

CHECKLIST OF CRITICAL DATES

The following matters should be attended to by the dates noted if penalties are to be avoided.

1) 30 June 2008

- a) Superannuation contributions must be received by your superannuation fund if you are to obtain a deduction. This also includes superannuation contributions for your spouse if you are to obtain a rebate.
- b) If you decide to join the Simplified Tax System then you should:
 - i) Pay all creditors by 30 June.
 - ii) Purchase any items of plant that may be required where the cost of each item is less than \$1,000. Items costing \$1,000 or less are deductible.
 - iii) Repayment of your loan account to your company where relevant.

2) 14 July 2008

PAYG payment summaries must be issued to employees. If you require assistance in completing the PAYG Payment Summaries for your employees, please let us know.

3) 21 July 2008

Monthly Business Activity Statements due.

4) 28 July 2008

Quarterly Business Activity Statements are due.
Final payment for superannuation guarantee must be paid.

5) 31 July 2008

WorkCover reconciliation for **annual** payers must be lodged. Check that your WorkCover levy has been correctly calculated.

6) 14 August 2008

PAYG tax reconciliation and tax stationery must be lodged with the Tax Office.

7) 31 August 2008

WorkCover reconciliation for **monthly** payers must be lodged. Check that your WorkCover levy has been correctly calculated.

8) 30 September 2008

We ask that you have your work to our office no later than 30th September 2008 to ensure that your tax returns are prepared and lodged on time. This will give us time to allocate and plan the processing of your work.

9) 31 March 2009

The FBT year ends. If you pay fringe benefits on behalf of any employees and you have a fringe benefits tax liability, details of benefits paid will have to be extracted for the period 1st April 2008 to 31 March 2009. In particular, speedometer readings of motor vehicles will need to be recorded as at 31 March 2009. The FBT return, together with payment, will need to be lodged with the Tax Office by 28 May 2009.