CREATING A BETTER FINANCIAL FUTURE

Business tax planning strategies checklist

Minimise the amount of tax your business will pay with 16 business tax planning strategies that can be implemented on or before 30 June 2019.

Before implementing any of the tax strategies listed below, you should consider the impact they may have on your business, including its current and future cash flows. This checklist is not a substitute for professional advice and should be discussed in consultation with your accountant and professional advisors.

Business Income Strategies

	Tax Strategy	Business impact	What you need to do	Done?
1	Defer business income	Cash flow	Review pending sales and consider delaying the invoice date to 1 July.	◯

Business Expenditure Strategies

	Tax Strategy	Business impact	What you need to do	Done?
2	Record all business expenses	Profit	Review all supplier invoices dated 30 June 2019 or prior and record all business expenses in your accounting system.	◯
3	Accrue business expenses owing	Profit	Review expenses paid in July 2019 and apportion costs that relate to June 2019 in your accounting system.	◯
4	Authorise Staff Bonuses	Cash flow	Authorise staff bonuses by a Director Resolution or other such document prior on or before 30 June 2019 to claim the expense.	◯
5	Prepayment of business expenses	Cash flow	Review business expenses that are payable in future months and consider paying for them in advance.	◯
6	Repairs and maintenance	Cash Flow	Consider essential repairs required for business assets including vehicles and pay for them prior to 30 June 2019.	◯
7	Pay superannuation liabilities	Cash Flow	Pay outstanding superannuation liabilities prior to 30 June 2019 to claim a tax deduction. Allow at least 3 business days for the superannuation payment to be processed.	◯

Business Asset Strategies

	Tax Strategy	Business impact	What you need to do	Done?
8	Review stock on hand	Profit / Cash flow	Review stock on hand balances and write down the value of old or slow-moving stock below cost, if appropriate.	
9	Write off bad debts	Cash flow / Profit	Review customer accounts and write off bad debts on or before 30 June 2019.	
10	Review asset depreciation schedule	Profit	Review the asset depreciation schedule and write off any assets lost or destroyed.	
11	Consider new asset purchases	Cash Flow / Funding	Small business entities can claim 100% of the costs of business assets up to a limit of $20,000 plus GST. The assets must be installed ready for use on or before 30 June 2019.	

Director / Owner's Remuneration

	Tax Strategy	Business impact	What you need to do	Done?
12	Consider paying additional wages to the Director / owners to optimise individual tax rates	Profit / Cash Flow	Authorise and process the agreed additional wage and superannuation on or prior to 30 June 2019 and report on the June 2019 BAS.	
13	Consider paying additional superannuation contributions.	Profit / Cash Flow	Maximise the concessional contribution limit of $25,000 per member per year to boost retirement savings.	
14	Trust distributions	Tax	Consider distributions of Trust income to owners to optimise tax payable.	
15	Related party loans	Tax	Review related party loans to ensure they have been properly documented and minimum repayments made.	

Long term planning

	Tax Strategy	Business impact	What you need to do	Done?
16	Business structures	Tax	Consider if the business structure is still appropriate for your business.	

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