

## Private Client Business Newsletter 2019

Dear Friends,

We have pleasure in providing you with our 40<sup>th</sup> Annual Business Newsletter. We hope this document finds you well and assists you in complying with all statutory requirements (helping to minimise the chance of an audit), whilst at the same time enabling you to legally minimize your tax obligations and build wealth.

### Budget & Tax Update - 2019

- GST withholding on new residential property and land as of 1/7/18:
  - Purchasers to remit 1/11th (7% if margin scheme used) of sale price direct to ATO.
  - Beware of cashflow implications.
- Holding costs associated with vacant land to be non-deductible, but added to cost base from 1/7/19 (not applicable if building completed and available for rent or land used in carrying on a business).
- Single cash payments to businesses limited to \$10,000 from 1/7/19.
- Where PAYG withholding obligations have not been met, removal of tax deductibility of payments made from 1/7/19.
- Small Business entity (<\$10mill in turnover per annum) instant write-off for assets:

Date used or installed ready for use	Threshold for each asset
1/7/18 to 28/1/19	Less than \$20,000 (excl GST)
29/1/19 to 2/4/19	Less than \$25,000 (excl GST)
3/4/19 to 30/6/20	Less than \$30,000 (excl GST)

Note: \$30k instant write-off available from 1/4/19 for businesses with turnover of less than \$50mill per annum.

- Proposed changes to Division 7A deferred until 1/7/20.
- Single touch payroll compulsory from 1/7/19 for employers with 5 to 19 employees. If less than 5 employees, can include in BAS until 1/7/21, but exemption must be applied for.
- 27.50% company tax rate turnover threshold increased to \$50mill from 1/7/18 (at least 20% of turnover must be business income).
- Relaxed tests to claim company tax losses.
- Investment in crypto currencies likely to trigger ATO audit.
- Increased chance of audit if employer has underpaid super (SG) for staff.
- Personal services entities to be subject to increased audit activity.
- Immediate write-off for fodder storage costs for farmers if incurred and installed after 19/8/18.
- Taxable payments reporting extended to road freight, I.T. and security industries.
- Super contributions possible post 1/7/19 for those aged 65 and 66 if work test not met, but:
  - Work test met in prior year, &
  - Super balance < \$300k at 30/6 of prior year.
- Small contracting unit has been established within the Fairwork office.

### Trustee Minutes

- Minutes of trustees resolving to distribute income to beneficiaries must be completed pre-30/06. Note: ATO to contact selected Taxpayers in July to obtain copies of same.

### Client Feedback

We always welcome and appreciate your comments, both good and bad. If you have anything that you wish to discuss with our Managing Partner Mr Phil Eddy in this regard, please do not hesitate to contact him.

### Contents of this Newsletter:

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- ATO Benchmarking
- Tax Planning Tips/Strategies
- Pre 30/06/2019 Action, Review & Tax Planning Checklist
- Business Income Tax Return Preparation Checklist 2019
- Ongoing Housekeeping Requirements
- Business Survival & Improvement Strategies

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### Services available from Philip J Eddy & Partners Pty Ltd:

- Taxation planning & compliance
- Business advisory & management
- Estate & succession planning
- Self Managed Superannuation Funds

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### Services available from Consultum Financial Advisers Pty Ltd:

- Financial Planning & Investment Advice
- Centrelink assistance
- All types of personal insurance

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### Phone:

**Eaglehawk:** (03) 54469855

### Email:

[admin@pjeddycpas.com](mailto:admin@pjeddycpas.com)

### Our Website –

[www.pjeddycpas.com](http://www.pjeddycpas.com)

**Username:** *pjeddy*

**Password:** *taxation*

## ATO Benchmarking

The ATO is continuing to refine benchmarks for various businesses and is using them successfully to prosecute taxpayers. The benchmarks are key financial ratios, developed from information provided by businesses on activity statements and tax returns, enabling a comparison of your business performance against similar businesses in your industry. The ATO provides the benchmarks on their website ([www.ato.gov.au](http://www.ato.gov.au)), the following is an example of the benchmarks given for a pizza shop:

Key benchmark ratio	Annual turnover range		
	\$65,000 - \$150,000	\$150,001 - \$600,000	More than \$600,000
<b>Income tax return</b>			
Cost of sales/turnover	35% - 41%	36% - 41%	34% - 37%
Average cost of sales	38%	39%	35%
Rent/turnover	13% - 20%	9% - 14%	5% - 8%
Motor vehicle expenses/turnover	3% - 4%	1% - 3%	1%
Total expenses/turnover	77% - 86%	79% - 88%	88% - 94%
Average total expenses	82%	84%	91%
<b>Activity Statement</b>			
Non-capital purchases/total sales	65% - 76%	58% - 69%	56% - 62%

## Tax Planning Tips

### 1. Are prepayments up to 12 months deductible? Yes or No (Small Business Entity "SBE")

	Individual -Non SBE	Individual -SBE	Non Individual - Non SBE	Non Individual - SBE
Employment Income	Yes	Yes	N/A	N/A
Rental Income	Yes	Yes	No	Yes
Business Income	N/A	Yes	No	Yes

(EXCLUSIONS: Wages, amounts up to \$1,000 and amounts required by Law)

### 2. Small Business Entity (SBE) (\$10 Million Aggregated Annual Turnover 2018/19):

- Main Advantages:
- Immediate claim for small items up to \$30,000 (depending on date used or installed ready for use).
  - Quicker Depreciation Claims.
  - Prepay up to 12 months.
  - Can cherry pick tax methods (Tax & GST).
  - Possibly no need for stocktake at 30/06.
  - Can deduct pool balance when it drops below \$30,000.
  - Lower company tax rate 27.50%.

