



STONE CONSULTING

Newsletter

Summer 2004

New Email Addresses

As many of you would now know, we have setup Corporate email addresses which are:

Donna Stone - donna@stoneconsulting.com.au

Kate Hoger - kate@stoneconsulting.com.au

Molly McPhee - molly@stoneconsulting.com.au

Amanda Chan - amanda@stoneconsulting.com.au

If you can all (unless already done) please update your address books thanks. Also enclosed are our new business cards. I've enclosed a couple of spare ones - if you know of anyone who may need help with their MYOB, please give them one of our cards - we would very much appreciate it.

Phone Contact

The office phone number is the same as the fax – 3206 0746. The majority of the time there is someone in the office, so feel free to use this number, however if there is something urgent that you are contacting Donna for – it's probably still best to ring Donna on her mobile (0412 254 633) – if she can't take the call at that moment, she will check messages as soon as she finishes with that client and endeavour to return your call promptly.

MYOB Tip – Recurring Transactions

A feature of MYOB that I don't think we all use enough is the Recurring button. This can be for Spend Money, Purchases, Sales etc and is located usually at bottom left of the screen. It can be so handy for anything which is slightly repetitive, such as lease payments, rent payments, bank fees, drawings, invoices to regular clients/customers, monthly depreciation, BAS cheques etc. If you're not familiar with the recurring button and would like some guidance, feel free to contact Donna or one of the girls in the office.

Emailing Backups

There has been a bit of confusion over this lately. Say you are emailing us the file to check for the month of October. You would not email us a backup with the October dating because you are likely to have made changes to the file during the month of November, but which were dated October. So, it's always best that if you need to send us a backup, that it's the absolutely most recent backup. This way we have a clear picture of the file and know it's current and up to date.

Super Reports & Remittances

The ATO have now done a backflip and decided that super reports will not be needed in future. Yaaaaa ! I know a few people who will be happy to not do these any more. We do have to complete the super reports for the October-December 2004 quarter (which will occur in January 2005) but after that, these are not required by law. If any of you would however like to continue to provide these to your staff, entirely voluntarily, please just let us know; we are happy to continue to provide you this service if requested. Just a reminder too that all super must still be paid by the 28th day of the following month after the quarter (ie Oct-Dec04 quarter paid by 28 January 2005). A few clients have asked me what they should do if they don't have the membership fund for an employee. I would still remit the payment to the particular fund, but in the field where you insert the membership number, just write TBA. At least then you've paid the money to the fund by the deadline; you can let them know additional defaults afterwards. Also if you have someone who accrued super but has left your employ without providing any funds details (and you cannot reach or contact) then you can send this money to SHAR (Superannuation Holding Accounts Reserve).

Visit www.ato.gov.au/super or ring 13 10 20 to obtain the appropriate form.

In closing I would like to take this opportunity to thank you all for your support this year and we look forward to assisting you with your MYOB and bookkeeping in the new year. We wish you and your families a happy and safe Xmas – see you in 2005 ! Warmest wishes,

Donna and staff.

MYOB • PREMIER • FIRST ACCOUNTS • MICROSOFT WORD • EXCEL • BASIC COMPUTING

We do not accept liability from any negligence or error on our part, in respect of the information contained herein