



Building
better
businesses
locally

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HBS June 2011 Newsletter for Businesses

Dear Client

Welcome to the June 2011 edition of our newsletter containing tax information for businesses. If you did not recently receive our newsletter for individuals and would like to please [contact us](#).

Please feel free to [forward our newsletter](#) to another business owner; they don't have to be a client to benefit from our FREE advice!

New staff member

We would like to welcome our newest staff member, Tina Wilkie, to our Kilmore office. Tina has built up a well-established reputation in the local area as an excellent book-keeper, and now, as an employee of Harris Business Solutions, she will be extending her knowledge into the taxation area. At this time, Tina will not be taking appointments, however she will be working behind the scenes to assist us with activity statement, financial statement and tax return preparation. Please make her feel welcome if you spot her in the Kilmore office on a Wednesday or Thursday.

Fee structure and changes

Recently many of our business clients will have received a letter inviting them to participate in a Fixed Price Agreement for our services. We encourage you to return your acceptance/non-acceptance form before the deadline so that you can benefit from the eased cash flow and security of a fixed price.

For those business clients that we prepare Business Activity Statements for please be advised that from 1st July 2011 our fee will increase to a minimum charge of \$140 inc. GST. This will bring our fees more in line with those currently being charged by other firms, and is our first increase in three years.

Information required for income tax return appointments

In the last few days we have published online a simple checklist of information that may be required when completing your individual income tax return. Please take the time to review this list prior to your appointment to ensure we can

complete your return for you in one appointment. The checklist can be found on our blog, by clicking the



button at the bottom of our [homepage](#).

Appointment availability

The availability of our staff members for appointments has now been updated through to October. Online bookings are available six weeks in advance; if you require an appointment after that you will need to make it via telephone.

Availability in each office is between the following hours during the tax season:

WALLAN	KILMORE
Mon: 9.30am – 9.00pm	Mon: 9.15am – 9.00pm
Tue: 9.15am – 9.00pm	Tue: 9.15am – 5.30pm, 6.00pm – 9.00pm
Wed: 9.15am – 9.00pm	Wed: 9.30am – 3.00pm
Thu: 9.15am – 5.00pm, 6.00pm – 9.00pm	Thu: 9.30am – 3.00pm
Fri: 9.15am – 5.00pm	Fri: 9.30am – 5.30pm

Clickbook invitation – making appointments online

Very shortly you should receive an email from Clickbook inviting you to make your own appointment with us online. It involves a very simple registration process that will enable you to pick the office, staff member and appointment type you prefer, hopefully at the time that suits you. Business clients should refer to the appointment list under the 'Business Services' heading. This service is available 24/7 and means you no longer have to wait to speak to someone to make your appointment. Online bookings are available six weeks in advance.

You can also set up your profile so that you receive an SMS and/or email reminder of your appointment up to 3 days prior to your appointment. We were very pleased with the feedback that we received from this service last year.

Key dates for Business Taxpayers

Thursday 30th June – Super guarantee contributions must be paid by this date to qualify for a tax deduction in 10/11 year

Want to see some particular tax topic/tip mentioned here? Please [contact us](#) with your request, we are more than happy to oblige.

Regards
The HBS Team
Kathryn, Allison, Connie, Lyn, Tina, Nikki and Katherine

Please Note: Many of the comments in this publication are general in nature and anyone intending to apply the information to practical circumstances should seek professional advice to independently verify their interpretation and the information's applicability to their particular circumstances.

PO Box 512, Wallan VIC 3756, Australia



Make an
Appointment

