

END OF FINANCIAL YEAR TO DO LIST FOR YOUR BUSINESS



Housekeeping items to review now

BOOKKEEPING

SIMPLIFIED SOLUTIONS
AND COMPLIANCE

Direct

TAX PLANNING

Any transactions or considerations that should be executed prior to the end of this financial year from discussions with your tax agent, including the immediate write off allowed for purchase of new/used assets.

PAYROLL

June 30 this year falls on a Tuesday so remember the date of payment will determine which financial year the wages will fall into.

Reminder that modern awards are reviewed each year and new pay rates may apply from 1 July. Please check relevant award details on the Fair Work Ombudsman website for changes.

Some or all of these may apply to your business, as this list is by no means exhaustive. There may be other areas to review depending on your business and its structure.

For any closely held payees not already reported through Single Touch Payroll, you will need to enter the STP system from 1 July 2020. Closely held employees may be reported quarterly at the same time as your activity statement. Micro employers can continue to report on a quarterly basis at the time of lodging the activity statement until 30 June 2021.

SUPERANNUATION

For superannuation guarantee contributions to be tax deductible for this financial year the payment will need to be processed within your Accounting software or through the ATO Small Business Superannuation Clearing House by 21st June in order to be received by the employee's superannuation funds by 30 June.

Remember that the statutory rate for superannuation guarantee is set to increase from 1 July 2021 to 10%. The rate increases by 0.5% each year until 1 July 2025 when the rate will reach 12%. Although it is a year until the increases begin, you may want to start planning now for the impact this will have on future payroll costs.

BANK AND FINANCIAL INSTITUTION STATEMENTS AND LOAN DOCUMENTS

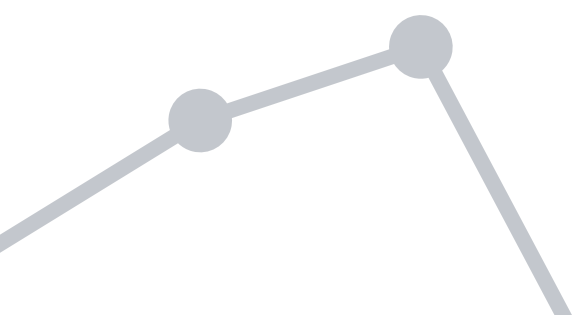
Make sure you provide statements and documentation for finance agreements at 30 June. Some finance companies may need you to request these documents be sent as not all institutions provide these automatically.

BAD AND DOUBTFUL DEBTS

Please review your debtors list and follow up customers for outstanding payments and/or debt collection. Are there any that need to be written off and adjust income and GST collected accordingly.

INVENTORY

Please complete a stocktake at June 30 to ensure the accuracy of stock on hand figures allocated in the balance sheet. Also take note of any damaged or obsolete stock for stock adjustment purposes.



“No one is more cherished in this world than someone who lightens the burden of another.” – Joseph Addison

TAXABLE PAYMENTS ANNUAL REPORT

Check all contractors paid during this financial year and whether they need to be included in the taxable payments report due by 28 August. If we are preparing the TPAR for you, we will check with you that all contractor details including ABN are correct before lodging.

www.bookkeepingdirect.net.au

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DIRECTORS LOAN ACCOUNT

Under Division 7A of the Income Tax Assessment Act (ITAA) 1936 loans to directors may incur a Fringe Benefit Tax (FBT) liability if there is an outstanding loan to a director. To avoid complications, you should discuss the treatment of this loan with your tax accountant and consider:

- Paying out the loan
- Establishing a loan agreement meeting the minimum provisions required

These actions must take place prior to 30 June to avoid any potential issues.

DIRECTOR'S DRAWINGS, WAGES AND SUPERANNUATION

Seek direction from your tax agent as to whether any additional wages or superannuation will be paid to directors or transferred from drawings accounts.

PRIVATE USAGE

Where motor vehicles, stock or other expenses have been used for personal purposes and have been paid for by business funds, an adjustment will be required to reduce that expense.

**Not sure what applies to your
business, need help? Contact us!**

Are You Ready To Get Your Life Back?
Get in touch today, and gain back your time tomorrow.

