


2018 End of Year Tax Planning Checklist – Business

The end of the financial year is quickly approaching, so now is the time to run through our checklist to see if there are any planning opportunities you wish to take advantage of, and to ensure you have taken care of those other end of year tasks.

If you wish to discuss any of these items in relation to your personal situation, please contact our office.

	If you	You may want to.....	So you can.....	
Count your stock	Have a business that holds stock	Ensure you do a stocktake on 30 June and keep a record of the market, cost and replacement values	➤ Use the value which gives you the best tax outcome possibly saving you tax, or deferring paying tax	
Write off obsolete stock	Have a business that holds stock	Write down or dump obsolete or damaged stock prior to 30 June	➤ Save paying tax on stock you don't actually have!	
Pay staff super	Employ staff	Pay their April – June super before 30 June 2018. The funds must reach their super accounts before 30 June.	➤ Bring forward your tax deduction to 2018	
Pay directors a bonus	Have a company which has made a profit	Declare a Director's bonus before 30 June and pay it after 1 July 2018	➤ Defer paying income on your company profits	
Prepare PAYG Payment Summaries	Employ staff	Ensure your payment summaries are prepared and provided to staff by 14 July 2018	<ul style="list-style-type: none"> ➤ Assist your staff in their tax preparation ➤ Ensure you are not penalised for late lodgement 	
Get ready for Single Touch Payroll (STP)	Employ more than 20 employees	Ensure that your software is STP ready – as from 1 July it will be compulsory to report via STP	➤ Report tax and super information to the ATO each time you complete a pay run	
Taxable Payments Annual Report	Operate in the Building and Construction, Cleaning or Courier industries and make payments to contractors	Ensure that you have completed and lodged your report prior to 28 August 2018	➤ Ensure you are not penalised for late lodgement	

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Prepare some estimates	Have business or investment income and your income varies from year to year	Contact our office before 30 June so that interim estimates can be prepared for the 2018 financial year before it ends	<ul style="list-style-type: none"> ➤ Take any actions necessary to increase or decrease your income where possible to minimise tax payable ➤ Ensure you know what your tax position is so that the correct amount of tax is set aside ➤ Vary your June 2018 PAYG instalment to help cashflow if profit is down 	
Prepay expenses	Operate a “Small Business” (turnover less than \$10M)	Prepay expenses for up to 12 months	<ul style="list-style-type: none"> ➤ Bring forward your tax deduction to 2018 	
Trustee’s distribute income	Operate your business or own investments in a trust	Keep an eye out for your end of year distribution resolution that will be sent to you in the next few weeks	<ul style="list-style-type: none"> ➤ Ensure profits are distributed in the most tax effective manner ➤ Meet the ATO’s requirements that this resolution be made prior to 30 June 	
Update your assets	Have depreciating assets not in an asset pool	Check the list of assets provided with last year’s financial statements and advise of any items that have been destroyed or sold	<ul style="list-style-type: none"> ➤ Claim a tax deduction for the balance of the asset value this year 	
Write off bad debts	Have debtors who have not paid their accounts, have been chased and are not likely to pay	Write off the debt in your books prior to 30 June 2018	<ul style="list-style-type: none"> ➤ Claim a tax deduction for the bad debt this year 	