



Shanahan Swaffield Partners
Accounting + Taxation + Auditing

Shanahan Swaffield Partners



**WE HAVE MOVED
WE ARE NOW LOCATED AT
222 QUAY STREET**

Our phone and fax numbers remain the same

Our Offices

Rockhampton

PO Box 99 (222 Quay Street)
ROCKHAMPTON QLD 4700
Phone: 07 4927 9500 Fax: 07 4922 6154
Email: admin@sspaccountants.com.au

Biloela

PO Box 693 (12 Melton Street)
BILOELA QLD 4715
Phone: 07 4992 2838 Fax: 07 4922 6154

Yeppoon

PO Box 99 (30 James Street)
ROCKHAMPTON QLD 4700
Phone: 07 4939 4986 Fax: 07 4922 6154

Our Office Hours

Rockhampton

Mon - Fri - 8.30am to 5.00pm

Biloela

12 July to 1 Sep - Mon - Wed - 8.30am to 5.00pm
Sept to June - Mon 8.30am to 5.00pm

Yeppoon

Mon - Fri - 9.00am - 5.00pm

IF YOU ARE AN EMPLOYER DID YOU KNOW?

From 1 July 2003, employers are required to make superannuation guarantee contributions to a complying superannuation provider on behalf of their eligible employees on at least a quarterly basis. If they fail to do so they will incur the superannuation guarantee charge and will not be able to claim a tax deduction for that quarter.

Below are the due dates for the 2009/10 financial year by which employers need to make superannuation contributions to a complying superannuation provider to avoid the superannuation guarantee charge for a quarter.

Super Guarantee Quarter	Due Date
1 July - 30 September 2010	28 October 2010
1 October - 31 December 2010	28 January 2011
1 January - 31 March 2011	28 April 2011
1 April - 30 June 2011	28 July 2011

INDIVIDUAL TAXPAYERS TAX RETURN CHECKLIST

- Group Certificate/ Payment Summary
- Interest from Bank Accounts/Saving Accounts
- Dividend Statements
- Tax Summary Statement from Managed Funds
- Work Deduction Receipts eg. Union Dues, Work Clothes etc.
- Work Motor Vehicle Claims eg. No. of kms etc
- Donations Receipts
- Interest Paid on Investment Loan
- Private Health Insurance Tax Statements
- Audit Protection Insurance Fees
- Income Protection/Insurance Fee & Claims Serviced
- Previous Years Tax Fees
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Individual Tax Payers Rental Property Checklist

- Rental Income
- Interest on Loan
- Agents Year End Financial Statement
- Council Rates
- Insurance on Property
- Rental Loss Insurance
- Postage & Petties
- Travel & Property Details
- Cleaning Costs
- Maintenance of Property Costs

Work Related Expenses

Work related expenses you incurred as an employee including:

- union fees and subscriptions to trade, business or professional associations
- overtime meal expenses, provided that:
 - you received a genuine overtime meal allowance from your employer that was paid under an industrial law, award or agreement. An amount for overtime meals that has been included as part of your normal salary or wages - for example, under a workplace agreement - is not considered to be an overtime meal allowance
- professional seminars, courses, conferences and workshops
- reference books, technical journals and trade magazines
- tools and equipment and professional libraries - you may be able to claim an immediate deduction for an item that cost \$300 or less. Otherwise, you claim a deduction for the decline in value of an item over its effective life.
- items that protect you from the risk of injury or illness posed by your work or your work environment, such as hard hats, safety glasses and sunscreens
- computers - you can claim the work-related proportion of the following
 - the decline in value of a computer
 - any repair costs, and
 - the interest on money borrowed to buy the computer.
- internet expenses - you can claim the work-related proportion of your internet access charges
- phone expenses - work-related phone calls, and if you can show you were on call or were regularly required to phone your employer or clients while away from your workplace you can claim the work-related proportion of your phone rental
- home office expenses - you can claim the work related part of the decline in value of your office furniture and fittings. You can also claim the work-related part of your heating, cooling, lighting and cleaning costs. (You cannot generally claim a deduction for occupancy expenses such as rent, rates, mortgage interest and insurance.) You can either keep a diary of the details of your actual costs and your work-related use of the office or use a fixed rate of 26 cents per hour for heating, cooling, lighting and the decline in value of furniture in your home office. You can use the home office expenses calculator at ato.gov.au/calculators to work out your claim.

Just for a laugh:.....

A wealthy investor walked into a bank and said to the bank manager, "I would like to speak with Mr. Reginald Jones, who I understand is a tried and trusted employee of yours."

The Banker said, "Yes he certainly was trusted. And he will be tried as soon as we catch him."