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2014 FINANCIAL YEAR END NEWSLETTER

By our reckoning this is Year-end Newsletter Number 30. The Newsletter is again being delivered electronically as we strive to do our small part to help save the world. The Federal Government has changed and with that change there is a change of philosophy as to what is best governance. Lots of words will be spoken and great debates will be held (even the occasional one in Federal Parliament). You may think that Canberra is a long way from the life that you lead but it is not and the new Government and the Budget will see new law that will reach into your world. In some cases the effect will be good and in some case the effect will be bad. In this Newsletter we have dedicated a small portion to highlight some of the taxing and revenue changes that may be coming your way.

We also remind you of our new website (www.lprtaylor.com.au) where you can access this Newsletter as well as other riveting information. As always we are looking forward to the new Financial Year with keenness and enthusiasm. With our team rested and up to strength we are confident that we can again meet your needs.

FOR THOSE REALLY BUSY PEOPLE WHO ONLY READ THE FIRST PAGE – SOME REMINDERS:-

Log Book Method – Motor Vehicles

Remember that you must **retain your logbook** and that it **cannot be older than 5 years**. Thus, if you have **misplaced your logbook** or if your **business usage has changed** or if it is **older than 5 years**, then it is time to **prepare another covering at least 3 continuous months**.

Motor Vehicle

Odometer readings are required for **ALL** motor vehicles being claimed for tax purposes as at **30 June 2014**. This is **IRRESPECTIVE** of the proposed method used to claim your tax deduction.

Stock take

Don't forget to do a **physical stock take** as at **30 June 2014** listing out the stock items and cost thereof (unless you are a Small Business Entity and your stock value movement has been less than \$5,000).

Bad Debts

Don't forget that bad debts **are not deductible unless** they are **physically written off before 30 June 2014** and the debt must have been brought to account by the taxpayer as **assessable income**.

Cents per kilometre method

If you are using the **cents per kilometre** method you need to be able to **show** how you arrived at your **estimated number of business kilometres** and have **sufficient records identifying the purpose of the trips**. Under this method you can claim a **maximum of 5,000 kilometres per vehicle**.

Superannuation Contributions

For the year **commencing 1 July 2014** (ie the 2015 year) all of you employers need to **increase your employee's super contribution to be 9.5%**. As a reminder these amounts need to be remitted to your employee's superannuation fund quarterly. To **ensure** that the **final quarter complies** and will qualify as a **tax deduction** for the 2013/2014 Financial Year, all contributions **must** actually be made **by 30 June 2014**. (eg a payment in cash/cheque or transfer of assets must be in the hands of the Fund Trustee and Direct Credits must actually be in the bank of the Trustee by 30 June 2014).

Not to confuse the deadline to **avoid SGC penalties** for contributions for the **2013/2014** year it is **28 July 2014** (we suggest that your payment be **made a week in advance** before the due date just to be safe).

Year End Tax Planning

Timing is everything

As the year end looms it is important to be aware of those year-end tax savings matters must be in place before you go to bed on 30 June 2014.

Review fixed assets to determine if there are any benefits in scrapping or trading in assets

We suggest you **check your depreciation schedule each year** end to see if there are **any assets that can be scrapped**. You can get a tax deduction for any balances that are written off.

Write off obsolete inventory

The year-end stock-take should involve a review of all inventory. Obsolete stock may be scrapped or valued below cost.

Capital expenditure vs repairs

Without breaching the law, where able you can ensure that in the grey battle ground of Capital versus Repairs you should favour repairs. (a 1st step test is that if it is mended with the same materials and just taken back to original condition then it is a Repair and not Capital). So we urge you to review all related spending during the past year to identify any repair expenditure as this is deductible. Remember Capital expenditure needs to be depreciated.

Super Guarantee Changes

From 1 July 2014, the Super Guarantee rate is going **up to 9.50% per cent**, and be aware that the upper age limit of 70 years was **removed as from the 1st July 2013**.

Instant asset write-off

Small businesses can claim an instant asset-write-off for a depreciating asset that **cost up to \$6,500**. But be aware this one is in limbo as the current Government intends to legislate this **back to \$1,000 (ie not \$6,500) from the 1 January 2014**.

Bad Debts

Write off bad debts before year end. The debt must be bad, not merely doubtful and must have been previously included as assessable income.

Review unpaid expenses (your business Creditors)

Businesses that work on an accruals basis that are falling behind in say their rent and other expenses may claim the arrears amount as a tax deduction.

