O'CONNELLS OBM PTY LTD
ACCOUNTING • BUSINESS ADVISING • CONSULTING

O'Connells OBM House, Level 6/26 Wharf St

GPO Box 5242 Brisbane Q 4001

E team@oconnellsobm.com.au

www.oconnellsobm.com.au

T 07 3233 6400

ACN 102 818 342

CLIENT NEWSLETTER

27 June 2008

PREPARATION OF INDIVIDUAL/NON-BUSINESS INCOME TAX RETURNS

To help you with the compilation of information for the preparation of your returns this year, following is the first section of our "Procedure Sheet - Individual/Non Business" checklist which sets out most of the information needed. You might like to read it over before bringing or forwarding your information to us.

When convenient please forward your information directly to our office or make an appointment with us.

Tax Office penalties for late lodgement of income tax returns make it very important to have your return lodged on time. Please keep this in mind and plan to get your information to us earlier rather than later.

We also take this opportunity to remind you that it is still most important to obtain documentary evidence of tax deductible expenditure.

We look forward to providing our assistance and advice in the future.

Thank you for your support.

* * * * *

What is "OBM"? Open Book Management

OBM means empowering team members, facilitating emotional ownership of a business by involving team members in the management of the business.

INFORMATION NEEDED FOR PREPARATION OF INDIVIDUALS' INCOME TAX RETURNS

INCOME

Original PAYG Payment Summaries from Employers
Pension Statements
Other Benefit Statements - (Unemployment, Disability, Family Assistance, etc)
Termination Payment Schedules and Rollover Forms
Annuity and corresponding undeducted purchase price

Interest received on savings accounts and deposits - name of organisation, branch, account number and amount received is needed.

Details of any accounts closed or investments matured during the year.

Dividends and Trusts Distributions received - please forward dividend and distribution advices including Dividend Re-Investment Plan Statements and Distribution Advices for fully or partly tax-free distributions. Please note that income from trusts may be taxable even if received after 30 June. Statements may not be received until August or September, however copies of these statements are needed.

In relation to **shareholdings held**, details of Company take overs, consolidations/reconstruction of share capital, change of company name or letters regarding liquidation of companies that occurred during the year.

Real Estate, Shares or other property sold or purchased -
Copy of purchase or sale contract, including - Date of Purchase or Sale Contract,
Purchase/Sale Price, including dissection for stock, plant and equipment etc.
Date Contract Unconditional
Purchase / Sale Costs such as Legals, Stamp Duty and Commission,
Solicitor's Settlement Letter
Trust Account Statement, if applicable.

If Units in Unit Trust are sold - details of tax free and tax deferred amounts received during the period Units were held.

Overseas transactions and income

Rental income statements from agents or details of income and expenses.
If rental property was acquired during the year and if construction commenced after 18 July 1985 (residential) or 19 July 1982 (non-residential) - the date construction commenced and the date the building was first used.

If Principal Place of Residence was first used for income-producing purposes after 20 August 1996 - the market value for recording as the CGT Record of Cost Base.

Full details of any services and/or goods **bartered or exchanged** for another asset/s - date, identification and estimate of value of both disposed of and acquired asset/s, service or goods. Forward barter statements, if available.

Other income

REBATES

Net Medical Expenses (including eligible pharmaceutical costs) if they exceed $1500 - or annual statements from Medicare and private health insurance fund.
Details of private health insurance cover (type of cover, amount paid, period of cover & persons covered) or have reduced premiums been paid instead of claiming rebate?
Details of any **out-of-pocket expenses incurred on approved Child Care** for income tax year prior - in order to claim the 30% child care tax rebate.
Spouse - separate net income

Children - separate net income, date of birth and school etc attended
Zone Rebate - Date arrived and left zone
Medicare Levy exemption/Reduction details - certificate if applicable.
Tax Vouchers

EXPENSES

Expenses relating to dividend and interest income - postage, journals, telephone, bank charges etc.
Unions or Professional Associations
Income Replacement Insurance
Briefcases/Carrybags
Professional Library
Protective Clothing/Uniforms (purchase and laundry cost)
Expenses relating to allowances received
Technical and Trade Journals
Donations
Tools of Trade
Travel/Car Usage
Home Office Expenses
Home Telephone for business
Seminar Expenses
Personal Superannuation Fund Statements (or details of amounts paid)
Tax Agents Fees
Self-education expenses - if relative to your income earning activities.
Amount of HECS debt owing at 30 June

For all assets **subject to capital gains tax** supply details of any capital expenditure during the year for he purpose of updating your record of capital gains tax cost base.

Your comment on any expense item which has varied significantly from the prior year - either greater or less. This information could save a query being raised by us.

Please note that if **employment related expenses** exceed $300, detailed receipts, car records and documents must be available and, in general, must be kept for 5 years.