

CHEQUE DEPOSITS (scanned copies attached)

14/09/2018 \$2,551.73

- Tracey Hoffman \$1,858.04
- Diane Adams \$693.69

18/09/2018 \$181.95

- Sandra Gaweda

18/09/2018 \$778.00

- Michael Matricciani Pty Ltd

29/10/2018

- Gasparin Developments Pty Ltd

21/11/2018 \$1,620.17

- Katherine Griffiths

TTO Reception did not record the banked cheque, please see attached email from client and ATO Portal statement showing a cheque was issued.

18/12/2018 \$7,017.15

- Western Property Group Pty Ltd \$203.00
- Abigail Williams \$6,219.91
- Vanessa Lamacchia \$594.24

11/02/2019 \$1,294.89

- Peter Veld \$643.16
- Susan Veld \$651.73

TTO Reception did not record the banked cheque, please see attached conversation with client and ATO Portal statement showing refund.

22/03/2019 - \$1,232.00 & \$5,302.00

**TTO Reception deposited cheques into incorrect account (meant to be into TTO Cheque Account)
Fixed 01/04/2019 Transferred to TTO Cheque Account**



Australian Government
Australian Taxation Office

Reserve Bank of Australia
Canberra, ACT

Australian Taxation Office, Official
Administered Payments
Cheque Account

ABN: 51 824 753 556

Pay to the order of: MRS TRACEY HOFFMANN

45391335 3

04 SEP 18

****1,858.04****

The sum of: **One Thousand Eight Hundred and Fifty Eight Dollars and Four Cents**

NOT NEGOTIABLE
A/C PAYEE ONLY

For and on behalf of ATO Cheque Account

Endorsement of Payee

Signing Officer *Frances A. Gault*

⑈45391335⑈3⑈ 092⑈009⑈ 11818⑈7⑈ 9

This cheque is protected with ultra violet fluorescent ink which can be verified under an ultra violet light, the absence of this colour indicates a fraudulent cheque.



Australian Government
Australian Taxation Office

Reserve Bank of Australia
Canberra, ACT

Australian Taxation Office, Official
Administered Payments
Cheque Account

ABN: 51 824 753 556

Pay to the order of: MRS DIANE ADAMS

27882418 5

05 SEP 18

****693.69****

The sum of: **Six Hundred and Ninety Three Dollars and Sixty Nine Cents**

NOT NEGOTIABLE
A/C PAYEE ONLY

For and on behalf of ATO Cheque Account

Endorsement of Payee

Signing Officer *Frances A. Gault*

⑈27882418⑈5⑈ 092⑈009⑈ 11818⑈7⑈ 9

Deposited *ST*
14/9/18



Australian Government
Australian Taxation Office

Reserve Bank of Australia
Canberra, ACT

Australian Taxation Office, Official
Administered Payments
Cheque Account

ABN: 51 824 753 556

Pay to the
order of: MRS SANDRA GAWEDA

27882759 6
07 SEP 18

\$\$\$181.95**

The sum of: ****One Hundred and Eighty One Dollars and Ninety Five Cents****

NOT NEGOTIABLE
A/C PAYEE ONLY

For and on behalf of ATO Cheque Account

Endorsement of Payee

Signing Officer: *Frances A. Gaud*

⑈ 2788 2759 ⑈ ⑈ 092 ⑈ 0091 ⑈ ⑈ 118 18 ⑈ ⑈ 7 ⑈

Deposited *st*
18/09/2018

This cheque is protected with ultra violet fluorescent ink which can be verified under an ultra violet light, the absence of this could indicate a fraudulent cheque.



Australian Government
Australian Taxation Office

Reserve Bank of Australia
Canberra, ACT

Australian Taxation Office, Official
Administered Payments
Cheque Account

ABN: 51 824 753 556

Pay to the
order of: MICHAEL MATRICCIANI PTY LTD

25356070 8
14 AUG 18

\$\$\$778.00**

The sum of: ****Seven Hundred and Seventy Eight Dollars****

NOT NEGOTIABLE
A/C PAYEE ONLY

For and on behalf of ATO Cheque Account

Endorsement of Payee

Signing Officer: *Frances A. Gaud*

⑈ 25356070 ⑈ ⑈ 092 ⑈ 0091 ⑈ ⑈ 118 18 ⑈ ⑈ 7 ⑈

Deposited *st*
18/9/2018



Australian Government
Australian Taxation Office

ABN: 51 824 753 556

Reserve Bank of Australia
Canberra, ACT

Australian Taxation Office, Official
Administered Payments
Cheque Account

27885143 7
28 SEP 18

\$9,058.84****

NOT NEGOTIABLE
A/C PAYEE ONLY

Pay to the order of: **GASPARIN DEVELOPMENTS PTY. LTD.**

The sum of: ****Nine Thousand Fifty Eight Dollars and Eighty Four Cents****

For and on behalf of ATO Cheque Account

Francis A. Gault
Francis A. Gault

Endorsement of Payee

Signing Officer

⑈ 27885143⑈ ⑈ 092⑈009⑈ 11818⑈ 7⑈ 9

Deposited 29/10/18

A

Jessica Powers

From: Katherine Griffiths <biffkath@internode.on.net>
Sent: Friday, 16 November 2018 3:34 PM
To: Jessica Powers
Subject: Re: 2018 Income Tax Returns