### 3. Depreciation rates for Businesses:

	Non SBE	SBE
Items up to \$100	Claim 100%	Claim 100%
Items up to \$1,000	Pooled (low value) 18.75% in 1st year 37.5% subsequent years	Claim 100%
Items used or installed ready for use: 1/7/18 to 28/1/19 - up to \$20,000 29/1/19 to 2/4/19 - up to \$25,000 3/4/19 to 30/6/20 - up to \$30,000	Effective Life	Claim 100%
Items used or installed ready for use: 1/7/18 to 28/1/19 - \$20,000 or more 29/1/19 to 2/4/19 - \$25,000 or more 3/4/19 to 30/6/20 - \$30,000 or more	Effective Life	<u>General pool</u> 15% 1st year 30% subsequent years

### 4. Small items up to \$300 outright deduction Yes or No ? (Not identical or part of a set)

	Individual - Not SBE	Individual - SBE	Non Individual - Not SBE	Non Individual - SBE
Employment Income	Yes	Yes	N/A	N/A
Rental Income (Per owner)	Yes (Per person)	Yes (Per person)	No (Up to \$100 Yes)	Yes
Business Income	N/A	Yes	No (Up to \$100 Yes)	Yes

## Tax Planning Tips/Strategies – 2019

	DO YOU QUALIFY AS A “SBE” ?.....(Small Business Entity) (E.G. Aggregated Annual Turnover of the Taxpayer and related entities of less than \$10 Million). <b>A SBE can pick and choose any of the various Tax Concessions.</b>	SBE TAXPAYER	NON SBE TAXPAYER
1.	Deferring Recognition of Income (received but not earned) TR2014/1, TR 981 & TR 93/11 Para 6	Yes (Cash & Accrual)	Yes (Accrual)
2.	Options to accelerate deductions (incurred and service provided pre-30/06), immediate claim of 100%:		
	- Small Items up to \$100 and consumables	YES	YES
	- Immediate write-off of Plant if item used or installed ready for use: 1/7/18 to 28/1/19 - up to \$20,000 29/1/19 to 2/4/19 - up to \$25,000 3/4/19 to 30/6/20 - up to \$30,000	YES	NO
	- Start up costs (e.g. professional fees, government charges)	YES	NO
	- Client Gifts and Donations	YES	YES
	- Pay out of accrued annual leave	YES	YES
	- Superannuation Contributions (including reserving) must be paid pre-30/6	YES	YES
	- Repairs & maintenance	YES	YES
	- Fringe Benefits	YES	YES
3.	Examples of items you can prepay (up to 12 months), but must be paid prior to 30/06:		
	- Lease payments & Interest	YES	NO <sup>1</sup>
	- Travel	YES	NO <sup>1</sup>
	- Training Courses	YES	NO <sup>1</sup>
	- Subscriptions	YES	NO <sup>1</sup>
	- Insurance and Super	YES	NO <sup>1</sup>
	- Rates & Rent	YES	NO <sup>1</sup>
	- Cleaning	YES	NO <sup>1</sup>
	- Accounting	YES	NO <sup>1</sup>
4.	Ability to claim various expenses (incurred but not paid pre-30/06), even if income is on a “cash basis”:		
	- Wages	YES	YES
	- Interest	YES	YES
	- Telephone	YES	YES
	- Rent	YES	YES
	- Workcover	YES	YES
	- Commissions	YES	YES
	- FBT	YES	YES
	- Bonuses	YES	YES
	- Directors Fees	YES	YES
	- Payroll & Land Tax	YES	YES
	- Superannuation (must be paid)	NO	NO
5.	Re-Assess Effective Life of Depreciable Assets	NO	YES
6.	Scrap old/obsolete Plant (claim balance of pool if less than \$20k from 12/05/15)	YES	NO
7.	Rollover of depreciable assets to a company	YES	YES
8.	Re-Valuation of Trading Stock (different methods)	YES	YES

<sup>1</sup> Unless under \$1,000, salaries or required by law (i.e. statutory obligations).

**PHILIP J. EDDY & PARTNERS PTY. LTD.**  
**PRE 30/06/2019 ACTION, REVIEW & TAX PLANNING CHECKLIST**  
**PLEASE DISCUSS WITH US PRIOR TO ACTION**