Home Business Tax Deductions

We are finding with our small business clients that more and more want to claim deductions for costs related to the home office. It is important to distinguish between “**home office**” usage and “**home business**” usage. The Home Office status refers to the situation where a person (it can also be an employee) finds it convenient (even necessary to do work from home). On the other hand the Home Based Business status in effect **makes the home a place of business**.

An example of a Home Based Business could be a Hairdresser who uses the front of the home as a place to see her customers and at the same time lives in the back of the home.

Where space in the home is used as a Home Office simply as it is convenient to do, expense claims are limited to a portion of the power, telephone and depreciation on office furniture & equipment. As an **alternative** the claim can be **based on a cent per hour method** supported by a diary (**current rate of claim is 34cents per hour**).

If the home is used as a Place of Business for a home business the potential claim gets much greater. Examples include:

Occupancy expenses:

Business owners that are conducting their business at home may be entitled to claim a portion of their rates, house insurance and mortgage interest. (Based on say **floor space**)

Interest costs can generally be deducted for Income Tax purposes where the interest costs are directly attributed to a Place of Business. Indicators of that status would include that the place is clearly identifiable as a **place of business**; it is unsuitable for private purposes; it is used exclusively or almost exclusively as a place of business.

Running expenses:

Office Running expenses are the increased costs of operating facilities within a home as a result of running a business. These expenses include electricity, cooling, telephone and cleaning costs.

Business owners of home based businesses may also claim the business portion of the decline in value of depreciating assets. These include depreciation on items such as computers, photocopiers, furnishings and tools. (**Assets used for both business and personal activities** must have the **deduction reduced for any private usage**.)

However be warned that before you run out and put up the sign and start using your home as a Place of Business that the **Taxman one day is likely to want to tax you on some of the Capital Gain on the sale of the house**.

For all of you Property Barons

A few interesting things

Renovations by previous owner

Often the investment rental property is purchased from a Vendor who had also been renting it out. You may be eligible to continue to claim a deduction for depreciation on the cost of improvements (including the building itself) completed by a previous owner. So **do not forget to ask for the Vendor's depreciation schedule**.

Prepare an accurate depreciation schedule

Having a Depreciation Schedule prepared by a Qualified Quantity Surveyor may help provide a significant tax deduction for depreciation. The cost of having the schedules prepared is also tax deductible and helps substantiate any capital allowance (depreciation claim) you may wish to make.

Correctly disclose Capital Gain on disposal

The ATO has its data matching systems tuned in to ensure that it detects any undisclosed capital gains including gains from disposing of assets to invest in superannuation. So ensure any capital gains on the sale or transfer of property is correctly disclosed.

Prepayment of Interest

If allowed by your lender, this is a strategy to defer the payment of tax. However, variables such as anticipated future income, interest rates and cash flow impact should be fully considered before the interest prepayment is made.

Repairs at time of purchase

Just remember that if you spend a heap of money on your new (to you) but ageing rental property these costs are not deductible but rather are simply added to the CGT Cost Base. On the other hand, expenses for repairs to property are generally deductible provided that they relate to or can be related to the time that you were using the property to earn income. So the moral of the story is to hold off on the unnecessary expenditures until you can build a link to rental income.

Beware of the Profit Making Scheme

One of the concessions with Capital Gains Law is that generally if you hold the asset for more than one year you only pay tax on 50% of the gain. Despite CGT there is still the taxing provision of Sec 15.15 where if the transaction can be seen to fit the mould of a profit making scheme then it will be taxed as income. An example could be where you have acquired and renovated a property with the view of selling it at a profit in the short term. In such a profit making venture the surplus is not taxed as a Capital Gain but rather as ordinary income (and there is no 50% CGT concession and worse could have a potential GST time bomb) (that's a bummer).

Loans – Don't mix Personal and Investment uses

We often find rental properties are purchased using borrowings such as a Line of Credit facility. That is okay but what gets really ugly is when the Line of Credit is also used for non-rental purposes. Maybe your Son needs a car or the family needs a boat so the Line of Credit is used as an easy source of money.

Once the private use money is drawn you have mixed investment borrowings with private use borrowings. So some of the interest is deductible and some is not. The Tax Office has ruled that if the different components cannot be distinguished then the whole of the interest can be held not to be deductible. Moral of the story is to keep private and investment loans separate.

