



# wisdom pacific

business development & taxation specialists

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Friday, 20 October, 2006

## SAMPLE MONTHLY LETTER

Jo Bloggs Inc  
Bloggs Street  
MAROOCHYDORE QLD 4551

REF: XXX/YYY

Dear Jo,

Please find the following reports

1. Comparative Profit & Loss Statement for the month of April 2006 & 2005 as well as July to April 2006 & 2005.
2. Comparative Trading Statement for the month of April 2006 & 2005 as well as July to April 2006 & 2005.
3. BAS/GST (Apr06) amount payable \$17,795.00
4. PAYGW (Apr06) amount payable for employees is \$3,244.00.
5. Super Guarantee Contributions 9% (Apr06) of Gross wages paid –

	<b>Gross Wages</b>	<b>Super</b>
Paul	\$4,327.00	\$389.43
George	\$2,809.78	\$242.28
Ringo	\$2,958.00	\$244.80
John	\$2,240.00	\$201.60
Crusty	\$3,200.00	\$288.00
	<b>\$15,534.78</b>	<b>\$1,366.11</b>

BAS/GST                      \$ 17,795.00  
PAYGW                        \$ 3,244.00

TOTAL PAYABLE            \$21,039.00 Apr06 (Payable end of June qtr 25<sup>th</sup> August 2006)

SGC                             \$ 1,366.11 Apr06 (Payable end of June qtr 28<sup>th</sup> July 2006)

We trust that this information is adequate for your requirements, however if we can provide further assistance and advice, please do not hesitate to contact us at our office at the address below at your earliest convenience.

Yours faithfully,

Wisdom Pacific Pty Ltd