



GREEN TAYLOR

PARTNERS

Your Partners in Business



Wishing our clients and their families a very Merry Christmas and a safe and prosperous New Year



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**IDENTITY THEFT – HOW YOUR MAIL IS BEING TARGETED**

What is identity theft? Identity theft is a type of fraud which involves stealing money or gaining other benefits by pretending to be someone else. Having your identity stolen can be emotionally and financially devastating ([www.scamwatch.gov.au](http://www.scamwatch.gov.au)).

A recent report has discovered that 2 in 3 households are at risk of identity theft (Herald Sun, Oct 5 2009). Researchers have found that too many sensitive documents are being dumped without first being shredded. A lot of information put in our rubbish bins could be used in a 100 point credit check to open fictitious bank accounts, credit cards or even a self managed superannuation fund. In an extreme example, the could scammers then contact your superannuation fund and roll all of your entitlements out into their specific bank account. A potentially fatal mistake that could be made by you is the disposal of share documents without shredding. These documents can quite often contain your SRN, as well as address details and a thief could easily access your share details via Computershare or Link Market Services and change your details, having potential dire consequences

for you.

To rectify damage done and reinstate your credit rating can take years and many thousands of dollars, not to mention the stress and inconvenience, so it pays to remain vigilant and shred your personal mail before disposing of it.

How do you protect yourself?

- Shred ALL documents containing personal information before you discard them.
- NEVER give personal details to someone you don't know and trust. Ask them to verify their details.
- Regularly check your account details, bank, credit cards, super funds and share registries.
- Log directly into websites rather than using a link from an email. Links can sometimes allow thieves to phish your information in this manner.
- Seek independent advice if you are unsure whether a request is genuine.
- Remember, a legitimate financial institution or share trader will not request personal details by email; besides they already have your details.

For further information please visit [www.scamwatch.gov.au](http://www.scamwatch.gov.au) or contact the ACCC on 1300 302 502.

**Important Dates**

- 24/12/2009** - GTP closes for Christmas break at 12.30 pm on Christmas Eve
- 11/01/2010** - GTP reopens after the Christmas break at 8.30am
- 21/01/2010** - December activity statement lodgement and payment due for monthly payers
- 28/01/2010** - December quarterly superannuation due
- 21/02/2010** - January activity statement lodgement and payment due for monthly payers
- 28/02/2010** - December activity statement lodgement and payment due for quarterly payers
- 21/03/2010** - Income tax payable for some taxpayers CHECK YOUR ASSESSMENTS
- 31/03/2010** - Income tax returns lodgement date for high income earners

**PROFESSIONAL ADVICE & PLANNING GRANTS**

Over the past two years Centrelink have provided grants to assist with drought and business planning for farm businesses.

The maximum grant payable under this system is \$5500.

Over this period we have conducted many farm business planning sessions which have resulted in the preparation of a One Page Business Plan.

We have found that the planning process has been very well received by those families who have chosen to participate. In fact, many have stated that they wished they had undertaken this "big picture" planning many years ago. Further, we have found that banks really appreciate the format of the One Page

Business Plan as it sets out in very easy to understand terms:

- where the business is now
- where the owners would like it to go
- strategies to achieve their goals, and
- specific actions to implement those strategies.

Those who have done the initial plan have an opportunity to have a plan review with a Centrelink subsidised \$2200 additional rebate. We have already undertaken a number of follow up plans, with excellent results.

This opportunity is coming to an end in June 2010. If you would like to participate in a planning session or would like to undertake a review of your existing plan prepared under this scheme, please contact your adviser.

**REMINDER - TAX PLANNING**

Reminder to all clients to book in early for Tax Planning advice in the new year. By being proactive and planning ahead before the end of the financial year, possible tax liabilities may be able to be reduced or eliminated.



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## HOW TO PAY A TAX DEBT USING THE ATO'S AUTOMATED SELF-HELP SERVICE

If you have a tax debt and cannot pay by the due date, you can phone the Australian Taxation Office automated self-help service and apply to:

- make a late payment, or
- pay the debt by instalments over a specified period.

The Australian Taxation Office self-help service operates 24 hours a day, seven days a week.

Phone:

- Business self-help on **13 72 26**
- Personal self-help on **13 28 65**

Please note: You can only use this phone service for debts that are less than \$25,000.