**DONE**

1. MAKE SURE THAT YOU HAVE PAID AWAY SUFFICIENT MONIES QUARTERLY TO COVER YOUR 9.5% SUPER GUARANTEE OBLIGATION FOR ALL EMPLOYEES AND SUB CONTRACTORS. IDEALLY PAY JUNE QUARTER BEFORE 30/06 SO YOU CAN CLAIM A TAX DEDUCTION IN THE CURRENT YEAR. [ ]
2. ADJUST PAYROLL SYSTEM TO RECORD "REPORTABLE SUPER CONTRIBUTIONS" (EXCESS OVER 9.5% SG). [ ]
3. BANK YOUR OWN SUPER PRIOR TO 30/06 AND OBTAIN NOTICE FROM FUND STATING THAT IT IS A COMPLYING FUND AND ACKNOWLEDGING YOUR TAX DEDUCTIBLE CONTRIBUTION (SEC 290-170 NOTICE REQUIRED FOR PERSONAL CONTRIBUTIONS). [ ]
4. ENSURE DETAILS ARE SPECIFIED ON PAY SLIPS AND PAYG STATEMENTS AND INCLUDE REPORTABLE SUPER, REPORTABLE FRINGE BENEFITS, TRAVEL ALLOWANCES, OVERTIME MEAL ALLOWANCES ETC. [ ]
5. MAKE SURE YOU HAVE CURRENT SIGNED TAX FILE NUMBER DECLARATIONS FOR ALL STAFF. [ ]
6. PHYSICALLY DESTROY ANY OBSOLETE STOCK OR PLANT AND EQUIPMENT TO BE SCRAPPED PRIOR TO 30/06. [ ]
7. WRITE OFF ANY BAD DEBTS PRIOR TO 30/06. [ ]
8. IF YOU ARE A SMALL BUSINESS (UP TO \$10 MILL T/OVER) & INTEND TO MAKE PREPAYMENTS, ENSURE THE SERVICE PERIOD TO WHICH THE PAYMENT RELATES DOES NOT EXCEED 12 MONTHS AND PHYSICALLY PAY THE MONEY PRIOR TO 30/06. [ ]
9. "SBE" SMALL BUSINESSES CAN BUY ITEMS OF UP TO \$30,000 (DEPENDING ON DATE) AND CLAIM THIS YEAR. [ ]
10. WHEN YOU PAY ANY OF YOUR PERSONAL BILLS FROM YOUR COMPANY OR TRUST BUSINESS ACCOUNTS, PLEASE MAKE SURE YOU WRITE "DEBIT LOAN ACCOUNT OF ...." ON THE CHEQUE BUTT (TO AVOID FRINGE BENEFITS TAX) AND SIGN ALL "OFFSET ARRANGEMENT FORMS" TO AVOID DIVISION 7A PROBLEMS. [ ]
11. LODGE APPLICATION FOR "NON COMPULSORY CORPORATE WARDROBE OR UNIFORM" TO BE APPROVED BY THE TAXATION OFFICE AND TO HAVE IT REGISTERED ON THE APPROVED LIST OF OCCUPATIONAL CLOTHING TO ENSURE ITEMS ARE TAX DEDUCTIBLE. [ ]
12. DON'T PAY GIFTS OR RETIREMENT ALLOWANCES IF YOUR BUSINESS IS IN A LOSS POSITION. [ ]
13. RECORD CAR ODOMETER READINGS AS AT 30/06. (FOR NON-FBT VEHICLES) AND 31/3 (FOR FBT VEHICLES). [ ]
14. IF YOUR ORDINARY INCOME THIS YEAR IS GOING TO BE LOW OR A LOSS, CONSIDER SELLING A POST CAPITAL GAINS TAX ASSET. IF INCOME IS GOING TO BE HIGH, DEFER SALE UNTIL AFTER 1/7. [ ]
15. DIRECTORS FEES, BONUSES, CAR RE-IMBURSEMENTS ETC. IF ACCRUED & MINUTED PRE 30/06 SHOULD BE PAID ASAP. [ ]
16. PREPARE FOR STOCKTAKE ON 30/06, INCLUDE PACKAGING AND DISCUSS VALUATION METHODS WITH US. [ ]
17. UNDERTAKE REPAIRS AND MAINTENANCE & ACCELERATE OTHER DEDUCTIONS PRE 30/06. [ ]
18. CONSIDER PAYING FRANKED DIVIDENDS PRE 30/06. [ ]
19. REVIEW VEHICLES OWNED BY COMPANY OR TRUST TO ENSURE FBT IS BEST OPTION, ESPECIALLY WITH NEW 20% RATE. [ ]
20. NOTIFY YOUR SUPER FUND IF YOU ARE GOING TO CLAIM YOUR SELF EMPLOYED SUPER CONTRIBUTIONS (290-170 NOTICE). [ ]