Some tips to maintain a complying Self Managed Super Fund (SMSF) and attain some Super. tax benefits before 30 June 2014

1. **Valuation** — all the assets in a SMSF must be valued at market price each year. So get a valuation/appraisal report for the properties, and Collectable assets as at 30th June 2014.

2. **Minimum pension payments** – if you are accessing an Account-based Pension, you must make sure that you have drawn out the required minimum amount of pension (varies depending on age) from the pension account before 30th June 2014 so that your SMSF can receive its tax exemption. If your pension account is paying a Transition To Retirement pension, the minimum amount is 4% and maximum of 10% of the account balance (at the start of each year) if you are under the age of 65.

3. **Non-concessional (Non-deductible) Contribution** — the non-concessional contribution cap for the 2013/14 Financial Year is \$150,000 and for the 2014/15 Financial Year rises to \$180,000.

If you are under age 65 at any time in the first year, you can bring forward two years worth of contributions, giving you a total non-concessional contributions cap of \$450,000 in one year. So check your non-concessional contributions made during the previous two financial years to see if it affects the amount you can contribute in this year.

4. **Employer contribution** — if the super guarantee contribution made by an employer for the 2013 June quarter is received by the SMSF after 30th June 2013 (say 2nd July 2013), it will need to be included in your Concessional Cap for the 2014 Financial Year.(so watch the total for 2014)

5. **Salary Sacrifice** – A great idea but check your records to avoid exceeding your Concessional Contribution Cap.

6. **Personal contributions** – If you are eligible to claim personal contribution in your tax return (ie. under age 75 and self employed or earn less than 10% of your total income from employment), you must lodge a “notice of intention to claim a tax deduction” with your super fund’s Trustee. The trustee of your super fund must also provide you with an acknowledgement Letter.

7. **Spouse contributions** – if you made super contribution on behalf of your spouse, you may be eligible to claim a 18% spouse super contribution tax offset on non-concessional contribution of up to \$3,000. To be eligible, you both need to be Australian residents, your spouse’s total assessable income be less than \$13,800, your spouse is under age 70 and if your spouse is aged between 65 to 69, they must have worked at least 40 hours over 30 consecutive days).

8. **Superannuation co-contribution** – You may be eligible for government co-contribution up to \$500 if you have made non-concessional contributions, you earn at least 10% of your income from employment or business and be a permanent resident of Australia under age 71.

To receive the maximum co-contribution of \$500, your total income must be less than \$33,516 and the co-contribution progressively reduces for income over \$33,516 and cuts out at \$48,516.

9. **Low-income superannuation contribution** – if your income is under \$37,000 and you and/or your employer have made concessional contributions to your fund, you will be entitled for a refund of 15% Contribution Tax up to \$500 paid by your super fund. To be eligible, you must earn at least 10% of your income from business or employment and you must not be on a temporary residence visa. (if this applies to you, you do not need do anything as we will detect it and tick the right box for you in your 2014 tax return)

Superannuation and the 2014/15 Budget

There are some changes (but none drastic) to super law in the 2014/2015 Budget. Although the new changes may not be passed until the next Federal Parliamentary sitting (or maybe not passed at all), it is still wise to be prepared. The changes may include:

Limiting tax exemption on super income streams

The former Labor government proposed to limit the tax free earnings that support a pension, such as dividends and interest to \$100,000 from the 1 July 2014. This means that the first \$100,000 earned will be tax free and the subsequent amount over this limit will be taxed at 15%.

These changes will only apply to earnings that support a person's superannuation pension account and will be taxed within the super fund. The pension payments and lump sum withdrawals will remain tax free in the member's hands.

Higher Concessional Contributions Cap

The Concessional Contributions cap has been simplified, with those over 60 able to contribute \$35,000 from the 1 July 2013, and those over 50 able to contribute up to \$35,000 from 1 July 2014.

Previously both age brackets were able to contribute only up to \$25,000. The Cap changes will also now apply to everyone, regardless of their Member's balance, with the government scrapping plans to restrict the cap to those with balances under \$500,000.

New Excess Concessional Contributions rules (Good news)

For 2012-13 & earlier years, excess concessional contributions which included employer contributions and salary sacrifice member contributions in excess of the Cap were taxed at 46.5% instead of the Marginal Super Fund tax rate of 15%.

The new changes state that from the 1 July 2013 members who have made excess contributions will have the amount taxed at their Marginal Tax Rate plus an interest charge. Members can elect to withdraw (up to 85%) of the excess concessional contributions from their super fund to help pay the tax.

