

## YEAR END JUNE 2019 BUSINESS

Dear Client,

Welcome to our 2019 Year End Newsletter.

We encourage you to take the time to read our guide for business clients. This guide will assist you to prepare for this year end and make maximum use of our business and taxation services.

Changes such as "Single Touch Payroll" have forced compliance burdens onto small business. The Australian Taxation Office continues to use data sampling with Benchmarks to target business taxpayers. Superannuation fund tax returns have additional reporting fields and are under scrutiny, however Superannuation Funds remain an important investment & taxation tool for business clients.

The government has also attacked discretionary trust distributions and loans from companies to directors known as Division 7A loans.

We again remind clients of the other services we provide. We are a substantial tax and business services practice. We can assist with a range of accounting services including but not limited to:

- Full service tax and accounting advice for local and international tax issues.
- Financial planning advice through our "in-house" licensed financial planners
- Business planning and valuations
- Finance services including mortgage loans, leasing, hire purchase & trade finance
- Entity structuring advice including companies, trusts and self-managed superannuation funds
- Audit services in conjunction with a local practitioner registered for this level of work
- Salary "packaging" advice

Please contact us before making any major business, superannuation or investment decisions.

Many of our clients attend our office prior to the end of the financial year for a tax planning meeting. This meeting can identify many tax saving strategies applicable to you. If you have not already made an appointment and believe this could be of value, please contact our office.

Our aim is to help you create a more successful & profitable business. We invite telephone and email enquiries at any time and look forward to assisting you with specific or general advice on any tax, accounting or business matter.

Our practice continues to grow and we thank you for your referrals. The finest compliment we can receive is a referral from you. All of us at Keddie & Associates look forward to seeing and assisting you and are hoping you may know a friend or family member who you may refer to our services.

Yours faithfully



David M. Keddie

Fellow Certified Practising Accountant

# 2018/19 Year-end Checklist for Business

Many of our business clients like to review their tax position at the end of the income year and evaluate any year-end strategies that may be available to legitimately reduce their tax. Traditionally, year-end tax planning for small businesses is based around two simple concepts – i.e., accelerating business deductions and deferring income.

However, Small Business Entities ('SBEs') have greater access to year-end tax planning due to particular concessions that only apply to them. Taxpayers that qualify as an SBE can generally pick and choose which of the concessions they wish to use each year (although see below regarding the simplified depreciation rules). The basic requirement to be eligible for most of the SBE concessions for the year ending 30 June 2019 is that the business taxpayer's annual turnover (including that of some related entities) is less than \$10 million.

The following are a number of areas that may be considered for all business taxpayers

## Maximising deductions for non-SBE taxpayers

Non-SBE business taxpayers should endeavour to maximise deductions by adopting one or more of the following strategies:

- Prepayment strategies;
- Accelerating expenditure; and
- Accrued expenditure.

### Prepayment strategies – non-SBE

Any part of an expense prepayment relating to the period up to 30 June is generally deductible.

In addition, non-SBE taxpayers may generally claim the following prepayments in full:

- expenditure under \$1,000;
- expenditure made under a 'contract of service' (e.g., salary and wages); or
- expenditure required to be incurred by law.

*Note: Prepayments can be a little confusing, so before you commit to making a payment please feel free to call us with any queries if required.*

### Accelerating expenditure – non-SBE

This is where a business taxpayer brings forward expenditure on regular, on-going deductible items. Business taxpayers are generally entitled to deductions on an 'incurred basis'. Therefore, there is generally no requirement for the expense to be paid by 30 June 2019 (as long as the expense has genuinely been 'incurred', it will generally be deductible).

## Checklist

The following may act as a checklist of possible accelerated expenditure:

- **Depreciating assets** Non-SBEs with annual turnover (including that of some related entities) of less than \$50 million can claim an immediate deduction for assets costing less than \$30,000, for assets acquired and first used (or installed ready for use) between 2 April 2019 and 30 June 2019.  
Depreciating assets costing \$100 or less can be written off in the year of purchase.  
Depreciating assets costing less than \$1,000 can be allocated to a low value pool and depreciated at 18.75% (which is half of the full rate of 37.5%) in their first year regardless of the date of purchase.
- **Repairs** – repairs to office premises, equipment, cars or other business items.
- **Consumables/spare parts.**
- **Client gifts.**
- **Donations.**
- **Advertising.**
- **Fringe benefits** – any benefits to be provided, such as property benefits, could be purchased and provided prior to 1 July 2019.