21. START A NEW LOG BOOK IF YOUR EXISTING ONE IS NEAR TO 5 YRS OLD (ALL VEHICLES CONCURRENTLY). [ ]
22. IF YOU HAVE OR WILL PAY SALARIES TO FAMILY (ESPECIALLY CHILDREN AND SPOUSES WORKING PART TIME) YOU MUST:-  
  1. RECORD TIMES WORKED IN WAGES BOOK
  2. USE COMMERCIAL RATE OF PAY
  3. ACTUALLY MAKE PAYMENT BY CHEQUE
  4. BANK CHEQUE INTO EMPLOYEES ACCOUNT
  5. OBTAIN COMPLETED EMPLOYMENT DECLARATION
- NOTE: IF PERSONAL SERVICES INCOME (PSI) RULES APPLY CANNOT PAY TO ASSOCIATE (REFER TO ITEM 34 BELOW). [ ]
23. DO NOT INVOICE OUT JOBS UNLESS YOU HAVE COMPLETED ALL ASPECTS & CUSTOMER OK'S IT. [ ]
24. IF BUYING NEW EQUIPMENT CONSIDER 1 YEAR LEASES (TALK TO US) IF "SBE". [ ]
25. CONSIDER USING THE CAPITAL GAINS TAX ASSET ROLLOVER OR RETIREMENT EXEMPTION AFTER SALE OF BUSINESS (TALK TO US). [ ]
26. MAKE SURE YOU DO NOT OWE YOUR COMPANY/TRUST MONEY. [ ]
27. SALARY SACRIFICING CAN ONLY BE DONE WITH FUTURE INCOME, CONSIDER SALARY PACKAGING (TALK TO US). [ ]
28. TAKE OUT PRIVATE HEALTH INSURANCE TO AVOID MEDICARE LEVY SURCHARGE. [ ]
29. HOLD SHARES FOR AT LEAST 47 DAYS TO PROTECT IMPUTATION CREDITS AND AT LEAST 1 YEAR FOR 50% CGT DISCOUNT. [ ]
30. CONSIDER USING C.G.T (CAPITAL GAINS TAX REGISTER) CERTIFIED BY US. [ ]
31. HAVE YOU CONSIDERED SUPER FOR NON-WORKING/LOW INCOME SPOUSE & OR CO-CONTRIBUTION. [ ]
32. HAVE YOU CLAIMED FAMILY TAX ASSISTANCE FROM CENTRELINK? CHECK YOUR ENTITLEMENT. [ ]
33. ARE YOU COMPLYING WITH ALL BAS & GST LAWS CORRECTLY? IF NOT, TALK TO US ASAP. [ ]
34. DO YOU PERSONALLY PRODUCE MORE THAN 50% OF YOUR ENTITIES INCOME? IF YES, YOU **MUST** COMPLY WITH ALIENATION RULES. TALK TO US RE: QUALIFYING AS A PERSONAL SERVICE BUSINESS OR GENERAL BUSINESS. [ ]
35. DO NOT BUY APPRECIATING ASSETS IN COMPANIES (GENERAL RULE), IF DESIRED, SPEAK TO YOUR ACCOUNTANT FIRST. [ ]
36. NON-COMMERCIAL LOSS RULES NOW APPLY IF YOU HAVE A "HOBBY" BUSINESS (TALK TO US). [ ]
37. IF 65-75 YEARS OF AGE, CONSIDER WORKING SO YOU CAN CONTRIBUTE TO SUPER (40 HOURS IN ANY 30 DAY PERIOD). [ ]
38. MUST REMIT GST ON ANY EMPLOYEE CONTRIBUTION MADE TO REDUCE FRINGE BENEFITS TAX LIABILITY. [ ]
39. GO THROUGH TIPS/STRATEGIES ON PAGE 3 OF THIS DOCUMENT. [ ]
40. DO YOU LIVE & RUN YOUR BUSINESS FROM THE SAME ADDRESS? (TALK TO US). [ ]
41. IF YOU PAY PAYROLL TAX, CONSIDER REDUCING SALARY AND PAY DIVIDENDS/DISTRIBUTIONS (TALK TO US). [ ]
42. ENSURE SUB CONTRACTORS HAVE THEIR OWN COMPANY/TRUST WHEREVER POSSIBLE AND MEET PSB RULES. [ ]
43. CONSIDER SALARY SACRIFICING RENTAL PROPERTY EXPENSES (INCLUDING PRIOR YEARS). [ ]
44. CONSIDER PAYING DOUBLE SUPER & RESERVING IF INCOME HIGH IN SINGLE YEAR. [ ]
45. SIGN MINUTES OF TRUSTEES AFTER REVIEWING DISTRIBUTIONS PRE-30/6. [ ]

