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ANNUAL GENERAL MEETING

The Annual General Meeting was held on 15 February 1984 at 6.00 p.m. Those who attended were treated to an entertaining talk by Pam Trier (Senior Librarian - Orders at the Borchardt Library, La Trobe University) on developments in the Australian book trade.

The business of the meeting included the presentation of a brief Annual Report, the presentation of a Financial Statement and the election of Office Bearers. There was only one nomination for each available position and the individuals listed on the Contents Page of this *Newsletter* were declared elected.

A full report of this Meeting including Pam's address will appear in the May issue of the *Newsletter*.

* * * * *

MEETING DATES 1984

15 MAY	Tuesday
15 AUGUST	Wednesday
15 NOVEMBER	Thursday

The speakers and topics at these meetings will be announced at a later date and unless advised otherwise the venue will be Committee Room, 3rd Floor, CSIRO, 314 Albert Street, East Melbourne.

* * * * *

NEW MEMBERS

The Society welcomes the following new members :-

Ms J. Dartnall	278 Stanley Street, Townsville, Qld. 4810
Mr D. Mercer	P.O. Box 132, Sandy Bay, Tas. 7005
National Library of Australia (M. Baggott)	Parkes Place, Canberra, A.C.T. 2600
Mr R. Olding	2 Radbone Road, Bridgewater, S.A. 5155
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* * * * *

ACCOUNTING ASPECTS OF FREELANCE WORK : NOTES ON A TALK
BY MARGARET JACKSON, B.Ec. (Hons.), M.B.A., A.C.A.
AT GENERAL MEETING 17 NOVEMBER 1983

Before introducing Margaret, John Simkin told us that AusSI is negotiating with the Society of Editors to include Registered Indexers in their *Register of freelance publishing services*.

Some freelance editors offer indexing services, and for these there is no "quality control". However, AusSI members listed will be R/I's only, in accord with the Society's policy of phasing out their list of freelance indexers.

John then told us that Margaret, who as well as being a partner in a firm of Chartered Accountants is a Telecom Commissioner, will have useful information for indexers commencing freelance work from salaried positions where they previously had little exposure to taxation and accounting matters.

Margaret's talk emphasised freelancing, of any kind, as a business, and the need to apply the rules and regulations of small business. There are overriding principles: maximise deductions to minimise tax, select the right business structure, and KEEP RECORDS, because one may be asked for them.

Structure of one's business is influenced by its size and by the individual's investment income from shares and superannuation: income "blow-out" is to be avoided as income tax rates increase as income levels rise.

A small enough business may need no special form of organisation: income and expenses can go in one's personal tax return; it is worth noting that contributions of up to \$1200 are allowed as a self employed person subject to age and other requirements. One disadvantage is that income splitting to reduce "income" will not be possible.

A partnership may be set up, with spouse, child or sibling who has a lower income. The spouse may be paid a salary to be claimed by the partnership if the spouse is on a lower income tax bracket. Superannuation can still be provided, and expenses claims in a partnership are treated in a less rigorous manner by the Taxation Department.

A company may be set up which has certain advantages: limited liability; maximised superannuation contributions; income splitting within the family; and minimization of provisional tax which to a sole trader can place strain on cash flows. Disadvantages are that incorporation costs of \$500 to \$1000 would need to be incurred as well as annual maintenance costs of about \$500, including the requirement to lodge returns with the Corporate Affairs Commission. For freelance income under \$10000 a company may not be worth the expense.

A family trust has similar advantages to a company as well as providing great flexibility in the distribution of income to beneficiaries, but expenses are greater: \$1000 to \$2000 to set up and approximately \$650 to maintain.

Deductions to minimise taxable income are made by claiming the many expenses - accepted as such by the Department - incurred in earning the income. Expenses to be claimed include: cost of maintaining one's car (or public transport costs); depreciation, registration, fuel, parking fees. Freelance miles need to be determined as a percentage of total mileage, by either maintaining a mileage log in the car or by estimation. (Guidelines issued by the Taxation Department are listed at the end of this report).

Other expenses that can be claimed include secretarial assistance, even if it is one's child being paid to answer the telephone, and the cost of the "home office". The house: in this case it is easier to make a claim for rent than for interest on a mortgage. Next come insurance, rates, lighting and heating. Depreciation can be claimed on office furniture which may include the desk and chair (and a chair for visitors) typewriter or word-processor or personal computer. Other claims can be made for society memberships, magazine and newspaper subscriptions, stationery, postage (for mailing accounts) and the telephone (for receiving or discussing commissions), conference attendances for which both fees, fares and expenses are claimable.

In lodging income tax returns it must be recognized that inconsistencies in treatment occur by the Taxation Department. These inconsistencies can arise from year to year or from a review by different assessors. Make claims and be prepared to provide information to support the claims.

