

## Errata

**ISBN:** 978 1 76031 048 6

**Unit:** BSBFIA301 Maintain financial records

**Resource:** Learner guide (with summative assessment)

**Update:** Version 1.2 updated to Version 1.3

**Affected pages:** 8, 65, 74

Use the attached pages to update the affected document.

## Work health and safety policies, procedures and requirements

WHS legislation is designed to protect the health, safety and welfare of all people at work. You therefore need to be aware of and know how to access current WHS legislation and other WHS documentation relevant to your specific workplace, occupation and industry. This documentation includes regulations, codes of practice and your organisation's health and safety policies and procedures.

Keeping up to date with this information is essential. One of the most significant changes has been the national WHS reforms that resulted in the development of the *Work Health and Safety Act 2011* (Cth) and model regulations and codes of practice. These reforms are designed to improve national WHS by simplifying the system and making laws more consistent across Australia.

The following table provides the name of the WHS legislation and the regulator responsible for its implementation in each state and territory, as at the time of publication.

Region	Legislation
Commonwealth	<i>Work Health and Safety Act 2011</i> (Cth) WHS regulator: Comcare <a href="http://aspirelr.link/comcare">http://aspirelr.link/comcare</a>
Australian Capital Territory	<i>Work Health and Safety Act 2011</i> (ACT) WHS regulator: WorkSafe ACT <a href="http://aspirelr.link/worksafe-act">http://aspirelr.link/worksafe-act</a>
New South Wales	<i>Work Health and Safety Act 2011</i> (NSW) WHS regulator: SafeWork NSW <a href="http://aspirelr.link/safework-nsw">http://aspirelr.link/safework-nsw</a>
Northern Territory	<i>Work Health and Safety Act 2011</i> (NT) WHS regulator: NT WorkSafe <a href="http://aspirelr.link/worksafe-nt">http://aspirelr.link/worksafe-nt</a>
Queensland	<i>Work Health and Safety Act 2011</i> (Qld) WHS regulator: Workplace Health and Safety Queensland <a href="http://aspirelr.link/worksafe-qld">http://aspirelr.link/worksafe-qld</a>
South Australia	<i>Work Health and Safety Act 2012</i> (SA) WHS regulator: SafeWork SA <a href="http://aspirelr.link/safework-sa">http://aspirelr.link/safework-sa</a>
Tasmania	<i>Work Health and Safety Act 2012</i> (Tas.) WHS regulator: WorkSafe Tasmania <a href="http://aspirelr.link/worksafe-tas">http://aspirelr.link/worksafe-tas</a>
Victoria	<i>Occupational Health and Safety Act 2004</i> (Vic.) WHS regulator: WorkSafe Victoria <a href="http://aspirelr.link/worksafe-vic">http://aspirelr.link/worksafe-vic</a>
Western Australia	<i>Occupational Safety and Health Act 1984</i> (WA) WHS regulator: WorkSafe WA <a href="http://aspirelr.link/worksafe-wa">http://aspirelr.link/worksafe-wa</a>

## Example: analysis chart

The following analysis chart illustrates the entries required when posting from the six specialist journals to the general ledger.

<b>Analysis chart</b>				
Account	Classification	↑	↓	Dr/Cr
<b>Sales journal</b>				
Debtors control	Asset	↑		Dr
Sales	Revenue	↑		Cr
GST payable	Liability	↑		Cr
<b>Sales returns and allowances journal</b>				
Debtors control	Asset	↓		Cr
Sales returns and allowances	Revenue	↓		Dr
GST payable	Liability	↓		Dr
<b>Purchases journal</b>				
Creditors control	Liability	↑		Cr
Purchases	Expense	↑		Dr
Input tax credits	Asset	↑		Dr
<b>Purchases returns and allowances journal</b>				
Creditors control	Liability	↓		Dr
Purchases returns and allowances	Expense	↓		Cr
Input tax credits	Asset	↓		Cr
<b>Cash receipts journal</b>				
<b>Cash amounts</b>				
Bank	Asset	↑		Dr
Debtors	Asset	↓		Cr
Sales	Revenue	↑		Cr
Sundry items				
Commission	Revenue	↑		Cr
Interest	Revenue	↑		Cr
Capital	Owner's equity	↑		Cr
GST payable	Liability	↑		Cr
<b>Discount amounts</b>				
Discount expense	Expense	↑		Dr
GST payable	Asset	↓		Dr
Debtors	Asset	↓		Cr

*continued ...*

## Withdrawal of stock/assets by owner

Sometimes the owner withdraws stock or other assets (including cash) from the business for their own use. These transactions are recorded in the general journal as drawings.

Drawings of stock are recorded against the purchases account because the original purchase of the stock was recorded in the purchases account. Drawings of other assets such as cash or equipment are recorded against the actual asset withdrawn.

### Example: drawings of equipment

Here is an example where drawings of equipment are recorded against the actual asset withdrawn.

Alastair owns a DVD shop. On 1 October he withdraws DVDs to the value of \$330.00 (including GST) for his own use. This is recorded as follows.

General journal				
Date	Particulars	Folio	Debit \$	Credit \$
1.10	Drawings		330.00	
	Purchases			300.00
	Input tax credits			30.00
	<i>Owner withdrew stock for own use</i>			

In this transaction:

- the owner's drawings increases = debit
- the purchases (stock) account decreases = credit
- an asset (GST payable/input tax credits) decreases = credit

## Write off a bad debt

There are times when debtors don't pay an organisation. This occurs for a variety of reasons including bankruptcy. The organisation may decide to write off the amount owing by the debtor. At other times, an organisation may agree to accept a payment that is less than the full amount owing and then write off the remainder that is owing.

Writing off a debt is an expense to the business. It is only done when all avenues of debt collection have been exhausted and there is no chance of being paid by the debtor.

### The entry required in the general journal to write off a bad debt is as follows:

- The asset 'debtors' is decreased = credit
- The expense 'bad debts' is increased = debit
- The liability 'GST payable' is decreased = debit