# PHILIP J. EDDY & PARTNERS PTY LTD

(INC. IN VICTORIA)(A.C.N. 006 769 544) CERTIFIED PRACTISING ACCOUNTANTS

## BUSINESS INCOME TAX RETURN PREPARATION CHECKLIST "2019"

	YES	NO	N/A
1. DETAILED LIST OF STOCK ON HAND AT 30/06/2019 (EXC. GST).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. DETAILED LIST OF MONIES OWED TO YOU (DEBTORS) AS AT 30/06/2019.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. DETAILED LIST OF MONIES OWED BY YOU (CREDITORS) AS AT 30/06/2019.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. DETAILED LIST OF GOODS USED OUT OF TRADING STOCK (INC. GST) FOR PERSONAL USE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. PRIVATE ACCOUNTS E.G. PETROL, OVERALLS, PHONE, STATIONERY ETC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. DETAILED LIST OF ANY PREPAID EXPENSES (ITEM, AMOUNT, TIME PERIOD).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. TOTAL AMOUNT OF CASH FROM TRADING OR OTHER INCOME NOT BANKED INTO TRADING ACCOUNT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. LIST OF BALANCES OF ALL LOANS, LEASES AND H/P CONTRACTS, AS AT 30/06/2019 (INCLUDING NEW PURCHASES) AND ACTUAL INTEREST CHARGED BY LENDER FOR YEAR.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. DETAILS OF ANY PROPERTY OR ASSETS (E.G. LAND, HOUSE) BOUGHT &/OR SOLD THIS YEAR (MAY ATTRACT 2½% W/OFF - OR CAP. GAINS TAX) INC. ANTIQUES, COINS ETC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. DETAILS OF ANY LIFE INSURANCE OR SUPER POLICIES CASHED IN OR TAKEN OUT DURING YEAR.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. CHEQUE BUTTS (COMPLETE & CLASSIFIED CORRECTLY).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. DEPOSIT BOOKS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. JOURNAL/CASH BOOK (MANUAL ACCOUNTING RECORDS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. BANK RECONCILIATION/TRIAL BALANCE/TRANSACTION REPORT & GENERAL JOURNAL (COMPUTER ACCOUNTING RECORDS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. BANK STATEMENTS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. DETAILED LIST OF WORK IN PROGRESS AT 30/06/2019.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. DETAILED LIST OF ANY EQUIPMENT SOLD OR SCRAPPED DURING THE YEAR.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. DETAILED LIST OF NAMES AND DATES OF BIRTH OF CHILDREN (FAMILY TAX REBATE & TRUST DIST'NS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. DETAILED LIST OF BANK INTEREST RECEIVED ON ALL ACCOUNTS (INCLUDING BRANCH, ACCOUNT NUMBER AND TAX DEDUCTED BY BANK) OBTAIN PRINT OUT FROM EACH BANK.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. DETAILED LIST OF EXISTING INSURANCE POLICIES INC. SUPER DEDUCTIBLE & NON-DEDUCTIBLE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. ESTIMATE OF PRIVATE USAGE OF, PHONE, LIGHT, POWER, RATES, INTEREST, COMPUTER ETC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. HAVE ALL ALLOWANCE (E.G. TRAVEL OR ENTERTAINMENT, OVERTIME MEALS) & SUPER (IF REQUIRED) DETAILS BEEN INCLUDED ON EMPLOYEES PAYG PAYMENT SUMMARY & PAY SLIPS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. HAS TAX BEEN DEDUCTED FROM ALLOWANCES.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. OUT OF POCKET EXPENSES FOR DISABILITY AIDS, ATTENDENT CARE & AGED CARE ONLY ELIGIBLE FOR OFFSET UNTIL 30/6/19 (SUBJECT TO ATI).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. HAVE ANY STAFF RESIGNED OR DIED, IF SO, HAS A PAYERS STATEMENT BEEN COMPLETED CORRECTLY.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. HAVE ALL UNSALEABLE ITEMS OF STOCK BEEN PHYSICALLY DESTROYED PRIOR TO 30/06/2019.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. HAS ALL OLD PLANT BEEN SCRAPPED / PHYSICALLY DESTROYED PRIOR TO 30/06/2019.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. HAVE ALL BAD DEBTS (OR PART THEREOF) BEEN WRITTEN OFF IN YOUR BOOKS PRIOR TO 30/06/2019.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. IF YOU HAVE A COMPANY, TRUST OR PARTNERSHIP ARE ALL BANK ACCOUNTS, CONTRACTS, STATIONERY, TRADE CREDITORS, ETC. IN THE NAME THEREOF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. HAVE YOU BOUGHT OR COMMENCED TO BUILD A NEW RESIDENTIAL OR NON-RESIDENTIAL INCOME PRODUCING BUILDING ? IF YES, PLEASE PROVIDE DETAILS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. DO YOU HAVE PRIVATE HEALTH INSURANCE (PROVIDE US WITH DETAILS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. HAVE YOU RECEIVED ANY FEES OR INCOME IN ADVANCE? IF YES, PLEASE PROVIDE INFO.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. HAVE ANY FINES, PENALTIES, ENTERTAINMENT OR CAR PARKING COSTS BEEN CLAIMED.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. HAVE YOU PROVIDED COPIES OF ALL PAYG & GST FORMS OR SUMMARIES TO US.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. HAVE YOU PAID SALARIES TO FAMILY MEMBERS? IF YES, PLEASE PROVIDE DETAILS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. DID THE AUSTRALIAN TAXATION OFFICE PAY YOU INTEREST ON OVERDUE MONEY.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. DETAILS OF ALL SHARE TRANSACTIONS (PURCHASES, SALES, DIVIDENDS, REINVESTMENTS ETC. (INCL. TAX DEDUCTED)) COPIES OF CHESS & DIVIDEND STATEMENTS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

