



EXDIA *express*

Friendly Updates From Our Team To Yours

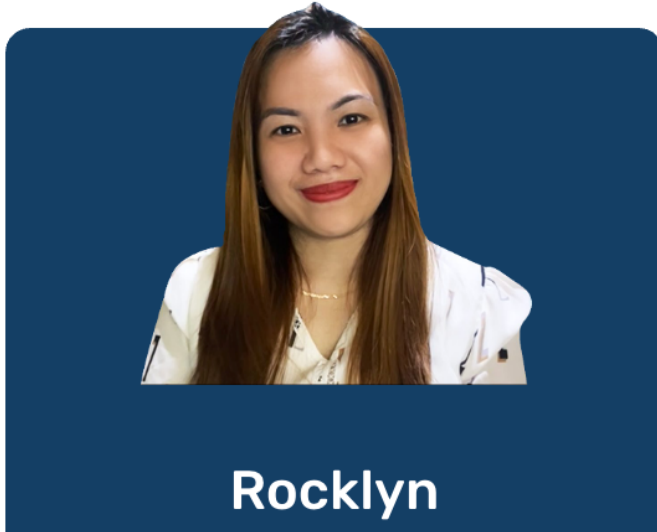
Welcome to *Exdia Express* for July – keeping you informed with friendly updates from our team to yours.

In this issue:

- Team Faces: Meet Rocklyn
- Client Share: Thank you Chris
- ICB eBrief:
 - Cyber Wardens Level 2
 - And...ATO Lodgement Dates

We trust you'll enjoy these updates, and we look forward to staying connected!

Team Faces – Meet Rocklyn



*Bachelor's of Science in Accountancy, Xero Certified
Advisor, Xero Payroll*

Rocklyn loves working from home as she can balance her work and personal life. She admires the work culture at Exdia because each team member helps each other all the time, making sure that no one is behind. She specialises in Accounts Payable and Accounts Receivable management and Account Reconciliations. On the weekend, she makes sure to spend time with her family, so they often go to parks, malls,

and places that her son would love.

What do you enjoy most about working with our clients?

What I enjoy most is building relationships with clients and assisting them in staying organized with their finances. Every client's journey is unique, and contributing to their success is both fulfilling and inspiring.

What's a simple tip you use to stay productive?

Try to avoid multitasking and focus on one thing at a time. It's tempting to juggle everything, but giving your full attention to one thing usually leads to better results. This way, your work becomes faster, more efficient, and way better

What's your favourite coffee or snack?

I'm a frappe enthusiast—always excited to try new flavors, but let's just say my stomach doesn't always share my sense of adventure.

Thank you, Rocklyn, for being such an amazing part of our Exdia team!

Client Share – Thank you Chris!

We are so grateful for our wonderful clients, and it's always a pleasure to receive feedback like these thoughtful comments from Chris:

“You guys are doing a wonderful job and we're very thankful for your service and support!” - Chris, NSW

Thank you, Chris, for sharing your experience. We truly value the opportunity we've had to work together!

And now in the following section we are delighted to share the latest eBrief from the Institute of Certified Bookkeepers with this month's topics and content.

Client eBrief



The Institute of Certified Bookkeepers



Cyber Wardens Level 2

The Cyber Wardens: Safe AI for Small Business course is both worthwhile and easy to follow. It provides a clear understanding of how artificial intelligence is already being used in business, and how cyber criminals are using it too. The course is practical, relevant, and full of useful tips that can be applied straight away.

AI is Already Part of Everyday Business

Many of us are using AI without even realising it. From email filters and fraud alerts to automatic replies, these tools are built into systems we use every day. They can help save time, reduce admin, and improve accuracy, which is a real benefit for small business owners.

Cybercriminals are Using AI Too

One of the most important takeaways was how AI is changing the way scams work. Emails are now much more convincing, fake phone calls sound real, and deepfake videos are being used to trick people. It is harder to tell what is real and what is not, so it's more important than ever to be cautious.

Small Actions Can Make a Big Difference

The course focuses on changes that are simple but effective . Setting up multi-factor authentication, verifying requests by phone, and double-checking email addresses are all easy habits

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:

July Activity Statement

21 August 2025

August Activity Statement

21 September 2025

BAS Quarterly Lodgements

Final dates for lodgements and payments:

4th Quarter 2025 Financial Year:

June Quarter 2025 (incl. PAYGI)

28 July, 2025

1st Quarter 2026 Financial Year:

September Quarter 2025 (incl. PAYGI)

28 October, 2025

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:

4th Quarter 2025 Financial Year:

April to June 2025 – contributions must be **in the fund** by 28 July, 2025

1st Quarter 2026 Financial Year:

July to September 2025 – contributions must be **in the fund** by 28 October, 2025

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.

to build. One tip to take note of is having a code word to confirm anything unusual with your team.

AI Tools Can Be Helpful When Used Carefully

This is not about avoiding AI. In fact, the course shows how AI can support your business when used thoughtfully. It can help manage bookings, flag suspicious activity, and even assist with customer communication. The key is to stay in control of what information you share and where.

Everyday Habits Are Worth Reviewing

The course highlights a few everyday practices that can quietly open the door to cyber risks. Things like using public Wi-Fi for work accounts or forgetting to log out of sensitive platforms might seem harmless, but they can create vulnerabilities. It is a good reminder to be a bit more intentional with how and where you access important information. Small changes, such as using secure connections and logging out properly, can make a real difference.

Some Industries Need Extra Care

If your business handles financial or personal data, such as in bookkeeping, accounting, or payroll, the risks are even higher. The course includes advice specific to these areas, such as verifying all payment instructions by phone, using multi-factor authentication for financial systems, and keeping your software updated to close off weak points.

If Something Goes Wrong

The course also explains what to do if you are hacked or if your identity is stolen. It covers who to contact, how to secure your accounts, and where to report incidents. Knowing these steps in advance can help you stay calm and take the right action quickly.

Final Thoughts

For small business owners unsure where to start with cybersecurity or how AI fits in, this course is a strong starting point. It's clear, practical, and highlights where the real risks are. The recommended changes are straightforward but can make a big difference. It doesn't take long to complete and provides a solid understanding of what to look out for and how to respond.

Where to Find Support

IDCARE: An independent not-for-profit and the only service of its kind globally, offering expert support and frontline insights into scams, identity theft, and cybercrime. Visit IDCARE's website: www.idcare.org

Australian Cyber Security Centre: The ACSC is the government's lead agency for cybersecurity, providing threat intelligence, incident response, and technical guidance to protect Australian businesses, individuals, and critical infrastructure from cyber threats.

Report a cybercrime, incident or vulnerability: [Report and recover | Cyber.gov.au](https://www.cyber.gov.au/report-and-recover)

Cyber Wardens Level 2 – Enrol Now

Simplified Cyber Security for Australian Small Business



LEVEL 2: Safe AI for small business

Learn how to embrace AI technology safely while protecting your business

ENROL NOW

The banner features a white AI robot icon on the left with a purple 'AI' label on its chest. The background is a gradient of purple and teal, with a white circuit board pattern on the right side.

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.

