

How would you set up clergy superannuation in MYOB to comply with Single Touch Payroll reporting?

The recommendation is that you set up an MYOB Payroll (Superannuation) Category as follows:

The screenshot shows the 'AR Superannuation Information' dialog box in MYOB. The window title is 'AR Superannuation Information'. At the top, there are buttons for '+ New', 'Employee', and 'Exempt', along with a 'Help for this window' button. The main form contains the following fields:

- Superannuation Name: Clergy|Superannuation
- Linked Expense Account: 6-2182 Superannuation-Admin
- Linked Payable Account: 2-2115 Superannuation Payable
- ATO Reporting Category: Superannuation Guarantee

Below these fields is an information icon and the text: 'Select the ATO reporting category if you're using Single Touch Payroll. [Learn how](#)'.

The 'Superannuation Information' section contains the following settings:

- Contribution Type: Superannuation Guarantee (expense)
- Pay Advice: Print on Pay Advice
- Calculation Basis: User - Entered Amount per Pay Period
 Equals 0.00 % Percent of Gross Wages
 Equals \$728.22 Dollars per Month
- Exclusions: Exclude the first \$0.00 of eligible wages from calculations.
- Limit: No Limit
 Equals 0.00 % Percent of Gross Wages
 Equals \$0.00 Dollars per Pay Period
- Threshold: Calculate once eligible wages of \$0.00 have been paid per month.

At the bottom right, there are 'OK' and 'Cancel' buttons.

Set up this superannuation category in MYOB and link all your clergy to it. You would have to have one category for each of vicar, married asst'ts, and single asst'ts, with a different amount per month for each category. Link each clergy to the appropriate category. MYOB will take the right amount out per month, no matter if it is a 2 or 3 payroll month.

You would then pay the Diocese invoice amount for super out of the Super Payable (2-2115) account each month. The expense has already been recognised in the payroll. That is, you should post the super portion of the Diocese invoice to the super payable account (2-2115), otherwise you will be double counting on the super component, super expenses being posted in both Purchases and also in Payroll.

The good part about this method is that the super payable account should come back to \$0.00 at the end of each month. It is an easy way to make sure that the invoice and the payroll are in sync at the end of each month.

There are always several methods of doing things in MYOB, but to keep both Diocese invoices and payroll in sync I think this is the best method. Also, you will not have to do separate calculations in a new financial year (FY) if it has an extra payroll fortnight (27). All that you would have to do in a new FY is to change the amount per month for each category above.

Please note that whole of clergy super is recognised as a Super Guarantee Contribution (SGC).

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