Effectively members will be taxed on excess contribution amounts as though they had been received an Assessable Income.

(Any right thinking person would have to see these changes as fair and reasonable and contrasting to the kicking one previously received for a simple excess contribution error).

Some tax things from the 2014/15 Federal Budget

From a pure taxing point of view the Abbott/Hockey Federal Budget was not all that interesting. But that should be expected as if during your campaign you told the people that there would be no new taxes and you faced a large budget deficit preventing you from reducing existing taxes it would be hard for a new government to bring in exciting new revenue laws.

But there were some changes:

- The **2% Levy**: For you high income earners with a Taxable Income **exceeding \$180,000** will need to pay an **extra 2%** Levy on the amount earned above the \$180,000. So, if your Taxable Income is \$200,000 expect to pay an extra \$400.00
- To keep the well-off from **avoiding the levy through salary sacrifice**, the Fringe Benefits rate will go up from **47% to 49%** for the life of the Levy.
- The **Dependant's Spouse Tax Offset** will also be **scrapped**.
- The **Mature Age Workers Offset** will be **scrapped** (but possibly there will be a \$10,000 subsidy for employers to encourage the hiring the over 50s)
- For those of us on four wheels the Excise Tax component on fuel will **rise twice per year** in line with inflation. (The rate has been 38.1 cent per litre since 2001)
- The good news is the **Company Tax rate** will fall from **30% to 28.5%** (this effects 800,000 companies) which should put more money in the economy.
- The bad news is that **larger companies** will need to pay an **extra 1.5%** to help *fund the Paid Parental Leave Scheme*.
- The **\$6,500 write off for asset purchases by small business** is planned to be **taken back to \$1,000** (from 1 January 2014).

Some Financial Planning things

The health of Self Managed Superannuation Funds

You often read that Self Managed Superfund's have become the root of all evil. Those on this pulpit are normally representatives of Retail and Industry Superannuation Funds. These folks make their living managing your money and do not welcome the news that you are doing it better. But the truth of the matter is that Self-managed super-funds are Super's fastest growing segment with 520,000 funds holding \$590 billion under management as at 30 June 2013. The ATO tells us that 135 new SMSF's are established every day and that equates to 17 per hour. The SMSF is proving to be more than a retirement structure for Seniors as around 33% of all funds being set up are by people who are aged between 25 and 44 years young.

Last year the Australian Securities and Investment Commission (ASIC) released a report that among other things concluded that the SMSF are performing and behaving well. ASIC found that SMSF's outperformed Retail and Industry funds six out of the last seven years.

The positive result allowed the conclusion that for the most part the funds are well run and economically rational. Further they are able to more readily move assets out of and between asset classes in response to market conditions than can large Retail and Industry funds.(which is a good thing)

Matter of Under Insurance

As you know we have a related entity in place namely L.P.R. Taylor Financial Services Pty Ltd of which Lane Taylor as a Director is an Authorised Representative of Dover Financial Services. When we prepare a Financial Plan, we are required by law to consider the client's needs for Life Risk Insurance (ie Death Trauma, TPF and Income Protection). You may well ask why this is so? The answer is that the overwhelming majority of Australians have insufficient insurance to protect their families. A 2010 study by Lifewise resulted in a report coming out of the University of Canberra that found among other things that:

- One in five families will be impacted by the death of a parent or serious accident or illness that renders a parent unable to work.
- A typical family will lose 50% or more of its income following a serious illness, injury or loss of that one parent and will not have adequate insurance to compensate.
- 95% of all families do not have adequate levels of insurance
- Underinsurance is expected to cost the Federal Government (you the taxpayer) \$1.3 billion over the next 10 years).

Share Exchange Traded Funds (ETF)

You investors and SMSF folk (being faced with falling interest rates) may have with some trepidation considered the share market as a destination for some of your funds. In so doing you may have seen the initials ETF. We thought we would take a few lines and describe what is the nature of an ETF. Cutting to the heart of the matter an ETF is an investment product which in essence is a share in a structure listed on the stock exchange that in turn has invested in the shares of other companies listed on the stock exchange. The idea is that by buying one listed share on the Australian Stock Exchange you can indirectly become the part owner of say 40 other listed companies. There is a wide range of ETF's and they can be tailored to a particular segment of the market for example those shares that are dividend paying stocks. Further in the case of an ETF whose object is to hold high yielding stocks the Fund Manager would focus on company Balance Sheets that are not only now producing Franked Dividends' but are forecasted to grow their dividends into the future.

