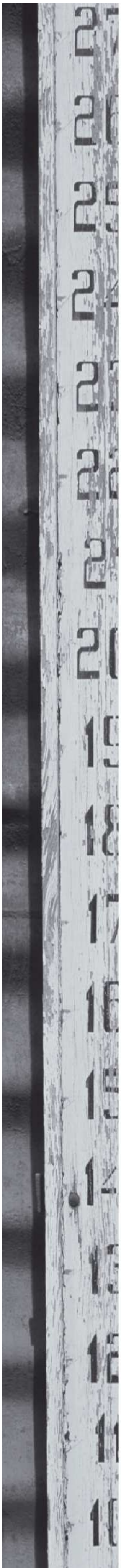

NEWSLETTER 2012

GOODMAN CHARTERED ACCOUNTANTS

31 July 2012, Volume 2, Page 1

Topics:

Office Hours

8:30am to 5:00pm

Monday to Friday

Website

We are pleased to refer you to our website at www.dgca.com.au feel free to browse through and use the tools available on it.

Staff Update

We are happy to welcome Kayla in Reception and Jacqueline as a Senior Accountant during the year.

Lodgement Dates

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

Specialist Advice

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

Financial Planning Services

Please contact our Financial Planning Services section, Pivotal Financial Planning Services Pty Ltd on (07) 4038 8800 for all of your superannuation, personal insurance, general financial services, investment advice and mortgage broking.

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.

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.

Mortgage Broking

David and Tarin have passed their mortgage broking exams and are available to negotiate commercial and residential loans with a variety of independent lenders on your behalf.

Suite 16 Level 1 'Stanton Place'
2-4 Stanton Road
Smithfield QLD 4878

PO Box 475
Smithfield QLD 4878

P (07) 4038 8888
F (07) 4038 2283

admin@dgca.com.au
www.dgca.com.au

NEWSLETTER 2012

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Taxation & Accounting

Please download the relevant 2012 checklists from our website for:

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

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, effectively and cost efficiently.

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 and documents in order to assist us in the conduct of your Audit. This will enable us to undertake your work promptly, effectively and cost efficiently.

Review 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 in our Office in areas such as record keeping, GST, BAS, FBT, Superannuation or Financial Planning. We would welcome any suggestions in this area.

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 Tarin 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 review fee is now $230 and is GST free. ASIC fees can be paid via BPay direct to ASIC.

Your Valued Feedback

If there is any 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.