- **Superannuation** – contributions to a complying superannuation fund, to the extent contributions are actually made (i.e., they cannot be accrued but must be paid by 30 June).

- **Superannuation Contribution Top Up**

Tax deductible superannuation contributions can be made direct to your superannuation fund without the need to salary sacrifice through your pay office. These payments are limited with all other employer contributions to \$25,000 maximum. Contact your superannuation fund for details before 30th June.

### Accrued expenditure – non-SBE

Non-SBE taxpayers (and some SBE taxpayers) are entitled to a deduction for expenses incurred as at 30 June 2019, even if they have not yet been paid.

The following expenses may be accrued:

- **Salary or wages and bonuses** – the accrued expense for the days that employees have worked but have not been paid as at 30 June 2019.
- **Interest** – any accrued interest outstanding on a business loan that has not been paid as at 30 June 2019.
- **Commissions** – where employees or other external parties are owed commission payments.
- **Fringe benefits tax (FBT)** – if an FBT instalment is due for the June 2019 quarter, for example, but not payable until July, it can be accrued and claimed as a tax deduction in the 2019 income year.
- **Directors' fees** – where a company is definitively committed to the payment of a director's fee as at 30 June 2019, it can be claimed as a tax deduction.

### Small Business Entities "SBE"

Consider if you are eligible to be a Small Business Entity (SBE) if your turnover is below **\$10 million**.

The benefits of being an SBE include:

- Tax cuts for companies to only 27.5%
- Account on cash instead of accrual basis;
- Small business CGT concessions;
- Simplified depreciation rules;
- Simplified trading stock regime;
- 100% deduction for certain prepaid expenses;
- Two years for amendment period.

### Maximising deductions for SBE taxpayers

Deductions can be maximised for SBE business taxpayers by **accelerating expenditure** and **prepaying** deductible business expenses.

### Accelerating expenditure – SBE

In addition to accelerating other expenditure items, SBE taxpayers can choose to write-off depreciating assets costing less than \$30,000 in the year of purchase\*. Also, assets costing more than the relevant immediate asset write-off threshold are allocated to an SBE general pool and depreciated at 15% (which is half the full rate of 30%) in their first year. Therefore, where appropriate, SBE business taxpayers should consider purchasing/installing these items by 30 June 2019.

It should be noted that SBE taxpayers choosing to use the SBE depreciation rules are effectively 'locked in' to using those rules for all of their depreciating assets.

*(\*) The immediate asset write-off threshold has been increased to 'less than \$30,000', for assets first used or installed ready for use between 7:30 pm (AEST) 2 April 2019 and 30 June 2019.*

*The threshold is \$20,000 for assets first used or installed ready for use from 1 July 2018 until 28 January 2019, and \$25,000 for assets first used or installed ready for use from 29 January 2019 until 7:30pm AEST on 2 April 2019.*

## Prepayment strategies – SBE

SBE taxpayers making prepayments before 1 July 2019 can choose to claim a full deduction in the year of payment where they cover a period of no more than 12 months (ending before 1 July 2020). Otherwise, the prepayment rules are the same as for non-SBE taxpayers.

The kinds of expenses that may be prepaid include:

- **Rent** on business premises or equipment.
- **Lease payments** on business items such as cars and office equipment.
- **Interest** – check with your financier to determine if it's possible to prepay up to 12 months interest in advance.
- **Business trips.**
- **Training courses** that run on or after 1 July 2019.
- **Business subscriptions.**
- **Cleaning.**

## Prepayments for SBE's and Non-Business Individuals

There are a separate series of concessional prepayment rules that apply to SBE's and individuals who prepay expenditure. They are:

- 12 Month Rule – An immediate deduction for expenditure incurred before the 30 June if the eligible service period does not exceed 12 months and the service period ends in the next income year: examples include prepaid interest for rental property loans, leases, travel, subscriptions, cleaning & rent.
- Other prepayments are deductible over the service period of the expense item.