### **What information do I need to use the service?**

To use the phone service, you will need to know:

- your tax file number (individual clients) or Australian business number (business clients)
- the amount outstanding
- the frequency of the payment you wish to make:
  - weekly
  - fortnightly
  - monthly
  - lump sum
- the first payment date. Make certain this date is at least 15 days after your phone call, allowing time for personalised payment slips to be mailed to you.

If you **don't** know how much you can afford to pay, you can say 'Make a suggestion' and the system will offer an arrangement.

If you **do** know the amount of each payment you wish to make, you can also make your own arrangement.

### **What happens after I make a payment arrangement?**

If the Australian Taxation Office accepts your arrangement, they will send you a letter and personalised payment slips. The payment slips will be sent to the postal

address on the ATO's system.

### **Do I have to pay interest?**

You will be charged the general interest charge (GIC) on the unpaid debt from the original due date. GIC will accrue daily on a compounding basis from the original due date until the debt is paid in full.

### **New measures to assist small business**

The Tax Office has introduced new measures to help businesses with an annual turnover of less than \$2 million that are struggling to manage their tax debts in the current economic climate.

These include:

- 12 month general interest charge (GIC) free payment arrangements, and
- deferral of the payment due date on activity statement liabilities.

### **Inability to pay debt on time**

If you cannot pay your debt on time (individual and business clients) please phone the ATO on 13 11 42 immediately to discuss your circumstances.

### **For further information**

Please visit the ATO website or phone the numbers listed above.



## GENETIC TESTING & LIFE INSURANCE

In Australia, we can now be tested for more than 400 different diseases including hereditary breast and bowel cancer and some forms of Alzheimers.

Recently SBS's Insight program aired a documentary featuring genetic experts, ethicists and families discussing the effects of the results of these genetic tests on individuals and families and some of the difficult decisions they now face, the impact on their lives and also any future family planning they may be considering.

A key consideration that was highlighted from this program was how the Life Insurance Companies treat new applicants who have undertaken genetic testing. Life Insurance Companies often now seek the results of these genetic tests so as to more fully assess the cost associated with the insurance they are providing you based on your genetic predisposition.

Depending on the results, genetic tests can be used to determine whether a higher premium is charged or even whether to deny you life insurance or income protection.

The key points we would like to make you aware of, are;

- if you currently have a policy in place you are fine, however
- if you are applying for a new policy or altering your existing policy, you may be asked to declare your genetic test results.

*If you are intending to undertake genetic testing please consider the above as part of your decision making process.*

### **Further Assistance**

If you would like guidance or advice about putting the appropriate Life Insurances in place we would be pleased to assist you as we have access to a full range of wealth protection & life insurance products, and have relationships with the leading insurance companies in Australia.

For more information simply visit our website [www.primestock.com.au](http://www.primestock.com.au) or call Client Services on free call **1800 064 959**, an adviser will be able to assist you.

If you would like to read the transcript or view the episode of SBS's Insight program online, please go to:

<http://www.skillscontact.com/ch/28n3b6x/1003590/dd155vbwg.html>



## ARE YOU THINKING ABOUT HIRING AN APPRENTICE?

If you take on an apprentice between 1 December 2009 and 28 February 2010, the Australian Government will provide eligible employers with a \$3,350 **Apprentice Kickstart Bonus**.

The announcement is part of 'Apprentice Kickstart', a \$100 million Federal Government program aimed at encouraging Australian Apprenticeships commencement and retention. It will enable any business that takes on an apprentice aged 19 years and under in a traditional trade between the established dates to receive the bonus.

### **For further information**

Please call 1300 365 336 or email [apprenticeships@vecci.org.au](mailto:apprenticeships@vecci.org.au) for further information.



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## RECORD KEEPING FOR CAPITAL GAINS TAX (CGT) ON SHARES

It is essential that proper records are kept in relation to all investments and assets that may result in a future Capital Gain or Loss. Keeping good records can help not only yourself, but possibly in future the beneficiaries of your estate to reduce the impact of CGT. If you leave an asset to another person, the asset may be subject to CGT when disposed of in the future – for example, if your daughter (the beneficiary) sells the shares (the asset) you have left her in your will, CGT applies.