Hi Jessica,
Bank details for both of us is as follows:

Bank SA
Mr CF Griffiths and Mrs KC Griffiths
BSB 105-025
ACC 065 185 240

Thanks
Kathy Griffiths

Cheque deposited 21/11/18

Sent from my iPad

On 15 Nov 2018, at 11:00 am, Jessica Powers <Jessica@ttoca.com.au> wrote:

Hi Kathy,

I looks like your refund has bounced back and the ATO has issued a cheque which will be sent to our office. Would you like for us to send this straight out to you, or deposit this into our trust account to then be transferred through to you?

\$1620.17

I've followed up with the admin girls and Chris's refund of \$51.24 (\$513.24 less our fee of \$462 including GST) was transferred out last Friday.

Please let us know if he hasn't received it.

Kind Regards,
Jessica

Jessica Powers
Accounting Assistant

<image001.png>

Confidentiality: This e-mail is from tto. Chartered Accountants. The contents are intended only for the named recipient of this e-mail. If the reader of this e-mail is not the intended recipient you are hereby notified that any use, reproduction, disclosure or distribution of the information contained in the e-mail is prohibited. If you have received this e-mail in error, please reply to us immediately and delete the document from your system. Any personal views expressed in this communication are those of the individual sender unless the sender expressly states them to be the views of tto. Chartered Accountants. No liability will be accepted for any loss or damage whatsoever (whether direct or consequential) resulting from the use of the email or any attached files.

From: Katherine Griffiths <biffkath@internode.on.net>
Sent: Wednesday, 14 November 2018 7:15 PM
To: Jessica Powers <Jessica@ttoca.com.au>
Subject: Re: 2018 Income Tax Returns

Hi Jessica,



Australian Government
Australian Taxation Office

Agent TONELLATO PTY LTD
Client KATHERINE GRIFFITHS
TFN [REDACTED]

Income tax 551

Date generated	27/05/2019
Overdue	\$0.00
Not yet due	\$0.00
Balance	\$0.00

Transactions

Results for Processed date from 27 May 2017 to 27 May 2019.

Processed date	Effective date	Description	Debit (DR)	Credit (CR)	Balance
30 Oct 2018	02 Nov 2018	Cheque refund for Income Tax for the period from 01 Jul 17 to 30 Jun 18	\$1,620.17		\$0.00
30 Oct 2018	26 Oct 2018	Repaid EFT refund for Income Tax for the period from 01 Jul 17 to 30 Jun 18		\$1,620.17	\$1,620.17 CR
23 Oct 2018	26 Oct 2018	EFT refund for Income Tax for the period from 01 Jul 17 to 30 Jun 18	\$1,620.17		\$0.00
19 Oct 2018	26 Oct 2018	Tax return Individuals - Income Tax for the period from 01 Jul 17 to 30 Jun 18		\$1,620.17	\$1,620.17 CR
13 Nov 2017	16 Nov 2017	Cheque refund for Income Tax for the period from 01 Jul 16 to 30 Jun 17	\$1,864.06		\$0.00
13 Nov 2017	09 Nov 2017	Repaid EFT refund for Income Tax for the period from 01 Jul 16 to 30 Jun 17		\$1,864.06	\$1,864.06 CR
06 Nov 2017	09 Nov 2017	EFT refund for Income Tax for the period from 01 Jul 16 to 30 Jun 17	\$1,864.06		\$0.00

Processed date	Effective date	Description	Debit (DR)	Credit (CR)	Balance
02 Nov 2017	09 Nov 2017	Tax return Individuals - Income Tax for the period from 01 Jul 16 to 30 Jun 17		\$1,864.06	\$1,864.06 CR



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ABN: 51 824 753 556

Reserve Bank of Australia
Canberra, ACT

Australian Taxation Office, Official
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Cheque Account

Pay to the order of: **WESTERN PROPERTY GROUP PTY LTD**

25369764 3

30 NOV 18

*****203.00****

The sum of: ****Two Hundred and Three Dollars****

NOT NEGOTIABLE
A/C PAYEE ONLY

For and on behalf of ATO Cheque Account

Endorsement of Payee

Signing Officer

Frances A. Gault

⑈ 25369764 3 ⑈ 092 009 11818 7 ⑈ 9

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ABN: 51 824 753 556

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Canberra, ACT

Australian Taxation Office, Official
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Cheque Account

Pay to the order of: **MRS ABIGAIL WILLIAMS**

17903146 5

26 NOV 18

*****6,219.91****

The sum of: ****Six Thousand Two Hundred and Nineteen Dollars and Ninety One Cents****