## Repairs

- Incur expenses for repairs on or before 30 June, but these must NOT be:
  - Initial repairs on rental property;
  - Substantial replacement of an asset;
  - Improving an asset.

## Gifts

- Donate gifts to tax deductible charities on or before 30 June.
- Check that your payment is to an ATO endorsed "deductible gift recipient" (DGR).
- Gifts are not deductible if a benefit is received by the donor unless the contribution was made for an eligible fundraising event for a DGR and valued at more than \$250 (reduced by the value of any benefit received at the event).

## Timing of Income Derivation

- Is the amount an income or a capital receipt?
- What is the appropriate method of income recognition: cash or accruals?
- There are specific rules to determine when the income is derived for various types of income?
- If an SBE then you may use the cash basis?
- Can you defer receipt of income to after 30 June?
- If you have losses, can you accelerate income generation or receipt prior to 30 June to recoup losses this year.

## Income Received in Advance

- Need not be derived for tax purposes until services are provided to the customer.
- Must be credited to an unearned income suspense account, which generally requires the payment to be refundable if the services are not provided.
- Must be released to profit when the services are provided, or if the services are not provided, when it is determined the services will not be provided.

## Timing of Expenses

- Expenses deductible if incurred by 30 June:
  - You must have a presently existing liability;
  - Provisions for expenses generally are not deductible;
  - Some accruals are not deductible;
  - Most prepayments are not deductible (see below for details).
- There are specific rules that determine when some deductions are incurred so ask us.
- Interest paid after a business ceases may still be deductible.

## Bad Debts

- Review before 30 June;
- Physically write off bad debts before year end;
- May not be deductible if there has been a change in the ownership or control of a company or trust, (unless in the case of a company it passes the same business test).

## Trading Stock

- Consider appropriate valuation method - value at lower of cost, market value or replacement price.
- Identify obsolete stock – special valuation rule.
- Scrap unwanted stock by 30 June.
- If you are an SBE, Stock valuation is not required if the difference between opening & estimated closing value of stock for the year is \$5,000 or less.

## Non-Commercial Losses

- Losses from a business carried on by an individual or partnership that includes an individual are quarantined and deductible only against income from that or a related business unless one of the following tests are met:
  - There is assessable income from the business of \$20,000 or more;
  - Profit in 3 out of the 5 previous years;
  - Real property of \$500,000 or more is used in the business;
  - Other assets of \$100,000 or more is used in the business; or
  - There are concessions for some taxpayers such as primary producers, artists, writers etc.

## Home Office Expenses

- A portion of interest, rent and insurance is **not** deductible unless carrying on business from home and the area is separate and distinguished from private living areas.
- Power, heating and depreciation can be claimed at a rate per hour for employee & business taxpayers.
- Complete a four week diary to substantiate home office expense.

## Superannuation & SMSF

Please note that some of the following superannuation fund issues require advice from a qualified financial adviser:

- We can all make contributions to the maximum \$25,000 direct to our Funds, We do NOT need to make contributions through salary sacrifice.
- Maximum contributions \$25,000 for all.
- Excess contributions may result in additional tax of 31.5% on top of the 15% regular super tax.
- If over 55 years of age, consider salary sacrificed superannuation contributions and use transition to retirement pension scheme while still working; This is not as appealing since 2017.
- Government Co-Contribution is a maximum of \$500 to income of \$52,697
- Employee superannuation guarantee contributions required – 9.5% of employee's gross **normal** wage. (expanded definition)
- Make superannuation contributions for low income spouse - superannuation contribution rebate. Maximum \$540.
- **SMSF** Ensure that at least the minimum pension payments have been made for those in pension phase. For pensions that commence in June 2019, no payment is required to be made for 2018/19;
- Before making any further contributions prior to year end, make sure that you take into account contributions that have already been made, and ensure that contributions made for the year do not exceed the concessional or non-concessional contribution limits.