38. DO YOU MAKE PAYMENTS TO SUB CONTRACTORS? IF YES, DO YOU HAVE A VALID TAX INVOICE WITH THEIR ABN ON IT? IF NO, WITHHOLD AT 47%. [] [] []
39. SUPER AND WORKCOVER ON SUB-CONTRACTORS PAID WITHOUT AN ABN? IF SO, MUST PAY QUARTERLY. [] [] []
40. SPEEDO ODOMETER READINGS TAKEN ON 30/06 FOR ALL VEHICLES (31/03 FOR FBT VEHICLES). [] [] []
41. DETAILED LIST OF ALL MOTOR VEHICLES USED IN THE BUSINESS. [] [] []
42. LOG BOOK FOR ALL M/VEHICLES USED IN THE BUSINESS (IF APPLICABLE) EVERY 5 YEARS (EXCEPT UTILITIES, TRUCKS AND PANEL VANS USED EXCLUSIVELY FOR BUSINESS PURPOSES). [] [] []
43. DETAILED LIST OF EXPENSES ASSOCIATED WITH ANY TRIPS UNDERTAKEN (MEALS, ACCOMMODATION AND INCIDENTALS), SUPPORTED BY SATISFACTORY DOCUMENTATION/EVIDENCE. [] [] []
44. HAVE YOU CLEARLY IDENTIFIED WHERE VARIOUS DEPOSITS INTO ALL YOUR BANK ACCOUNTS HAVE COME FROM (THIS IS CRITICAL IN THE EVENT OF AN AUDIT). [] [] []
45. DO YOU MAKE PAYMENTS TO OR ON BEHALF OF ANY OF YOUR STAFF WHICH WERE NOT INCLUDED IN THE GROSS PAY FIGURE ON THEIR PAYG STATEMENT? IF YES, TELL US. [] [] []
46. DID YOU RECEIVE ANY OVERSEAS INCOME? IF YES, PLEASE PROVIDE DETAILS. [] [] []
47. DID YOU PAY INTEREST ON MONIES BORROWED TO PAY TAX OR SUPER (ESPECIALLY INDIVIDUALS &/OR PARTNERS). [] [] []
48. SUPERANNUATION GUARANTEE (9.5%) & "CHOICE" OBLIGATIONS MET PRE-30/06 & REPORTABLE AMOUNT SHOWN ON PAYG PAYMENT SUMMARY. [] [] []
49. PAYROLL TAX OBLIGATIONS MET (PAYROLL THRESHOLD INCLUDES FRINGE BENEFITS & SUPER) FROM \$625,000 FOR 17/18 AND \$650,000 FOR 18/19 (NOTE: REGIONAL EMPLOYER RATE OF 2.425%). [] [] []
50. GST OBLIGATIONS MET & COMPLETED CORRECTLY. [] [] []
51. EMPLOYMENT AGREEMENTS IN PLACE (COMPLY WITH FAIR WORK AUSTRALIA). [] [] []
52. DID YOU INCUR ANY RESEARCH & DEVELOPMENT COSTS (COMPANIES ONLY). [] [] []
53. DID ANY OF YOUR EMPLOYEES BECOME YOUR SUB-CONTRACTORS? IF SO, PROVIDE DETAILS. [] [] []
54. ARE YOU USING OUR MONTHLY DIRECT COSTING REPORT & IS YOUR WORKING CAPITAL MONITORED. [] [] []
55. WOULD YOU LIKE A COPY OF OUR TOTAL QUALITY CLIENT SERVICE DOCUMENT? [] [] []
56. NON-COMPULSORY CORPORATE WARDROBE OR UNIFORMS REGISTERED WITH GOVERNMENT. [] [] []
57. ALL BUSINESS RECORDS KEPT FOR 5 YEARS + CURRENT YEAR (CGT ITEMS FROM DATE OF SALE). [] [] []
58. DIRECTORS FEES, BONUSES PAID OUT PRE/POST 30/06 & TAX DEDUCTED (IF ACCRUED & MINUTED IN JUNE). [] [] []
59. REVIEW MOST EFFECTIVE WAY TO OWN VEHICLE/S (UTILISE F.B.T. SYSTEM ETC). [] [] []
60. NOTICE OF INTENT AND CONFIRMATION OF DEDUCTIBLE CONTRIBUTIONS (SELF EMPLOYED) SEC 290-170. [] [] []
61. SOLD YOUR BUSINESS? DO YOU WANT TO UTILISE THE "ROLLOVER" OR "RETIREMENT" EXEMPTION? [] [] []
62. HAVE YOU IDENTIFIED ALL PRIVATE PAYMENTS ON CHEQUE BUTTS "DEBIT LOAN ACCOUNT" AND SIGNED ALL PAPERWORK RE: "GENUINE OFFSET- ARRANGEMENT" TO AVOID FBT. [] [] []
63. IF CAR/S OWNED JOINTLY, HAVE YOU COMPLETED A "DECLARATION OF JOINT OWNERSHIP" &/OR LEGAL OWNERSHIP DECLARATION? IF NOT, MUST BE REGISTERED IN YOUR NAME. [] [] []
64. ANTI AVOIDANCE LAWS RE: ALIENATION OF PERSONAL SERVICES INCOME & NON-COMMERCIAL ACTIVITIES EXPLAINED TO YOU? IF NOT PLEASE SPECIFICALLY ASK US (REFER TO PRE - 30/06 CHECKLIST). [] [] []
65. HAVE YOU GOT AN ABN & REGISTERED FOR GST, ETC. [] [] []
66. DO YOU UNDERSTAND WHY APPRECIATING ASSETS SHOULD NOT BE BOUGHT IN A TRADING COMPANY? IF NOT, PLEASE SPECIFICALLY ASK US. [] [] []
67. PLEASE INCLUDE COPIES OF ALL BAS'S / IAS'S YOU HAVE PREPARED. [] [] []
68. DO YOU WISH TO SPLIT YOUR SUPER WITH YOUR SPOUSE? IF YES, PLEASE NOTIFY US IN WRITING. [] [] []
69. HAVE YOU COMPLIED WITH SUPERSTREAM REQUIREMENTS. [] [] []
70. HAVE YOU CONTRIBUTED PERSONAL (NON-CONCESSIONAL) CONTRIBUTIONS INTO SUPER TO ATTRACT THE CO-CONTRIBUTION & CONSIDER DOUBLE FUNDING. [] [] []
71. IF YOU ARE A COMPANY, DID SHAREHOLDERS USE ITS ASSETS FOR PRIVATE PURPOSES. [] [] []
72. SUBCONTRACTORS TO HAVE OWN COMPANY OR TRUST WHEREVER POSSIBLE. [] [] []
73. PREPARED FOR SINGLE TOUCH PAYROLL FROM 1/7/19 (UNLESS EXEMPTION APPLIES). [] [] []

**Client Declaration:** WE DECLARE THE ABOVE TO BE TRUE AND CORRECT AND CONFIRM IF WE PREPARED OUR OWN BAS/IAS (INCLUDING GST) WE ACCEPT FULL RESPONSIBILITY FOR SAME.

