



Australian Government  
Australian Taxation Office

## End of Financial Year 1<sup>st</sup> April/30<sup>th</sup> June – 13 weeks to GO

The End of the Financial Year is fast approaching. Start Planning for EOFY by speaking to your Accountant NOW.

If you don't have your bookwork up-to-date, or if bookkeeping is the last thing on your mind right now, then how can you make an informed decision about your tax liabilities for the financial year?

To prepare for the end of the financial year is not as difficult or as daunting as the task may appear. If you have completed the quarterly BAS' then you only have the last quarter to complete.

Consider any changes you would like to make to your business procedures. We can help put those plans into action.

Make sure you have all of your staff's correct details for the payment summaries. Review your Payroll, SGC. Start reviewing Inventory, Debtors & Creditors. Check all pending Invoice & Purchase Orders – do they still need to be on the system?

**ONLINE SECURITY & ATO:** You should be wary of unsolicited emails claiming to be from the ATO. Hoax emails & websites can look very convincing; however they are often poorly worded and contain spelling & grammatical mistakes.

Online scams, such as email 'phishing' scams are on the rise & are designed to trick you into giving away your money, passwords & personal details (such as your tax file number).

From time to time, the ATO will send you emails, SMS or post messages on their official social media profiles promoting new services or alerting you to due dates, e.g. tax time is approaching or that your business activity statement is due. However, the ATO, will never send you an email requesting you to confirm, update or disclose confidential details like your name, date of birth, address, passwords, credit card details etc.

**Disclaimer: All or any advice contained in this newsletter is of a general nature only, & may not apply to your individual business circumstances. For specific advice relating to your specific situation, please contact your accountant or contact me for further discussion**

SJ BOOKKEEPING PTY LTD

Tel: 0478 086 008

Email: sheree@sjbookkeeping.com.au

## ATO KEY LODGEMENT DATES:

If you use your bookkeepers - BAS Agents Portal to lodge your Activity Statements then you can be eligible for an extension.

**BAS LODGEMENT  
MARCH Quarter  
(including PAYG)**  
28<sup>th</sup> APRIL by form

**BAS LODGEMENT  
MARCH Quarter  
For Monthly Lodgers**  
21<sup>st</sup> APRIL, 2012

**BAS April 2012  
Monthly LODGEMENT**  
21 May 2012

**FBT return 2012**  
21 May 2012

**SGC PAYMENTS**  
28<sup>th</sup> APRIL, 2012

(If required contributions are not made by the due date for quarter 3 the SGC is not tax deductible)

Where a due date falls on a day that is not a business day (that is, the due date is a Saturday, a Sunday or a public holiday), lodgment or payment may be made on the first business day after the due date without incurring a penalty or general interest charge (GIC).

A business day means a day other than a Saturday or a Sunday, or a day which is a public holiday.  
(Source—ATO)