## Super Guarantee and Contractors

Employers should be making contributions for all eligible employees, including certain contractors. Under SCG law, an employee includes contractors who are primarily engaged for the provision of labour.

Where you use independent contractors, you should determine whether the individuals are treated as employees for SGC purposes.

## Taxable Payments Annual Report 'TPAR'

New reporting obligations. The ATO are collecting data on all contractor payments through the Taxable payments annual report. Initially only the construction industry was required to submit this report.

Due to success of this report with the number of contractors caught as not reporting all their income correctly. The ATO is extending the reporting to the following industries:

- Cleaning Services
- Courier Services
- Road freight Services
- Information technology (IT) Services
- Security, investigation or surveillance services.

## Directors' and Employees' Entitlements

- Conduct shareholders' meetings before 30 June to approve directors' fees and bonuses to get deductions for this financial year.
- Ensure plans for employee bonuses based on current year results are in place before 30 June
- Ensure employee salary packages that include fringe benefits and/or employer super contributions are in place before 30 June.

## Losses

- Check to ensure companies & trusts seeking to claim a deduction for current year or prior year losses satisfy the company loss or trust loss rules.
- Foreign losses are deductible against domestic income.

## Sale of Investments (property, shares etc)

### – Capital Gains issues

- Where CGT assets will be sold for a gain, consider delaying "contract" sale until after 30 June, unless you have losses that may be lost in future years because of the company or trust loss rules. **Be aware** tax rates are slightly better for incomes above \$87,000 to 30 June 2019
- Caution is required if crystallising capital losses to offset against capital gains just before 30 June, as this may result in the capital loss being denied under the general anti avoidance rules.
- Timing of disposal under a contract for CGT purposes is generally the date of making the contract, not settlement date.

- If assets are held for less than 12 months and held by individuals, trusts or superannuation funds consider delaying sale until 12 months to take advantage of the CGT discount concessions if eligible. **THIS IS A BIG ONE.**
- Recoup capital losses against indexed capital gains before discounted gains.
- Consider whether there are CGT rollovers for the capital gain, for example:
  - Scrip for Scrip; Or Demerger; Or
  - Transfer of asset to a wholly owned company;
  - Transfer of assets on marriage breakdown.

### Capital Gains - Small Business Concessions

- Consider if small business CGT concessions are available. Such as 15 year exemption, 50% active asset reduction, rollover or retirement exemption.
- This concession applies where an asset used by one entity is used by another e.g. partnership.

### Car Expenses and Log Books

- If claiming actual expense, check that **log book** is current (**less than 5 years old**).
- Check that log book details are correct.
- Ensure year end odometer readings are taken.
- Ensure all relevant receipts have been kept.

### Depreciation

- Scrap and dispose all obsolete plant by 30 June.
- Consider delaying disposal of plant items for a profit until after 30 June.
- Consider bringing forward disposal of plant items for a loss to before 30 June.

*Note: the SBE capital allowance regime will impact the **2019 income year**. The small instant asset write-off threshold has increased to below \$30,000'*

### Employee Assets used to derive non-business (job) income

- Immediate deduction for items valued less than \$300 (non-business taxpayers) for:
  - Income producing assets used predominantly for non-business use, e.g. tools of trade, briefcase, small items of furniture in rental property;
  - TIP:** Property jointly held, the asset value for immediate write-off increases to \$600.

### Company Director Penalties

The government is using stricter penalties for directors of companies that fail to make outstanding PAYG and SGC payments for employees and themselves.

### Loans from Trusts

- Loan from a trust can also be a deemed dividend and this is a major area of interest for tax audit.

### Private Company Loans

- Loan from a company to shareholders or associates will be a Division 7A deemed dividend unless loan is repaid by the earlier of the lodgement or due date for the company tax return for the year (lodgement day) or:
  - The loan made under a written agreement and on commercial terms by the lodgement day;
  - Has minimum benchmark interest rate; and
  - Has repayment term of now only 10 years.
- The rate of interest is prescribed by the ATO.
- Division 7A deemed dividend is unfranked.
- Certain payments and debt forgiveness by the trust to the shareholder or associate can also be a deemed dividend.