Not only the chair that seats the visitor for home entertainment may be claimed, but part of the supermarket account as well if this is paid by cheque, and the restaurant that feeds clients should be paid by Bankcard - because record keeping is everything in making a claim and in every area, "more records equal a higher strike rate".

Many questions followed and the following points were made in answer by Margaret :

Family members may be employed as "secretarial" or "casual" assistance without a formal business structure.

Very detailed records must be kept to answer questions that may be asked, "Why was it paid?" "How was it paid?" "When was it paid?" Relative tax brackets of family members must be considered in distributing income to those members.

Child minding paid by an individual is not claimable under current legislation. However, some people have made arrangements with their employer to pay child minding direct.

Local Health and Town Planning regulations are not a problem for conducting a business from home, as a business doesn't make a house a commercial establishment unless it annoys the neighbours.

Registering a business name with the Bureau of Corporate Affairs will add credibility to one's activities and may also create favourable reaction from clients.

While in a salaried situation it is possible to undertake freelance work and make claims for expenses incurred in conducting the freelance activities.

Margaret advised us that when going from an employee on a Group Certificate to a freelance situation, one could include a schedule in tax returns, disclosing to the Taxation Department what is planned. She also said that claims made are influenced by one's personal view of taxation, as an evil or a duty, but suggested a "creative" approach, well backed by documentation.

On John Simkin mentioning that someone at her talk to another society had transferred his taxation account to her, she said that she certainly did not seek clients from giving talks but enjoyed very much speaking to groups, and improving the public image of accountants.

Members present at this well attended meeting were very appreciative of Margaret's talk.

Reference: *Australian master tax guide*. Annual. Published by CCH Australia.

AUSTRALIAN ART INDEX - A PROGRESS REPORT *

The *Australian art index* (AARTI) is well underway. It is being produced by the Library of the Australian National Gallery. It contains bibliographic and factual information on the visual arts and artists of Australia. Coverage includes fine art, decorative arts, theatre arts (design), architecture (design and artistic aspects) and photography. Four types of records are included:

EX (exhibitions) give details of when and where the exhibition is being held, the artists involved, press reviews, citations, whether a catalogue has been received, and the subject and media of the exhibition. The aim is to include exhibitions held in Australia and exhibitions held overseas involving Australian artists.

JO (journals)

All journals received by the Australian National Gallery are scanned for articles dealing with Australian art or artists.

Some journals are automatically indexed in detail; articles on non-Australian art included in these journals will be indexed.

Book reviews, exhibition reviews and notices are added to the relevant MO or EX record instead of being given a JO record.

Articles on an artist and related to an exhibition of that artist's work will be included on the relevant EX record in the Review paragraph. Where a review constitutes a major article it will also be indexed separately.

MO (monographs)

Published 1982+ and covering visual arts in/of Australia, including reports, conference proceedings, manuscripts, theses (future development), books illustrated by established artists and artists' books.

Reviews of monographs are included on the MO record and not given a separate JO record unless of major significance.

PR (profiles)

Coverage Australian artists; overseas artists permanently settled in Australia.

Priorities Loaded gradually in the following order :

- . artists having one-man exhibitions 1982+ and who are also in the Australian National Gallery collection.
- . other one-man shows.
- . group shows.

Craftspeople Craftspeople listed by the Crafts Council will be entered as a separate exercise following current negotiations.

Indexing commenced in late 1982 and as of 1 June 1983 the data base contained 2200 records and is growing at a rate of 250-300 per month. At this stage coverage includes exhibitions held in all States in 1983 and most of those held in N.S.W. in 1982, all relevant journal articles published in 1983 and most of those published in 1982, and all monographs published 1982+. Profiles are being loaded very gradually.

The Library has completed the first stage of a project of identifying and writing to every Australian gallery asking that all material published in connection with an exhibition be sent for inclusion in AARTI.

Currently AARTI is a private data base operated through ACI Computer Services' QUE system. When documentation is complete AARTI will be made available publicly through Ausinet or on microfiche.

Offers of assistance with indexing have already been received and are much appreciated. Those interested in assisting should contact Leanne Thompson, Editor AARTI, Australian National Gallery, GPO Box 1150, Canberra, ACT, 2601.

Leanne THOMPSON

* Reprinted from ARLIS/ANZ News, Number 14, June 1983

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BOOK REVIEWS - INDEXES MENTIONED

AUSTRALIAN books; a select list of recent publications and standard works in print. National Library of Australia. Reviewed by D. H. Borchardt, *Australian academic and research libraries*, Vol. 14, no. 4, December 1983. "The index has been improved!"