Cash Exchange Traded Funds (ETF)

For those of you who are only at peace with cash then a Cash ETF may be closer to the boundaries of your comfort zone.

Currently, there is one Cash ETF listed on the ASX. Much like the share ETF, you buy a share in a fund that is listed on the ASX but instead of investing your money in shares the Cash ETF only holds Australian dollars in bank deposit accounts with four Australian banks. (ie no Mexican Pesos in a bank in Bolivia).

As to performance for the one Cash ETF now on the ASX, the income return is currently exceeding the Reserve Benchmark rate of 2.5% as well as the current 12 month fixed term deposit rate for the four big banks of 3.30%.

An advantage held out for the Cash ETF over a direct Bank Term Deposit is that for a Cash ETF when money is needed in a hurry the shares are simply sold on the ASX with Settlement within 3 days. On the other hand early redemption of a FTD often incurs a bank break fee.

Why do we ask so many questions?

(We left this one in from last year!)

Those of you who have been with us for a while know that we do our best to get it right. Sadly in tax compliance the ATO does not consider near enough to be good enough. Those dedicated readers of our Newsletters will recall that Tax Agents to a great extent have now been made responsible (and answerable to the ATO) for the accuracy of the client's tax return. (we were always answerable to you)

The formal wording per the Tax Agent Services Act 2009 is that "Registered Agents must take reasonable care in ascertaining a client's state of affairs". Decisions by the Tax Practitioners Board have extended the meaning of those words to the conclusion that if there is material errors in the client's Tax Return, it is *prima facie* evidence that the Tax Agent did not take reasonable care in ascertaining a client's state of affairs.

If we find your records are deficient we are required to advise you of that deficiency and also of your obligation under tax law that you need to keep and be able to provide complete records to the ATO at all times and to further advise you of the consequences of your failing to do so.

But it gets worse, if we tell you that in our view, your income has been understated but you insist the Tax Return or BAS be lodged without adjustment, we have to refuse to lodge the document. If we do, we face civil penalties for making false and misleading statements to the ATO and also the likely loss of our Tax Agents Licence. Still further we may also be obligated to terminate the client/agent relationship.

So now you know part of the reason why ask all those questions.

How to reduce the risk of a Tax Audit

Ever wonder what the ATO's Big Bertha Computer looks for in order to **detect a Taxpayer who warrants an Audit**. Here are some of the things:

- 1) The **failure to attain and fit** within the benchmarks.
- 2) You have an employee complain to the ATO that their super has not been paid on time or the **amount is wrong**.
- 3) There is a **difference** between the Activity Statements you lodge and your tax returns.
- 4) Your level of compliance in lodgement of returns and payment of tax is **bad**.
- 5) If your tax return shows that your business **owns a motor vehicle but no FBT return is being lodged** nor is there shown employee contribution as Income within in the Return.
- 6) You make mistakes in the returns that cause them to be pulled off the line and given special attention.
- 7) No business (unless it is farming!) can go on extended periods making losses. So the rule of thumb is that **if you have exceeded three loss years out of five trading years** then ATO may want to talk to you about your business model.
- 8) **Big fluctuations** in net performance and drilling down big changes in Debtors, Creditors, Stock etc can raise the red audit flag.
- 9) The ATO receives details of **international bank transfers** in and out of Australia. Transfers to and from Tax Havens such as the Cayman Islands get special scrutiny.
- 10) You often read of a **wealthy individual** selling his Mosman Park home with its multimillion dollar view. It is likely that ATO staff are also reading that article and that increases the probability that their number will come up for review.

So now you know still more of the reasons why we ask so many questions!

ATO Amnesty Project DO IT

Do you have some income tax skeletons in an Overseas closet? Well under a new ATO initiative DO IT (Disclosure Offshore Income Today) the ATO is going to give you a chance to come clean reasonably unscathed. The Tax Office is of the view that encouraging you with a carrot is better than beating you with a stick. So if you have earned income overseas and you put your hand up and declare it fully, they will go easy on you in that:

- You will not be investigated nor referred for Criminal Investigation
- You will only be assessed on the **last 4 years**
- You will be liable only for **shortfall penalty of 10% (or less)**
- But you will be liable for full shortfall interest charges

Information sharing is now the norm between Australia and most Western countries (and many Asian countries). Thus if you have had these overseas earnings, we do recommend you contact us or the ATO before they contact you.