CLIENT SIGNATURE...../...../.....

**"ONGOING HOUSEKEEPING REQUIREMENTS (2019)"** (NOT AN EXHAUSTIVE LIST)

**DONE**

1. PAY EMPLOYEE SUPERANNUATION BY THE DUE DATE & OFFER "CHOICE" IF ELIGIBLE (9.50% FROM 1/7/14). [ ]
2. PAY "PAY AS YOU GO TAX" BY THE 21ST DAY OF EACH MONTH/QUARTER. [ ]
3. RECORD REPORTABLE FRINGE BENEFITS & REPORTABLE SUPER CONTRIBUTIONS ON PAYG STATEMENTS. [ ]
4. PREPARE PAYG STATEMENTS AND SEND TO EMPLOYEES BEFORE 14 JULY. [ ]
5. MAINTAIN DETAILED TIME AND WAGES RECORDS ESPECIALLY FOR FAMILY AND PAY BY CHEQUE. [ ]
6. ADJUST PAYROLL SYSTEM TO RECORD "REPORTABLE SUPER CONTRIBUTIONS" (EXCESS OVER SG AMOUNT). [ ]
7. EXECUTE EMPLOYMENT AGREEMENTS WHERE APPLICABLE (REFER TO OUR WEBSITE). [ ]
8. STAFF TO HAVE COMPLETED EMPLOYMENT DECLARATIONS (INCLUDING FAMILY). [ ]
9. PAY SUPER AND WORKCOVER ON SUB-CONTRACTORS & DEEMED EMPLOYEES. [ ]
10. LEVY GST AT 10% AND PAY TO ATO ON-TIME. [ ]
11. MAKE SURE YOUR WORKCOVER PREMIUMS ARE PAID ON TIME & INCLUDE SUPER IN REMUNERATION. [ ]
12. ALWAYS PREPARE DETAILED STOCKLISTS, DEBTORS & CREDITORS LISTS ON 30 JUNE. [ ]
13. KEEP IN A SAFE PLACE ALL BUSINESS RECORDS INCLUDING CASH REGISTER TAPES, INVOICES.  
BANK STATEMENTS, CHEQUE BUTTS, COMPUTER BACKUPS ETC. [ ]
14. MAKE SURE ALL INSURANCE POLICIES ARE PAID UP AND OFFER ADEQUATE COVER (INCLUDING DEATH,  
DISABILITY, INJURY, ILLNESS AND TRAUMA) ASK US FOR HELP. [ ]
15. USE STAFF APPOINTMENT CHECKLIST (AVAILABLE FROM US AS A GUIDE). [ ]
16. RETAIN PROOF OF COSTS WHEN BUYING ASSETS THAT ARE SUBJECT TO CAPITAL GAINS TAX FOR 5 YEARS  
AFTER DATE OF SALE (OR COMPLETE REGISTER). [ ]
17. IF TOTAL PAYROLL EXCEEDS \$650,000, PAYROLL TAX TO BE PAID TO VICTORIAN STATE GOVERNMENT  
INC. SUPER CONTRIBUTIONS & REPORTABLE FRINGE BENEFITS (NOTE: REGIONAL RATE 2.425%). [ ]
18. PAY FRINGE BENEFITS TAX QUARTERLY (IF APPLICABLE). [ ]
19. WORKCOVER INJURY REGISTER MAINTAINED. [ ]
20. ALL BUSINESS RECORDS IN CORRECT NAME. [ ]
21. CURRENT WILLS AND POWER OF ATTORNEYS IN PLACE (IF NOT TALK TO US). [ ]
22. MAKE SURE YOU ARE RECEIVING ALL OF YOUR LEGAL ENTITLEMENTS FROM CENTRELINK. [ ]
23. WEEKLY/MONTHLY DIRECT COSTING REPORT AND BENCHMARKING BEING USED (TALK TO US). [ ]
24. TOTAL FINANCIAL AND TAX REVIEW DONE RECENTLY BY YOUR ACCOUNTANT. [ ]
25. IF NOT DOMESTICALLY DEBT FREE, CONSIDER RESTRUCTURE, TALK TO US. [ ]
26. COMPLETE PERSONAL BUDGET, TALK TO US IF ASSISTANCE REQUIRED. [ ]
27. RETAIN CONCURRENT LOG BOOKS FOR ALL PASSENGER CARS (EACH 5 YEARS). [ ]
28. BACK UP COMPUTER DATA REGULARLY (DAILY). [ ]
29. TRAVEL DIARY FOR OVERSEAS TRAVEL EXCEEDING 5 CONSECUTIVE DAYS. [ ]
30. CASH TAKINGS RECONCILED TO CASH BOOK/JOURNAL AND BANK STATEMENTS. [ ]
31. INVOICES AND/OR RECEIPTS HELD TO SUPPORT ALL PAYMENTS MADE BY YOU. [ ]
32. NOTIFY ACCOUNTANT OF ANY NON-CASH FRINGE BENEFITS. [ ]
33. CHECK FOR ANY DEEMED EMPLOYEES (INC. SUB CONTRACTORS). [ ]
34. MAKE SURE DIRECTORS & SHAREHOLDERS LOAN ACCOUNTS DO NOT GO INTO DEBIT. [ ]
35. RECORD ODOMETER READINGS AT 30/06 EACH YEAR & 31/03 FOR FBT. [ ]
36. NOTIFY YOUR SUPER FUND IF YOU ARE CLAIMING YOUR SUPER CONTRIBUTIONS (SEC 290-170 NOTICE). [ ]
37. PAY SUPER INTO YOUR OWN FUND PRE-30/06 EACH YEAR AND ENSURE PAYMNET CLEARED BY 30/06. [ ]
38. DO NOT SPLIT PERSONAL EXERTION INCOME WITH SPOUSE AND/OR FAMILY. [ ]
39. UNDERTAKE REGULAR BUSINESS IMPROVEMENT STRATEGIES AND REVIEWS WITH US. [ ]
40. KEEP AN ONGOING RECORD OF ALL GOODS TAKEN FOR PERSONAL USE (INCLUDING GST). [ ]
41. IF **YOU** PRODUCE MORE THAN 50% OF YOUR ENTITY'S INCOME PERSONALLY, TALK TO US ABOUT  
QUALIFYING AS A PERSONAL SERVICES BUSINESS (PSB) OR GENERAL BUSINESS. [ ]
42. IF YOU HAVE A LOSS MAKING BUSINESS, TALK TO US ASAP REGARDING NON-COMMERCIAL LOSS RULES. [ ]
43. CONSIDER SUPER SPLITTING WITH SPOUSE. [ ]
44. COMPLY WITH SUPERSTREAM OBLIGATIONS. [ ]
45. PAY COMMERCIAL AMOUNT FOR PRIVATE USE OF COMPANY ASSETS. [ ]
46. CHECK ALL VEHICLES IN COMPANIES OR TRUSTS & MAKE SURE FBT SYSTEM BEST. [ ]
47. STRIVE TO ENSURE THAT ALL SUBCONTRACTORS HAVE THEIR OWN COMPANY WHEREVER POSSIBLE. [ ]
48. REVIEW SUPER CONTRIBUTIONS & MAKE SURE YOU DONT EXCEED CAP/LIMIT. [ ]
49. SINGLE TOUCH PAYROLL (UNLESS EXEMPTION APPLIES) FROM 1/7/19. [ ]
50. BUILDERS AND DEVELOPERS COMPLIED WITH GST WITHHOLDING FROM 1/7/18. [ ]
51. TAXABLE PAYMENTS REPORTING - BUILDING, CLEANING & COURIER (I.T, ROAD FREIGHT & SECURITY FROM 1/7/19). [ ]





