

Topics:

Website

Staff Update

Fees

*Things to do
before 30
June*

*Taxation &
Accounting
Checklists*

*Audit
Checklists*

Office Hours:

8:30am
to
5:00pm

Monday
to
Friday

Closed
Public
Holidays

Our Business

WEBSITE

We encourage you to browse through our website at www.dgca.com.au and use the tools available.

STAFF UPDATE

We welcome Jessica Comerford to our Administration team as our Receptionist.

FEES

Please note that we require our fees to be paid on time. We ask that our fees be paid within our terms of trade of 14 days. We have an EFTPOS facility and therefore fees can be paid in person, by phone or by completing the bottom section of your invoice and mailing it to our office. Monies may also be paid via internet transfer, as our bank details are also listed on the bottom of your invoice.

Reminder

THINGS TO DO BEFORE 30 JUNE

There are a number of key issues that Businesses and Individuals should consider in preparing their income tax returns for the year ended 30 June. Refer to "Things to do Before June 30" on our Website.

Checklists

TAXATION & ACCOUNTING

Please download the relevant 2016 checklists from our website for:

1. Budget & ATO Items
2. Individual Tax Checklist
3. Business Tax Checklist
4. SMSF Tax Checklist

AUDIT

Please download the relevant checklists from our website for:

1. Incorporated Associations
2. Real Estate Trust Accounts
3. Solicitors Trust Accounts
4. SMSFs

Please read, complete and provide the relevant information in order to identify all the things you need to do to assist us in preparing your taxation returns. This will enable us to undertake your work promptly and efficiently and in a cost efficient manner.

Topics:

ASIC

SMSF

*Bank
Account
Details
Required*

*Lodgement
Dates*

*Building and
Construction
Industry
Reporting*

*PAYG
Withholding
Summary
Reporting*

*Low Income
Earners*

*Rental
Property
Investment
Fact Sheet*

Regulatory Information

ASIC

For businesses that operate under a company structure it is very important and a requirement of ASIC that any changes are advised within 28 days. Please contact Angela in regard to changes of company officers and changes to members, directors, secretaries and business addresses so that we can lodge the appropriate documents with ASIC. The ASIC Annual Company Statement renewal fees from 1 July 2016 are \$246 (GST free), and for Company's which are Trustees of SMSFs the fee will be \$46 (GST free). ASIC fees can be paid via BPay direct to ASIC.

SELF MANAGED SUPERANNUATION FUNDS (SMSF)

There have been a number of changes announced by the ATO in relation to superannuation. Refer to 2016/17 Budget & ATO Items on our Website for further details.

ATO Items

BANK ACCOUNT DETAILS REQUIRED

From 1 July 2014 all return types will need to include financial institution account details. All refunds will have to be deposited via Electronic Fund Transfers (EFT) into a bank account. Irrespective of whether you are giving us authority to deduct your refund, we will still require your bank account details i.e. Name of Bank, BSB Code, Account Name and Account Number.

LODGEMENT DATES

Please ensure you bring your work into us on a timely basis to enable us to complete it prior to due lodgement dates, as penalties apply for late lodgement.

BUILDING AND CONSTRUCTION INDUSTRY REPORTING

If you are in the building and construction industry you are required to report by **28 August 2016** the total payments you made to each individual contractor for building and construction services. For more details visit: <https://www.ato.gov.au/Business/Building-and-construction/In-detail/Taxable-payments-reporting/Taxable-payments-reporting---building-and-construction-industry/> . Please contact us if you would like assistance in this matter.

PAYG WITHHOLDING SUMMARY REPORTING

If you pay employees, you need to issue them each with a PAYG Payment Summary and lodge the PAYG withholding payment summary report to the ATO by 14 August 2016.

LOW INCOME EARNERS

There are some circumstances where low income earners may still need to lodge an income tax return. Please contact us to determine whether or not you need to lodge a tax return.

RENTAL PROPERTY INVESTMENT FACT SHEET

To ensure you are meeting all ATO compliance requirements and claiming all allowable deductions in relation to your rental property refer to "Rental Property Investment Fact Sheet" on our Website.

NEWSLETTER 2016



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Topics:

Specialist Advice

Reviews and Seminars

Your Valued Feedback

Our Appreciation

Other Information

SPECIALIST ADVICE

We understand that there are many specialised areas and where we feel external specialist knowledge is required, with your prior consent, we will engage an appropriate person.

REVIEWS AND SEMINARS

We are happy to arrange visits to your business premises if you would like us to review your Office & Accounting procedures.

We are also able to conduct seminars and training sessions for you either at your business or ours, in areas such as record keeping, GST, BAS, FBT, Superannuation or Financial Planning. We would welcome any suggestions in this area.

YOUR VALUED FEEDBACK

If there is other information you would like us to include in future newsletters please let us know. We always welcome constructive feedback as it is your requirements that we aim to satisfy.

OUR APPRECIATION

We appreciate your continued use of our firm as your Accountant and Adviser and we look forward to providing professional services to you in the future. If you are happy with the services we have provided we would appreciate your referrals.