### Trust Distributions (ATO HOT AREA)

- Where the trustee is required to make a determination of the distribution of a trust's net income, ensure a declaration is made by 30 June.

### Trust Streaming Not a common strategy

Under the new trust streaming provisions, trustees are permitted to stream franked dividends and capital gains to specific beneficiaries, rather than distributing amounts as part of the general distribution to beneficiaries.

To be able to stream franked dividends and or capital gains, the trust deed must not restrict these amounts being streamed to specific beneficiaries. The trust accounts must also be prepared to separately account for the streaming of the capital gains & or franked dividends to specific beneficiaries.

In addition, the beneficiaries that are to receive these amounts must be specifically entitled to these amounts, and the trustee must record the streamed distributions in the accounts or records of the trust.

This beneficiary's specific entitlement to capital gains must be recorded by 31 August this year. However, where the capital is included in the income of the trust, the specific entitlement to the capital gains would generally have to be the same date as the trustees' determination of the income distribution, which would generally be 30 June that year.

### Personal Services Income ("PSI")

- Do you or an entity that you work for (personal services entity) receive income mainly for the reward of personal efforts or skills (e.g. consultants)?
- The PSI rules may limit the amount and type of deductions you or the personal services entity (PSE) claim - you may be taxed on the PSI received by PSE.
- The PSI rules don't apply to a personal services business (PSB).

- PSB is carried on if:
  - You pass the results test; or
  - You don't receive more than 80% or more of your PSI from one source and you pass one of the PSB tests:
- Unrelated clients test;
- Employment test; or
- Business premises test.
- Where >80% of your PSI is derived from a single client, you may apply for determination from ATO.

### **Ceasing Business or Business Assets Sold**

- Consider paying redundancy payments or long service leave paid to employees.
- Consider deferring retirement golden handshake payments until after 30 June if the retiring employee will be on a lower marginal tax rate in the following year.
- Are small business concessions, rollovers, or superannuation contributions available?
- Are there expenses incurred after business ceases consider whether they will still be deductible.

### **Certain Project Costs & other Business Related Costs**

- Project costs - pooled and deducted over life of the project using diminishing value method - upgrade of community infrastructure; site preparation for depreciating asset; feasibility studies; environmental assessment; information associated with projects; ornamental trees.
- Mining and Transport Capital Expenditure – projects that are not otherwise deductible may be amortised over the project life.
- Other Business related costs that are not otherwise deductible or included in the CGT cost base or depreciation cost of an asset are generally deductible over 5 years.

### **Imputation**

- If companies are paying less than 100% franked dividends, the benchmark franking percentage rules apply.
- The franking percentage chosen for the first frankable dividend paid in a franking period
- All frankable dividends paid during a particular franking period must be franked in accordance with the benchmark franking percentage.
- Companies should determine whether franking account is in deficit and whether they are liable for franking deficit tax and the reduction of offset.
- Where the franking deficit exceeds 10% of the franking credits for the company, the company's right to a tax offset for FDT is reduced by 30%.
- If shares are not held at risk for at least 45 full days the franking offset may not be available (ok for individuals with franking offset <\$5,000 p.a.).
- Trusts receiving dividends – do the beneficiaries have a vested and indefeasible interest to the trust corpus on which the dividends were paid - if not the 45 day rule may not be passed unless a family trust election is made.

## **Rental Property**

If you are a property owner, here is a list of expenses that can be claimed:

**But Beware this is A Hot Tax office AUDIT target.** They have warned that they will double the audits of rental property in 2019

- Advertising for tenants
- Agent management fees
- Bank fees and borrowing costs
- Building depreciation and write off.
- Council and water rates
- Insurances
- Interest paid
- Land tax
- Legal expenses regarding leases etc
- Repairs and maintenance But NOT major renovations or upgrades
- Telephone and postage
- Strata Levy

## **Information Required**

Audits this year on small businesses will target your record keeping particularly where private portions are taken. Eg. home/business telephone or internet.