The partnership of **Vision Broking Group** and Philip J. Eddy & Partners has now been operating for over 3 years and in that time we have been able to achieve some fantastic outcomes across our range of services for a number of mutual clients.

Services offered:

- **Home and Investment Loans**
- **Equipment Finance (Motor Vehicle, Agricultural and Plant)**
- **Commercial Property Finance**
- **Term Loans and Overdraft facilities**
- **Self Managed Superannuation Fund Lending**
- **Debtor Finance**
- **Property Development Funding**

Vision Broking has access to a panel of 20+ lenders, giving the benefit of choice and the ability to provide a solution for almost all circumstances. This, together with the service being offered in the office of Philip J. Eddy & Partners, is designed to make the process of obtaining finance as easy and efficient as possible for clients of Philip J. Eddy & Partners.

## **VARIABLE & FIXED RATE OFFERS**

With the RBA recently reducing the official cash rate to a record low of 1.25%, there is debate around the future movement of interest rates and increasing competition amongst lenders. As such, now is an opportune time to review your current Home Loan or Investment Loan, with the following offers\* currently available:

<b>Loan type</b>	<b>Variable Rate</b>	<b>Fixed Rate (2 years)</b>
Home Loan (Principal & Interest)	3.54% (comparison rate 3.58%)	3.59% (comparison rate 4.93%)
Investment Loan (Principal & Interest)	3.99% (comparison rate 4.00%)	3.84% (comparison rate 4.83%)

\*Effective from 14 June 2019, approved loan amount to be \$250,000 or greater and subject to lender terms and conditions.

The process of reviewing your existing facilities to ascertain if there are any potential savings is a straightforward one. As a client of Philip J. Eddy & Partners, Simon is happy to conduct an obligation free review of your current facilities for you, so please contact him directly should you wish to take advantage of this opportunity:

**Simon Coutanche Dip FS (FMBM)**



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Philip J. Eddy & Partners Pty Ltd is an indirect shareholder of Bendigo Finance Brokers Pty Ltd ATF Bendigo Finance Brokers Unit Trust T/as Vision Broking Group and as such may receive direct and indirect benefits from Vision Broking Group.