opportunity to draw your attention to the Calendar of Events, http://www.icb.org.au/Calendar_of_Events, which we are constantly updating with upcoming events, important dates and seminars relevant to bookkeepers and bookkeepers in business. Also listed are public and school holiday dates Australia wide.

OUR PURPOSE

All bookkeepers, Local focus ~ National Accreditation ~ Global Recognition
Professional Association representing bookkeepers to government and presenting bookkeepers with standards, competence credibility and adhering to professional code of conduct.

Helping bookkeepers & accountants work together better
Helping bookkeepers!!!!

Thanks
Matthew

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