If you fail to keep correct records, penalties may apply. Records need to be kept for at least five years after the disposal of the asset.

**Records...** We have had some instances recently where shares have been disposed of by deceased estates and the beneficiaries. The deceased person during their lifetime had maintained detailed records of their share transactions. But in one instance the records had been inadvertently destroyed when the deceased house was prepared for sale. The share history had to be reconstructed to determine the cost for CGT purposes. Some of the shareholdings were acquired as far back as prior to CGT in 1985. There was considerable time and expense involved in obtaining as much information as possible in order to determine costs of shares.

**It's never too late...** If you acquired assets on or after 20 September 1985 and did not keep records, or your records have inadvertently been destroyed, you can still do something about it.

If you bought shares in a company or units in a unit trust, your stockbroker or investment adviser may be able to give you the information you need.

The main thing is to get as many details as possible so you can reconstruct your records. Make sure you keep sufficient records in the future.

Ensure that your family, executors or beneficiaries are aware of where and how you keep your records.

**We can help...** Green Taylor Partners can maintain a record of your assets including shares that will satisfy the ATO requirements and can be used as official records, if specifically requested. It is not normal tax work. When preparing your year end tax work we are taking note of income and deductions only. We are only required to record registers of assets to the extent they are in relation to income and deductions.



## SHARE IN THE POT OF UNCLAIMED MONEY

### **You can lodge and claim money from ASIC...**

Unclaimed money arrives everyday at ASIC. In July and August this year ASIC received \$18,339,590.53 for 16,787 entities. In recent surveys of people that have been reunited with funds, address change was listed by 53% as the main reason they "lost" the money, 17% said they forgot about the funds, and 6% blamed employment changes.

ASIC administer unclaimed money under three Acts; The Banking, Life Insurance and the Corporations Acts.

#### **Banking Act**

Accounts with a bank, building society or credit union.

- Money that has remained 'dormant' in deposit accounts with banks, building societies and credit unions.
- Unclaimed dividends from banks (Section 69 — Banking Act).

#### **Life Insurance Act**

Life insurance policy with a life insurance institution or friendly society.

- Money that has remained unclaimed from matured life policies taken out with life insurance companies and friendly societies (Section 216 — Life Insurance Act).

#### **Corporations Act**

Money or property that has become unclaimed under the Corporations Act.

- Dissenting holders in compulsory acquisitions.
  - Unclaimed money or shares relating to the compulsory acquisition of shares in a company takeover (s668).
  - Shares acquired from shareholders dissenting from a contract approved by the majority of shareholders (s414).
- Lost holders of shares and members of managed investment schemes.
  - Funds of former shareholders of companies and managed investment schemes, where a company has not been able to contact a shareholder for 6 years (s1343).
  - Interests of members of a

registered managed investment scheme where the responsible entity has been unable to contact them (s1343A).

- Liquidation with undistributed and unclaimed dividends from the liquidation of a company (s544).
- Deregistered companies and managed investment schemes.
  - Assets of a company that has been deregistered (s601AD-601AE).
  - Unclaimed money following the winding up of a registered managed investment scheme (s601NG).
- Unissued financial product.
  - Money paid to a financial product provider to acquire a financial product where the product is not issued and the money cannot be returned to the person by whom it was paid or the person is unidentified (s1017E).

To get further information go to [www.asic.gov.au](http://www.asic.gov.au) or phone ASIC on 1300 300 630. ASIC's unclaimed money database allows you to search directly for unclaimed money held in a name and refers you to the appropriate institution to claim (for banking and life insurance) or enables you to download claim forms to lodge with ASIC.

## LOG ON AT LOW COST



Centrelink customers can access a low-cost personal computer (PC) through an initiative between Centrelink and Work Ventures.

At a reduced cost, WorkVentures provides professionally refurbished, premium-brand PC packs, suitable for everyday use and internet tasks.

For just \$290.00, WorkVentures can provide:

- A complete desktop system (minimum specification Pentium 41.8 GHz, 40 GB Hard drive and 512 MB RAM);
- Microsoft Windows XP Pro and Office 2003 (Word, Excel, Outlook, PowerPoint);
- An internet-ready system with new modem and antivirus software;
- A set-up and user guide and free phone technical support, **and** home delivery anywhere in Australia.