You must have records and calculations.

- We will need you to bring information to assist us in preparing your income tax
- Quickbooks, Xero, MYOB and other accounting software packages (do not close the year) All bank accounts should be reconciled. If you are having problems we can assist.
- Copies of all BAS and Instalment Activity Statements lodged. An annual summary would assist us greatly.
- Car Log book and diary re: car and travel claims. Check & record speedometer reading at 30 June. If your log book is over 5 years old then do another. Consider if the business use has increased and needs another log.
- Lease, Hire Purchase or Loan details regarding new plant and vehicles.
- Stocktake details as at 30 June.
- Wages Reconciliation & PAYG summaries.
- Bank statements and cheque butts.
- Debtors listing (including a list of bad debts written off) as at 30 June.
- Creditors listing as at 30 June.

## Employer Issuing Payment Summaries

Employers are required to report (on PAYG payment summaries) reportable super contributions. These are contributions in excess of the 9.5% required under the Superannuation Guarantee Contribution (SGC) & the employee has requested the extra contribution (salary sacrifice). Post-tax Contributions are not included.

**Employers** with non-related employees MUST provide all **employees with PAYG summaries** and send the annual PAYG summary to the tax office by their due date or incur a late lodgement penalty unless **"single touch payroll"** was used all year

Employers who employ only family may be eligible for extended lodgement of the Annual PAYG Withholding Summary. We recommend they DO NOT lodge the PAYG summary, Only send it to us. MYOB users don't close the year until we reconcile. If you close the 2019 payroll year in MYOB please print and retain all reports and make a backup.

**Last Chance for Small Business Grant –**  
Free Money from the NSW state government.

The NSW Small Business Grant is coming to a close with the registration cut off on the 01/07/2019.

For those that have not yet registered or are unaware of the grant you could be leaving thousands of dollars on the table.

Any Business in NSW that has created a new Job Position between 01/07/2015 and 01/07/2019 may be entitled up to \$2,000 per position created.

(Note this includes directors)

The Criteria's for the grant are you must have increased the number of employees in the business and the position must be maintained for 12 months by the employee or their replacement.

If you think you are missing out please contact us before the first of July.

## Audit Insurance

The Australian Taxation Office and other Government bodies such as the Office of State Revenue are ramping up their audit procedures. Audit insurance covers all legal and accounting fees associated with the cost of the audit up to the value of \$10,000.

On a positive note, clients who have taken out audit insurance and were unfortunate enough to receive an audit, have saved thousands of dollars for a minimal tax-deductible premium outlay.

We encourage all business clients to take up this insurance to ease financial and administrative stress throughout the process.

## About our Professional Fees

We occasionally receive inquiries concerning our methods for calculating fees.

**BASICS** Since we sell no products, our time and expertise is our only source of revenue. However when we provide a service, you are not just buying an accountants time, but rather utilising the significant wealth of accumulated knowledge & experience of the firm, it's principal & staff. Each fee earner in the firm maintains accurate time records and clients are billed based on the actual time spent on their behalf.

**HOURLY RATES** A standard hourly rate is set for all staff based upon their experience and ability. If no extenuating circumstances exist, clients are billed using standard hourly rates and the actual hours worked. It is not uncommon to adjust the fees so determined to recognise additional time spent on an unfamiliar area; or higher hourly rates due to the unavailability of appropriately skilled staff to perform some tasks or the value to the client of the services provided.

Hourly rates vary substantially among staff – currently support staff from \$50 to \$60 and qualified accountants from \$160 to \$260 (exclusive of GST). Principal charges from a low of \$190 to a high of \$280 (exclusive of GST) for higher level work. It therefore follows that the effective use of appropriate staff to perform routine functions results in the most cost effective solution.

**MERCHANT FEES** Due to increasing costs from the banks we unfortunately now have to impose a 1.5% surcharge on payments being made by credit card in excess of \$550. To avoid this surcharge, payments may be made by cash, cheque or direct deposit into our bank account.