Data Matching and online trading

It is bad that hackers have broken through the backdoor security wall of Ebay and accessed Trader's details. But it might be worse that the ATO is going through the front door of Ebay to obtain details of online sellers who have sold goods with a value greater than \$10,000 during the 2011/12 and/or the 2012/13 years. Once armed with the Ebay information, the ATO will then match the information with the information disclosed in Taxpayers lodged tax returns. It is unlikely that the ATO will be after the proceeds of the kid's Bicycles but if your turnover has exceeded \$10,000 pa and you have declared nothing, you might get a "please explain letter" in the mail.

Matters of Privacy Law

Ever make an enquiry to your bank or a Government Department only to be rebuffed with the words that the person on the end of the line cannot tell you what you want to know on the basis to do so would breach the Privacy Act? Well they could have been telling the truth as there is a Privacy Act 1988 which together with its various amendments sets the rules for the way an organisation handles an individual's private details. Section 14 sets out the 10 National Privacy Principles (NPP). These 10 NPPs provide the details as to how you can collect information, use information, keep information secure and how you can disclose personal information.

In the big picture, the Privacy Act applies to "organisations" and this term includes individuals, companies, partnerships, associations and trusts. So the net is cast very wide.

Some exemptions: But as odd as it sounds it does not apply to most small business owners whose annual turnover is less than \$3m (unless they opt in). Nor does it apply to employee records that contain personal information relating to an individual's employment with a former or current employer. And understandably, the Privacy Act does not apply to media organisations that practice journalism.

So do your sums and if your turnover is greater than \$3m, you may wish to give us call for more info. Having dealt with the bureaucracy for many years, we know it never retreats rather it continues to encroach. So don't count on the under \$3m turnover exemption forever. Thus, even if your turnover is less than \$3m you may still want to give us a call and we can send you some information so that you can be forearmed.

CHECKLIST & HOW CAN WE HELP YOU

There was so much to tell and so little space to tell it. So by popular demand, we include an extra page for the checklist. We also set out a further page, headed "HOW CAN WE HELP YOU".

If you wake up in the middle of night in cold sweat and say to yourself "I wish I could talk to someone about this commercial problem", jot it down on the form and share it with us.

Financial Planning

There are items in this Newsletter that are of the nature of Financial Planning but none of which should be seen other than as General Advice. Just for completion and compliance the following should be noted:

Lane Taylor is a Director of L.P.R. Taylor Financial Services Pty Ltd of
5 Sayer Street, Midland WA 6056 and is an Individual Authorised Representative (No 346050)
Of Dover Financial Advisers Pty Ltd of 71 Tulip St, Cheltenham VIC 3192

CONCLUSION

This Newsletter has been produced with pride in part by the whole team but a special mention of Sandy seeing it through. For those of you who either by reading or skimming this newsletter have got to the end, well done. Thank you for sharing it with us. If there is anything on which you would like further information then please contact us either by email: info@lprtaylor.com.au or by telephone: (08) 9274 6944. Finally copies of either Newsletters are on our Website at www.lprtaylor.com.au

Please note this Newsletter should be taken as a guide only and none of the comments contained in this letter are intended to be taken as advice and this Newsletter is for the exclusive use of the clients of L.P.R. Taylor & Associates Pty Ltd.

Kind regards,
Lane Taylor and the team

HOW CAN WE HELP

Complete this form and fax / email it back to us. Our fax number is (08) 9274 3011 and email address is info@lprtaylor.com.au

Name: _____ Company: _____

Telephone: _____ Email: _____

ESTABLISH YOUR OWN BUSINESS

Business Structure (i.e. Sole Trader / Partnership / Company / Trust)

- Explain the difference of each business structure
- Analyse the advantage and disadvantage of each structure.
- Help you to choose the best structure that suits you
- Provide you guidance with your business plan

Business Registration

- Company Formation and prepare all required documents that the ASIC needs
- Business Name Registration
- Apply for ABN & TFN
- GST Registration
- Fringe Benefits Tax Registration
- Payroll Tax Registration

Buying an Existing Business

- Analyse Seller's Financial Statements
- Valuation of Goodwill
- Calculate the amount of Duty
- Valuation of Inventory

Other Services

- Preparing an effective business plan
- Prepare financial reports for bank
- Prepare budget for cash flow statement
- Provide support on accounting systems
- Explain what your tax and legal obligations are (including Workers Compensation Insurance, Wages, Superannuation, PAYG Withholding etc.)