For more information on this offer, collect a WorkVentures flier from your local Centrelink office, call WorkVentures on **1800 112 205**, or visit [www.workventures.com.au/connectit](http://www.workventures.com.au/connectit)



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## CHECK AND CORRECT, CHECK AND CORRECT...



Do you know what percentage of time the Apollo 11 was on course to the moon in 1969?



Would you believe just 3%?

But they got there in the end.

How? Well, the flight crew weren't spending all their time just bobbing about weightless in space. They had to constantly monitor every aspect of their flight's progress. And whenever anything was amiss, they corrected it.

So the entire trip was a constant process of check and correct, check and correct, to make sure they achieved their goal.

And so too through this constant process of checking and correcting, you can make sure that your business reaches the goals you've set.

While you may well not have a system of gauges and instruments similar to those in the Apollo 11, the most common tools used to check a business's progress are Key Performance Indicators, or KPIs.

The power of KPIs comes from a simple concept you may have heard referred to before. That is, what you can measure you can manage.

KPIs mean you know where you stand at any given moment (CHECK) and can adapt your strategy to improve your results right there and then (CORRECT).

And you can use your KPIs as often as you need to, to make sure your business stays on track, and gets where you need it to be.

## BUILD A UNIQUE CORE DIFFERENTIATOR

A Unique Core Differentiator, or UCD, differentiates you from your competitors. It's what makes you, YOU, and why there is no one else who can replicate that. Some crucial points on UCDs in your business:

- Build UCDs, focus on them, and articulate them constantly. People buy the differences they perceive.
- Differentiate or give the perception that you are different.
- That difference must be at the core of the business and flow into everything that you do.

Here's some examples from well known companies...

*Woolworths—The Fresh Food People*

*Hungry Jacks—The burgers are better at Hungry Jacks.*

*Federal Express—Absolutely. Positively. Overnight.*

*Canon Printers—You can on a Canon.*


## QUICKEN TIP - BACKING UP YOUR FILE



When backing up your Quicken file to a memory stick or other media, make sure you remove the "tick" from the "add date to file name".

The main reason is that you generally do not require all the old backups, and the surplus backups can possibly fill your backup media. Windows also has a limit of 255 characters (including spaces). Once you add the date a number of times the file name will be too big and will not allow you to back up again.

## GTP TIT BITS

- Penny and Troy are eagerly awaiting the arrival of their first baby and we wish them all the very best for a safe delivery. Penny has now commenced Maternity Leave. 
- Congratulations to Peter and Chris who have been with Green Taylor Partners for 30 years in December!
- Congratulations to Carmen who has passed (with flying colours!) her last exams and is now study free! 
- GTP welcomes new Team Member Kate Houlihan! Kate comes to GTP as a graduate Accountant and looks forward to meeting all our clients.
- Well done to Kerry and Kathryn who both won their Netball grand finals! 

## SUPPORT FOR MOVEMBER

Movember is an annual, month-long celebration of the moustache, highlighting men's health issues, specifically prostate cancer and depression in men.

This year GTP Team Member Daniel is supporting the cause... growing a Mo to show his support for prostate cancer and depression in men.

1 November 09



30 November 09



Is anyone else spotting a Freddy Mercury look-a-like???

To donate to this charity please visit the Movember website at [www.movember.com](http://www.movember.com)

### **GTP Team Member: Kathryn Bowles**

*Kathryn joined the GTP team in February 2009, as our newest Cadet. She is involved in assisting her mentor Sue Olston in preparing Financials, BAS's and completing Individual and Partnership Returns.*

*Kathryn is currently studying for her Accounting degree part-time through the University SA off-campus.*

*She successfully completed her schooling as Dux and School Captain of Goroke P-12 College in 2008.*

*In her own time, Kathryn enjoys playing netball for Edenhope, and spending time with her family and friends, and her new cat, Buddy. She has recently purchased her first home and is excitedly looking forward to moving in over the Christmas period.*



**DISCLAIMER:** The information in this publication is provided for the sole use of the clients of GREEN TAYLOR PARTNERS. While every effort is made to ensure the accuracy of the information contained in this publication is correct, on no account should the publication be regarded as a substitute for professional advice.