NOT NEGOTIABLE
A/C PAYEE ONLY

For and on behalf of ATO Cheque Account

Endorsement of Payee

Signing Officer

Frances A. Gault

⑈ 17903146 5 ⑈ 092 009 11818 7 ⑈ 9

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ABN: 51 824 753 556

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Canberra, ACT

Australian Taxation Office, Official
Administered Payments
Cheque Account

Pay to the order of: **MISS VANESSA LAMACCHIA**

17903053 8

23 NOV 18

*****594.24****

The sum of: ****Five Hundred and Ninety Four Dollars and Twenty Four Cents****

NOT NEGOTIABLE
A/C PAYEE ONLY

For and on behalf of ATO Cheque Account

Endorsement of Payee

Signing Officer

Frances A. Gault

⑈ 17903053 8 ⑈ 092 009 11818 7 ⑈ 9

Deposited
18/12/18 *st*

Client: _____

Subject: _____

EOFY date / / Date prepared / /



8/2/19

Spoke to Peter in regards to debt with TIO, advised Peter cheque refunds for him and Susan totalling \$1,294.89 were received at the office. Peter advised to offset cheques to his debt with TIO and he will transfer the remaining.

	Prepared by	Reviewed by	Index	
			Section	Schedule
	/ /	/ /		



Tax Agent Portal

User ID PCD4RGj

31 May 2019 11:24:55 (EST)

Current client

MRS SUSAN JAYNE VELD

TFN

[REDACTED]

ABN**Represented by**

TONELLATO PTY LTD

Account name

MRS SUSAN JAYNE VELD

Number

[REDACTED]

Description

Integrated Client Account

Itemised account - by Tax Office processed date

Opening balance \$965.00 CR

Closing balance \$0.00

Estimated general interest charge \$0.00

Total payable if paid on 31 May 2019 \$0.00

Transactions processed by the Tax Office during the period:

From 16 November 2018 To 31 May 2019

Process date	Effective date	Transaction description	Debit amount	Credit amount	Balance
16 Nov 2018		Opening balance			\$965.00 CR
24 Nov 2018	23 Nov 2018	General interest charge calculated from 27 Oct 18 to 23 Nov 18	\$4.91		\$960.09 CR
24 Nov 2018	24 Nov 2018	Remission of general interest charge		\$4.91	\$965.00 CR
18 Jan 2019	13 Nov 2018	Payment transferred out to another account	\$313.27		\$651.73 CR
18 Jan 2019	23 Jan 2019	Refund	\$651.73		\$0.00
19 Feb 2019	18 Feb 2019	Payment received		\$2,000.00	\$2,000.00 CR
03 Mar 2019		Self assessed amount(s) for the period ended 31 Dec 18	\$0.00		
	28 Feb 2019	- pay as you go income tax instalment	\$2,000.00		\$0.00
05 May 2019		Self assessed amount(s) for the period ended 31 Mar 19	\$0.00		
	29 Apr 2019	- pay as you go income tax instalment	\$2,000.00		\$2,000.00
08 May 2019	07 May 2019	Payment received		\$2,000.00	\$0.00
25 May 2019	24 May 2019	General interest charge calculated from 27 Apr 19 to 24 May 19	\$3.94		\$3.94
25 May 2019	25 May 2019	Remission of general interest charge		\$3.94	\$0.00
31 May 2019		Closing balance			\$0.00



Tax Agent Portal

User ID PCD4RGj

31 May 2019 11:25:48 (EST)

Current client

MR PETER VELD

TFN

[REDACTED]

ABN**Represented by**

TONELLATO PTY LTD

Account name

MR PETER VELD

Number

[REDACTED]

Description

Integrated Client Account

Itemised account - by Tax Office processed date

Opening balance	\$961.60	CR
Closing balance	\$0.00	
Estimated general interest charge	\$0.00	
Total payable if paid on	31	May
	2019	\$0.00

Transactions processed by the Tax Office during the period:

From 16 November 2018 To 31 May 2019

Process date	Effective date	Transaction description	Debit amount	Credit amount	Balance
16 Nov 2018		Opening balance			\$961.60 CR
24 Nov 2018	23 Nov 2018	General interest charge calculated from 27 Oct 18 to 23 Nov 18	\$4.91		\$956.69 CR
24 Nov 2018	24 Nov 2018	Remission of general interest charge		\$4.91	\$961.60 CR
18 Jan 2019	23 Jan 2019	Refund	\$643.16		\$318.44 CR
18 Jan 2019	13 Nov 2018	Payment transferred out to another account	\$318.44		\$0.00
19 Feb 2019	18 Feb 2019	Payment received		\$2,000.00	\$2,000.00 CR
03 Mar 2019		Self assessed amount(s) for the period ended 31 Dec 18	\$0.00		
	28 Feb 2019	- pay as you go income tax instalment	\$2,000.00		\$0.00
05 May 2019		Self assessed amount(s) for the period ended 31 Mar 19	\$0.00		
	29 Apr 2019	- pay as you go income tax instalment	\$2,000.00		\$2,000.00
08 May 2019	07 May 2019	Payment received		\$2,000.00	\$0.00
25 May 2019	24 May 2019	General interest charge calculated from 27 Apr 19 to 24 May 19	\$3.94		\$3.94
25 May 2019	25 May 2019	Remission of general interest charge		\$3.94	\$0.00
31 May 2019		Closing balance			\$0.00