

# EOFY GUIDE FOR SMALL BUSINESSES



## Why is this guide important?

Under the Australian tax law, taxpayers who own a business are required to keep records of all the financial transactions they've entered into. This includes documents that explain how your income and expenses were determined. So, whenever you've claimed a deduction, declared income, made an estimate or calculation, documented details must be kept. All taxation records must be kept for a minimum of five years; penalties and interest may apply if you fail to do so.

**This guide that will assist small business owners to tick off all their obligations to the Australian Tax Office (ATO), avoid unnecessary fines, and effectively plan for the year ahead.**

# COMPLETE YOUR ATO CHECKLIST

## Complete your record keeping & other annual tasks:

Compile a [profit and loss statement](#) to summarise income and expenses.

Conduct a [stocktake](#).

Compile summaries of your record of debtors and creditors.

Collate records of asset purchases or expenditure on improvements.

Complete and lodge your [income tax returns](#).

Lodge yearly reports or returns for:

- [Pay as you go \(PAYG\) withholding](#).
- [Fringe benefits tax \(FBT\)](#).
- [Goods and services tax \(GST\)](#).
- The taxable payments reporting system.

Ensure your [superannuation](#) requirements are all met.

Make digital copies of any paper records and back them up.



### Compile a list & records to claim for tax deductions & concessions

You can claim deductions for expenses that are directly related to the earning of your income. You must have records to prove the expenses you claim as business deductions.

### Check your tax agent is registered

Don't fall for tax scams, and ensure your tax agent is registered with the Tax Practitioners Board (TPB) by searching the TPB register or looking for the registered tax practitioner symbol on their [website](#) or collateral.

### Check for changes in the law & regulations

Always double check if there have been any updates such as changes in tax law and deductions or concessions for small businesses to ensure you are 100% compliant.



Tax agent  
12345678



BAS agent  
12345678



Tax (financial) adviser  
12345678

### Check for tax refund scams

- **Tax refund scams** – the scammer claims you've overpaid your taxes and are eligible for a refund. To get this refund, they claim that you need to pay a fee.
- **Tax owed scams** – the scammer claims you've underpaid your tax and request the owing amount immediately by asking for your credit card details or asking for a bank transfer.

[Protect your business](#) from cyber threats and only liaise directly with the ATO.



# Review your business & plan ahead

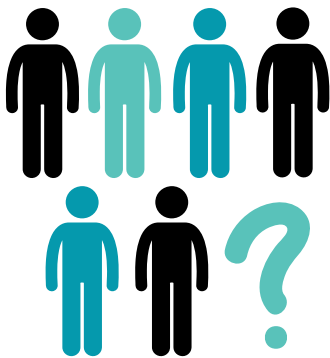


## Create a cash flow forecast

Creating a cash flow forecast can help you manage any potential shortfalls, look at your business holistically and ensure you have sufficient finances to pay your staff and ongoing suppliers.

## Review your business & marketing plans

Review the past 12 months and set yourself up for the year ahead by realigning your goals and priorities, reassessing your strategies, researching emerging market trends, discovering new opportunities, and looking for ways to optimise your expenses for maximum results.



## Review your business structure

Once you have a better idea of what goals you'd like to hit in the next financial year, it is now a good time to see if your business structure needs changing to accommodate for growth and expansion.

Compliance and taxation regulations will differ depending on your [business structure](#).

## Review rates of pay

Minimum wages and modern award wages typically increase from 1 July each year. Ensure you are compliant with the most current wage rates.

## Check your insurance policies

If your circumstances have changed or are likely to change, you may need to rethink your level of [business insurance cover](#).

## Backup & secure your files

Ensure your business information is never lost, stolen or compromised. Ensure your files such as registrations, financial information and customer data are all stored in a secure off-site location.

**COMPLETE!**

*\*This information should not be substituted for legal or financial advice.*