Bibliography of education theses in Australia: a list of theses in education accepted for higher degrees at Australian universities and colleges in 1980. Australian Council for Education Research. Reviewed by D. H. Borchardt, *Australian academic and research libraries*, Vol. 14, no. 4, December 1983. "...and sports a subject index which is not very good as yet. Eschewing keyword entries, the compilers have chosen standard subject terms but have failed both to link keywords with terms used and to refer readers from unused portions of a complex term to the part used. Thus there are entries for 'Adult vocational education' and 'Auditory perception' but no reference from 'Vocational education' or from 'Perception' though there is an entry under 'Perception'. Worse examples abound."

BARZINI, Luigi. *The impossible Europeans*. Hodder and Stoughton. Reviewed by Cyril Pearl, *The Australian*, 5-6 November 1983. "I've only one criticism to offer. Please Mr Hodder and please Mr Stoughton, enrich the next edition with a much needed index."

CAMPBELL, Malcolm J. *Case studies in business information provision*. Clive Bingley. Reviewed by Joy Sheehan, *Australian academic and research libraries*, Vol. 14, no. 4, December 1983. "There is an index to subjects but not to sources by author or title which means that an interested student does not have the opportunity to check on the usefulness of titles other than by a scanning of the studies themselves."

CHOATE, Ray. *A guide to sources of information on the arts in Australia*. Pergamon. Reviewed by David J. Jones, *Incite*, Vol. 4, no. 21, 9 December 1983. "There is a name index and a subject index - the user has a little more work to do if he or she wishes to trace a particular title."

Reviewed by Sue Boaden, *Australian special libraries news*, Vol. 15, no. 3, September 1983.

"This publication is served by a name index as well as a subject index, both of which could be improved. For example, in checking the organisation with which I am most familiar I note that the Australia Council does not receive a mention despite the fact that a number of its publications are included. Ethnic arts does not appear as a subject category although in the general arts chapter the *Ethnic arts directory* is listed under Directories or Organisations."

FIRKINS, Peter. *Of Nautilus and eagles*. Hutchinson. Reviewed by Ivan Chapman, *The Australian*, 1 January 1984.

"Navy buffs will enjoy the photographs, the lists of ships and senior officers, and the thorough index."

FITZHERBERT, Margaret. *The man who was Greenmantle: a biography of Aubrey Herbert*. Murray. Reviewed by Peter Ryan, *The Age*, 31 December 1983.

"The index is both bad and odd, constructed on a new principle clearly designed to filter out every Australian reference. Margaret Fitzherbert's text in some detail tells how Herbert came to Australia to sell off vast family properties in central Sydney; on Gallipoli he met "old Monash", Howse, and the Major whose name became immortal through *Quinn's Post*. Not a hint of any of this in the index. Rum?"

GODBOLT, Shane and MUNFORD, W. A. *The incomparable Mac: a biographical study of Sir John Young Walker MacAlister (1856-1925)*. Library Association Publishing Ltd. Reviewed by Michael J. Ramsden, *Australian academic and research libraries*, Vol. 14, no. 4, December 1983.

"The book has, however, an adequate index."

HAGGER, A. J. *A guide to Australian economic statistics*. Pergamon. Reviewed by David J. Jones, *Incite*, Vol. 4, no. 21, 9 December 1983.

"The text is lucid, amply fortified with examples and is well supported by the index."

HARVEY, Richard. *Genealogy for librarians*. Clive Bingley. Reviewed by Frances Brown, *Australian academic and research libraries*, Vol. 14, no. 4, December 1983.

"...the subject index works well."

LINDESAY, Vane. *The way we were: Australian popular magazines 1856-1969*. Oxford University Press. Reviewed by Stuart Sayers, *The Age*, 5 November 1983.

"...the index adequate."

LISNER, Charles. *The Australian ballet: twenty-one years*. Queensland University Press. Reviewed by Maria Prerauer, *The Australian*, 29-30 October 1983.

"...its handy lists and indexes will be useful as a reference."

MCKERNAN, Michael. *Australia during the Second World War*. Nelson. Reviewed by Peter Spearritt, *Sydney morning herald*, 24 September 1983.

"The difficulty of getting abortions and the dangers involved is briefly touched on, though that topic is discretely omitted from the skimpy index."

The MACQUARIE book of events. Macquarie Library. Reviewed by B. M. Parish, *Sydney morning herald*, 3 September 1983.

"To find out when something happened, the introduction claims. Sixty-three different subjects are arranged chronologically, a box at the beginning of each chapter directing the reader to related sections. There is a table of contents and a short subject index. A proper index would be too cumbersome, says the editor. I suppose so, but its absence can be irritating. It would tell me, for example, whether the Baron von Mueller who introduced paspalum grass in 1881 was the Ferdinand von Mueller who had brought the Monterey pine to Australia in 1857. (To confuse matters further, I am told that a Baron von Mueller founded the Melbourne Botanic Gardens. But mention of Melbourne's garden can't be found.)