**TELEPHONE & EMAILS** Due to the extensive amount of consulting work done by us on phone & email, they are treated like any time spent on a client's behalf. If matters of substance are discussed, the time is charged & billed to the client either at the time of the service or at a later date. Personal calls of a non-business nature & short calls are not charged to clients. Records of conversations are normally kept for billing and professional purposes.

**Over our many years of professional practice we have selected quality suppliers of associated services. Our list of providers is constantly monitored through client feedback for their performance, reliability and professionalism.**



**Why get a loan from a bank when you can get it from us?**

In association with Mortgageport we can arrange home & business loans. Mortgageport specialises in financial needs of the clients of accountants.

**We are able to arrange for you:**

Lower interest rates - These benefits are gained because we do not have costly overheads & advertising. Funds are raised via the wholesale capital markets.

Tailor built loans to suit your needs - Each loan is tailored to your individual business needs as your accountants, we work hand in hand with Mortgageport to maximise taxation results. We understand your needs & will not forget you as soon as you are signed up.

**Simple, hassle free processing & Quality service**

- You deal with one person only and as we already know about your affairs we can complete paperwork with far greater efficiency than a bank can.

**Great Track Record** - Many clients have used Mortgageport over the past decade and we are pleased to report positive feedback & results.

**Cash Management**

Macquarie is a leader in cash management solutions. Their new Cash Management Account offers a competitive interest rate, functionality that we expect from an every day cheque account and enhances efficiency in managing your Company, Superannuation and Trust accounts.

Also our relationship with Macquarie offers great efficiency to our firm via the ability to receive your Macquarie cash statements online. Consequently, the collection and subsequent search for missing bank information becomes a thing of the past.

**. BUSINESS SERVICES**

- \* Preparation of Financial Statements
- \* Feasibility Studies
- \* Preparation of Periodic Management Accounts and Reports
- \* Business Structure Advice and Formation
- \* Processing of Clients Sales and Debtors Transactions
- \* Payroll Preparation
- \* Cash Flow Planning and Management
- \* Budget Preparation and Planning
- \* Business Start Up Requirements
- \* Equipment Purchase Review
- \* Superannuation fund formation

**TAXATION SERVICES**

**Consultants to:**

- Companies
- Trusts
- Partnerships
- Superannuation Funds
- Individuals

**GOODS & SERVICES TAX**

- BAS preparation
- IAS preparation
- GST Registration
- Assistance with GST audits

**REFERRAL FOR FINANCIAL AND FUNDS MANAGEMENT SERVICES**

- \* Funds Source Selection and Comparison
- \* Share and Business Valuations
- \* Leasing, Hire Purchase, Interest Only and Personal Loans
- \* Planning Investments Objectives and Strategies
- \* Installation of Accounting Systems
- \* Investment Portfolio Establish & Review

**COMPUTER SERVICES**

- \* Assist in Evaluation on Purchase of Computer Accounting Software
- \* Client Data Processing Debtors Creditors, Cash Book and General ledger

**CORPORATE AND SECRETARIAL SERVICES**

- \* Provide Registered Office Facilities
- \* Prepare & Lodgement of Annual ASIC Statement and other Statutory Documentation
- \* Company Incorporations
- \* Business and Company Names Searches and Registrations
- \* Preparation of Minutes of Meetings
- \* Liaison with ASIC Offices
- \* Maintain Company Statutory Registers
- \* Attend to Changes in Statutory Details of Companies and Business Names

**FINANCIAL PLANNING SERVICES AVAILABLE**

Our firm is able to assist clients with financial planning services via our strategic alliance with Wealth & Investment Advisers. This offer has been well received by the clients of Keddie & Associates as they seek unbiased and objective advice.

Areas of expertise include:

- ◆ Superannuation
- ◆ Retirement and Redundancy Planning
- ◆ Tax Effective Wealth Accumulation
- ◆ Risk Management Strategies
- ◆ Estate Planning
- ◆ Company Superannuation
- ◆ Managed Funds
- ◆ Direct Shares

As valued clients we invite you take advantage of a professional consultation to appraise your financial situation.