



Moneypenny Bookkeeping Pty Ltd
Suite 3
42 Thomas Drive
CHEVRON ISLAND
QLD4217Australia

25 January 2021

The Bolton Family Trust

Dear Matt,

Re: Activity statement for The Bolton Family Trust

Following is your completed activity statement for the period ending 31 December 2020 that is due for lodgement with the Australian Tax Office (ATO) by 2 March 2021

Please review each page of this activity statement. To confirm that all items are true and correct, sign and date all declarations.

Your activity statement will be electronically lodged once we have received your signed and dated declarations.

We've calculated a total amount **payable** of **\$4,869.00**. This includes GST and all other relevant tax instalments and withholdings.

To avoid any interest or penalties make sure you pay the ATO by the payment due date.

If you have any questions or require further information then please do not hesitate to contact Moneypenny Bookkeeping Pty Ltd on 04 29654400 or by email linda@moneypennybookkeeping.com.au

Yours sincerely,

Moneypenny Bookkeeping Pty Ltd

2020 ACTIVITY STATEMENT SUBSTANTIATION DECLARATION

Activity statements are assessed on a Self-Assessment basis. This means that the ATO may not check whether the information you have submitted is correct. We will make every endeavour to ensure that your activity statement is prepared accurately and correctly, however we rely on you to ensure that all relevant information is disclosed to us.

I, Matt Bolton, declare the following in relation to the attached Activity Statement:

- I have disclosed all transactions for the relevant period.
- GST payable, as shown on the front of the activity statement, correctly reflects the GST on taxable supplies made during the period.
- An input tax credit has not been claimed for any acquisitions that are GST-free, input taxed or otherwise have no GST in the price.
- No supplies have been made to associates at less than their GST-inclusive market value, except for those specifically advised by me.
- Where an insurance claim has been made, I have advised the insurer of the extent to which I am entitled to claim an input tax credit.
 - If the real property was acquired on or after 1 July 2000, it was so acquired under the margin scheme, or;
 - If the real property was acquired before 1 July 2000, a valid valuation was obtained in the period of this BAS.
- Where supplies are used for both business and private purposes (individuals only) e.g. car, mobile telephone, home telephone, computer etc, I have kept appropriate apportionment records to verify my business usage claim and that I am aware that an input tax credit cannot be claimed for supplies for private purposes. I have instructed you to prepare the activity statement based on my specific instructions on the understanding I will be able to produce such information to the satisfaction of the ATO under audit.

Valid tax invoices:

- I have maintained records to ensure that there are valid tax invoices and adjustment notes to support input tax credits claimed.
- I am aware of the need to retain such records for a minimum of five years from the date of lodgment of the activity statement.

Penalties and Audits:

- I am also aware that various additional tax, interest charges and other penalties may apply where the amounts of the various tax liabilities which comprise the activity statement, are understated.
- I am aware that the procedures to follow if a document is lost or destroyed is to obtain a copy from the supplier;
- I may be required to substantiate or verify any income or expense item declared or claimed in my activity statement in the event of an ATO audit;

Signature  CD828DD889904FA...	Date 24-01-2021 6:46 PM PST
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Business Activity Statement

2020

1 Oct 2020—31 Dec 2020

Client name	The Bolton Family Trust	TFN	
Form type	BAS-F	ABN	88 424 121 005
Document ID	45276258783	GST accounting method	Cash Basis
Form due on	2 Mar 2021	Payment due on	2 Mar 2021

Summary

AMOUNTS YOU OWE THE TAX OFFICE		AMOUNTS THE TAX OFFICE OWES YOU	
GST on sales or GST inst	1A \$2,214.00	GST on purchases	1B \$0.00
PAYG tax withheld	4 \$2,655.00		
Amount you owe the ATO	8A \$4,869.00		
Your payment amount		9	\$4,869.00

Declaration

I authorise **Money Penny Bookkeeping Pty Ltd** to give this activity statement to the Commissioner of Taxation for **The Bolton Family Trust**. I declare that I am authorised to make this declaration, and the information provided for the preparation of this activity statement is true and correct.

Signature	Date
DocuSigned by:  CD828DD889904FA...	24-01-2021 6:46 PM PST

Payment Options

BPAY	DIRECT CREDIT
	Account Name: ATO EFT Deposits Trust Account
	BSB: 093003
	Account Number: 316385
	Institution Name: ATO EFT Deposits Trust Account
Reference Number: 2884241210050560	To identify the Payer, Use the Customer Reference Number
Billers Code: 75556	Reference Number: 2884241210050560

Business Activity Statement

2020

1 Oct 2020—31 Dec 2020

Goods and services tax (GST)

for the period from 01 Oct 2020 to 31 Dec 2020

OPTION 2 SIMPLER REPORTING: CALCULATE GST AND REPORT ANNUALLY

Total sales	G1	\$24,354.00
Does the amount shown at G1 include GST?		Yes

PAYG tax withheld

for the period from 01 Oct 2020 to 31 Dec 2020

Total salary, wages and other payments	W1	\$20,220.00
Amount withheld from payments shown at W1	W2	\$2,655.00
Amount withheld where no ABN is quoted	W4	\$0.00
Other amounts withheld	W3	\$0.00
Total amounts withheld (W2 + W4 + W3)	W5	\$2,655.00