I would like further information and advice on the following: (please tick)

- How I can improve my business performance and profitability
- Better strategic planning for the future of my business
- How your Company Secretarial services can offer me peace of mind
- Making my estate tax-efficient for my heirs
- Tax-efficient investments and savings
- How will the Government Budget affect me / my business
- Minimising capital gains tax legally
- Retirement planning
- I would like to know more about the following areas:

PRE-APPOINTMENT CHECKLIST 2013/2014

INDIVIDUAL DETAILS:	BUSINESS DETAILS:
<ul style="list-style-type: none"> <input type="checkbox"/> PAYG Payment Summaries <input type="checkbox"/> PAYG Payment Summary - Employment Termination Payment <input type="checkbox"/> PAYG Payment Summary – Superannuation Income Stream / Lump Sum <input type="checkbox"/> Pensions & Other Social Security Certificates / Documentation <input type="checkbox"/> Bank Statements / Passbooks (<i>Detailing Interest Earned</i>) <input type="checkbox"/> Dividend and Re-investment Statements <input type="checkbox"/> Partnership & Trusts Taxable Distribution Statements <input type="checkbox"/> Share Trading Statements (<i>i.e. Buy & Sell Contracts</i>) <input type="checkbox"/> Rental Property Income & Expenses <input type="checkbox"/> Rental Property Depreciation Report <input type="checkbox"/> Buying or Selling Contract / Final Settlement Statements/ Offer & Acceptance Forms Re: Purchase/Sale of Property <input type="checkbox"/> Details of Personal Property Sold (<i>if acquired for \$10,000 or more</i>) e.g. <i>Antiques Jewellery, Art etc.</i> <input type="checkbox"/> Receipts for Work-Related Expenses <input type="checkbox"/> Motor Vehicle Logbook <input type="checkbox"/> Travel Diary <input type="checkbox"/> Business / Private Use Diary <input type="checkbox"/> Receipts for Donations <input type="checkbox"/> Medical Receipts –We know this in on the way out for all but some (<i>Note the threshold and rate now varies- Robbing the rich stuff</i>) <input type="checkbox"/> Private Health Insurance Statement <input type="checkbox"/> Superannuation Contribution Documentations <input type="checkbox"/> Zone & Overseas Forces Rebate Location: _____ No. of Days: _____ <input type="checkbox"/> Medicare Exemption / Reduction Certificate <input type="checkbox"/> HECS Statement <input type="checkbox"/> Family Information (Spouse's & Child's - Name, TFN, DOB & Taxable Income) 	<ul style="list-style-type: none"> <input type="checkbox"/> Cashbook / Computer Disks/USB (e.g. MYOB or Quickbook file) <input type="checkbox"/> Cheque Butts & Deposit Books <input type="checkbox"/> Summary of Cash Income Not Banked <input type="checkbox"/> Summary of Cash Expenses Not Recorded in accounts <input type="checkbox"/> Bank Statements <input type="checkbox"/> Bank Reconciliation Statements <input type="checkbox"/> Loan Statements <input type="checkbox"/> Loan, Lease, Chattel Mortgage & Hire Purchase Agreements <input type="checkbox"/> Details of Income Invoiced, but not received at 30th June (Debtors) <input type="checkbox"/> Details of Expenses Invoiced, but not yet paid at 30th June (Creditors) <input type="checkbox"/> Valuation of Stock at 30th June <input type="checkbox"/> Details of Livestock Numbers Sales: _____ Killed (Rations): _____ Deaths: _____ Closing Stock: _____ Purchases: _____ Births: _____ <input type="checkbox"/> PAYG Payment Summaries <input type="checkbox"/> PAYG Payment Summary Reconciliation <input type="checkbox"/> Superannuation Summary <input type="checkbox"/> Motor Vehicle Details & Logbook(s) <input type="checkbox"/> Motor Vehicle Odometer Readings at 31st March & 30th June <input type="checkbox"/> Buying or Selling Contract / Final Settlement Statements/ Offer & Acceptance Forms Re: Purchase/Sale of Business <input type="checkbox"/> Personal Services Income (if applicable) <input type="checkbox"/> Annual GST Returns <input type="checkbox"/> Insurance Statements