



CTAS GROUP

2010 SERVICES GUIDE



CONTACT US

C-TAS	1300 737 062
Community Salary Packaging	1300 737 061
Simple Fleet Solutions	1300 537 785

Introduction

The CTAS group provides a range of tax, administration, accounting, salary packaging and fleet services to the Non Profit Sector in Australia.

The group is based in Sydney and includes a Chartered Accounting firm with 2 partners and a team of staff who have skills in accounting, taxation, salary packaging and fleet related services.

Our clients range from small non profit organisations with only a few staff to Australia wide non profit organisations with 1,000's of staff. Our clients operate in a number of subsectors and include employment agencies, social welfare organisations, churches, disability service providers, migrant centres, childcare providers, health promotion charities and drug & alcohol rehabilitation services.

Our largest clients include The Salvation Army in Australia, Mission Australia and The Uniting Church of Australia.

About the Directors

John McIntosh

John is a Chartered Accountant and Tax Agent with extensive experience in the Non Profit Sector. After working at PricewaterhouseCoopers, John became the National Tax Manager to The Salvation Army in Australia before setting up CTAS in 2003. John continues to represent The Salvation Army on the Charities Consultative Committee with the Australian Taxation Office where he provides feedback to the ATO from the sector on current taxation issues affecting the Non Profit Sector. He is a board member of The Salvation Army Employment Plus (a large non profit employment agency) and has assisted a number of other government agencies including The Board of Taxation in its recent GST Administration Review.

Mark McIntosh

Mark is a Chartered Accountant with specialised experience in FBT and salary packaging for Australian Non Profit organisations. Mark is responsible for the salary packaging services of the group and has managed the salary packages of 1,000's of staff across the non profit sector in Australia. He works with organisations that are endorsed as Public Benevolent Institutions (PBI's) ensuring that the salary packaging systems maximise the tax benefits available to staff. Prior to joining CTAS he worked in public practice providing small business and superannuation fund tax and administration services.

Services

There are three main service areas in the CTAS group:

- Tax & Accounting (CTAS)
- Salary Packaging (Community Salary Packaging) &
- Fleet Services and Administration (Simple Fleet Solutions)



One of the major advantages of using the services provided by the CTAS group is that non profit organisations receive comprehensive advice, products and services from a provider who understands your circumstances and has the experience to work with you to achieve your organisation's desired outcomes.



CTAS provides tax and accounting related services to Australian Non Profit Organisations in the following areas:

- Assistance with Income Tax Endorsement and Registration
- Advice on gifts / tax deductibility, gift funds & fundraising
- GST Compliance and system reviews
- GST Compliance Tools & Software specifically designed for Charities
- FBT Compliance and Consulting (especially advice for organisations looking to optimise their concessional cap limits)
- Completion of FBT Returns
- Salary Packaging System Reviews & Salary Packaging Calculators
- Assistance with basic and complex tax compliance matters
- Assistance to organisations undergoing an ATO compliance audit
- Provision of accounting services to non profit organisations
- Training seminars in tax, salary packaging and superannuation for the non profit sector



**Chartered
Accountants**

COMMUNITY SALARY PACKAGING

Community Salary Packaging offers salary packaging services designed to ensure that organisations in the non-profit and charitable sector have access to a centralised, efficient, cost effective and expert salary packaging service.

The services provided by Community Salary Packaging include:

A Fully Outsourced Salary Packaging System

This system is designed for organisations who wish to completely outsource their salary packaging function to an expert external provider. This is often done by organisations to improve and increase the salary packaging options available to employees and ensure FBT compliance for the organisation.

By outsourcing the salary packaging system organisations also reduce the amount of resources used by the organisation internally ensuring staff can focus on their core activities and not waste valuable resources on administrative functions.

Employees can salary package a variety of benefits including:

- Loan Repayments
- Rental Payments
- General Living Expenses
- Motor Vehicles (Novated or Associate Leases)



Community Salary Packaging takes care of the salary packaging setup arrangements, employee enquiries, ongoing reporting and benefit payments for the organisation.

We also provide online access to help staff keep track of their salary packaging arrangements as well as provide support for staff through salary packaging calculators, information manuals and training materials.

Community Salary Packaging Card Program

Community Salary Packaging recognises that some organisations have the ability, capacity, system and skills to successfully run a salary packaging system in house.

As a result Community Salary Packaging makes available the

‘Community Salary Packaging General Expense Card’ and the

‘Community Salary Packaging Meal Card’.

Some of the features of the cards include:

- Supported by ANZ through the VISA Network
- Secondary card (e.g. for spouses) are available
- Track the balances and transactions online or through ANZ Phone Banking
- Cash withdrawals unavailable
- Australian Tax Office class ruling available on the General Expense Card



DID YOU KNOW?

By our estimates there are over 70,000 salary packaging cards being used by employees of non profit organisations in Australia!

Eligible organisations can utilise and integrate these cards into their current salary packaging systems.

The cards free up the time of internal staff running the salary packaging system as they are alleviated from time consuming receipt reconciliations by providing controls to ensure that fringe benefits are actually provided without needing to add and reconcile every receipt.

The cards also make it easy for employees to salary package where they do not know what to include in their package. This may be due to the fact the employee does not have many fixed and regular expenses (such a loan or rental payments).

Simple Fleet Solutions

Simple Fleet Solutions aims to assist organisations in the non profit sector of Australia when it comes to managing their motor vehicle fleets.

Simple Fleet Solutions provides a variety of services including:



- A *Fleet Software* solution that utilises a web based application with FBT reporting, Cost Reporting, KM tracking etc.
- *Fuel Card Programs* for fuel and vehicle related purchases from both Caltex (up to 3.5c litre discount) and Shell (up to 2.75c litre discount)
- Providing *Operating Leases* (either as fully maintained or non maintained) for organisations who do not wish to have any exposure to vehicle residual risk
- A *vehicle procurement purchasing service* for organisations who wish to purchase new vehicles to ensure your organisation (and / or staff) do not pay too much when buying a new car
- Assistance with *vehicle finance and general fleet advice*
- *Pre-authorisation of servicing and maintenance* is completed by qualified mechanical personnel
- *FBT Fleet Advice* working closely with Community Salary Packaging to minimise FBT costs on your vehicle fleet
- A *fully outsourced fleet management service* for organisations who do not wish to proactively manage their own vehicle fleet.

Contact

For more information on any of our services please do not hesitate to contact us using the details below:



1300 737 062 or info@ctas.net.au



1300 737 061 or info@communitysalarypackaging.com.au



1300 537 785 or info@simplefleet.com.au