Space, of course, is the problem. My wife complained that the account of the 1972 hijacking at Alice Springs Airport should have mentioned that the American humourist, S. J. Perelman, was aboard the aircraft, and that Gloria, one of the children of Frederick Kroepe who was shot 17 times by his son at Glenroy, Victoria, in 1972, was a Miss Australia and worth a mention.

She also sniffed that the index had 'floods' but no 'food' ..."

MUIR, Marcie. *My bush book*. Rigby. BURCHILL, Elizabeth. *The paths I've trod*. Spectrum. ELLIS, Constance Jane. *I seek adventure*. Alternative Publishing Co-operative. McNEIL, Eugenie. *A bunyip close behind me*. Penguin. Reviewed by S. M. Stewart, *Australian book review*, No. 55, October 1983.

"Marcie Muir and Elizabeth Burchill provide bibliographies to their books. Perhaps it is too much to expect from writings of the kind under discussion that even a rudimentary index be included in the publication, but without it so much knowledge and painstaking research is lost to all but the patient reader. I have spent hours searching for the reference on the making of cabbage tree hats (Ellis) and the use of aloe juice to heal wounds (McNeil) in order to use the books for more than an interlude of pleasant reading."

NEWSOME, Walter L., comp. *Government reference books 80/81*. Libraries Unlimited. Reviewed by David J. Jones. *Incite*, Vol. 4, no. 19, 4 November 1983. "There is a good author, title and subject index."

ONLINE bibliographic databases: *a directory and sourcebook*. Aslib. Reviewed by Michael Middleton, *Australian academic and research libraries*, Vol. 14, no. 4, December 1983.

"...a useful general index."

PERROTT, Monica. *A tolerable good success*. Hale and Iremonger. Reviewed by Barbara Giles, *Australian book review*, No. 55, October 1983.

"As regards historical method it is quite unexceptionable, being well researched, indexed, annotated, documented, appended and sourced."

RADFORD, Wilma. *Guide to Australian reference books: humanities*. Library Association of Australia. Reviewed by Valmai Hankel, *Australian academic and research libraries*, Vol. 14, no. 4 December 1983.

"The index, of authors, titles and subjects, has one major inconsistency which is mentioned, but not justified, in the Introduction. Items in some series, which are listed separately, are indexed, but at least one major series, item 107, *Studies in Australian bibliography*, does not have index entries for any of its most useful 24 parts. This has resulted in the absence from the index of Australia's bibliographical guru, Dietrich Borchardt, and that of the prolific literary bibliographer, H. F. Chaplin."

REFERENCE services and library education: *essays in honour of Frances Neel Cheney*. Mass. Heath and Co. Reviewed by D. H. Borchardt, *Australian academic and research libraries*, Vol. 14, no. 4, December 1983.

"The index, though adequate, could be better."

READER'S Digest Bible. Reader's Digest Association. Reviewed by James S. Murray, *The Australian*, 10-11 December 1983.

"Their work further establishes its own editorial style by having a very adequate index."

SHEEHAN, Joy. *A guide to sources of information on Australian business*. Pergamon. Reviewed by David J. Jones, *Incite*, Vol. 4, no. 21, 9 December 1983.

"Working backwards, so to speak, from a known title to the section of the work in which it is discussed is not so agreeable, as there is no title index. Looking for *Productivity Australia* in the subject index is unproductive; it's actually mentioned in a chapter on personnel management, but isn't indexed under that heading either."

The WORLD book encyclopedia. Field Educational Enterprises. Reviewed by Peter Bunworth, *The Age*, 29 October 1983.

"There are 24 volumes in all, including an excellent Research Guide and an Index."

A.C.T. COMMITTEE

Edyth Binkowski, one of the three contacts for Canberra residents, has requested that the following phone numbers be used by those interested in speaking to her about the Society :

49 2063	afternoons
81 2484	mornings and after hours

* * * * *

INFORMATION CONSULTANTS FREELANCERS
AND BROKERS DIRECTORY 1984

This *Directory* is the first major project of the Information Management and Consulting Group which was formed in 1982 by a number of independent library and information personnel. The main objective of the body, which is a special interest group, of the LAA, is to bring together skilled professionals involved in information work on consulting or contract terms.

The *Directory* lists professionals who are available for information management, consultancy, broking, freelancing or contract projects in Australasia. A small number of "indexers" is included. Entries are arranged alphabetically by business name and there are geographical, key personnel and subject indexes.

There are plans to issue the *Directory* annually and orders for the current edition and suggestions for improvement or potential entrants should be forwarded to :

Information Management and Consulting Group,
G.P.O. Box 2128T,
MELBOURNE. VIC. 3001

* * * * *

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