

BUSINESS – Tax Planning Checklist 2021

Name: _____

Date: _____

IMPORTANT NOTE:

The following contains information that, where applicable to your circumstances and acted on correctly, should enhance your end of year financial results. It is important to note that the following is a guide only; it does not constitute advice and/or recommendations of Navwealth Accounting and/or its associated entities.

Correct action in most cases is extremely important and could mean the difference between a great outcome and a costly experience. Please contact Navwealth Accounting on 02 9008 3000 should you have any queries or require assistance with matters as noted.

Item: Super Guarantee (SG) increase from 9.5% to 10%	Yes	No	N/A
Have you planned for an increase to the Super Guarantee (SG) from 9.5%-10% including?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payments made on or after 1 July will need to be paid at 10% to award super			
Review employment contract to confirm the effect on employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For each associate/employee, consideration should be given to:			
Payment of any super expense/accruals prior to 30 June to ensure tax deductibility and SG at 9.5% rather than the new 10% rate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any additional personal/salary sacrifice superannuation contributions to be made. Note payment rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of the considered changes to super thresholds coming into effect on 1 July 2021?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Important – super contributions must physically appear as cash deposits in the super fund on or before 30 June to get a tax deduction in the year. Don't pay on the last day. We suggest payment to be made by no later than the 23 June to ensure funds are cleared on time.			
Notes:			

Item: Carry Back Loss Provision	Yes	No	N/A
<p>Are you operating in a company structure and do you have/expect a loss in the 2021 year?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have you considered the carry back loss provision ? – the carry back loss provisions are complex and require careful consideration and planning.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you believe you may be eligible for these provisions, please contact your Navwealth adviser.</p>			
<p>Notes:</p> <hr/> <hr/>			

Item: Capital Purchases/Plant & Equipment	Yes	No	N/A
<p>Instant asset write off measures allow businesses with a turnover of <\$50million to instantly claim the cost of the asset up to \$150k.</p>			
<p>Assets need to be installed and ready to use before 30 June 2021 to gain instant asset write off in the 2021 year.</p>			
<p>Do you have assets purchased in 2021 that warrant instant asset write off?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Notes:</p> <hr/> <hr/>			

Item: Timing of Business Income – noting additional small business initiatives	Yes	No	N/A
If the business is using an accrual basis, is there any June revenue that can be invoiced for July?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the business is using a cash basis, are there any June takings that can be included as July receipts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any fees received in advance for services to be provided after 30 June?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you take deposits and are they captured as part of ordinary revenue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes: <hr/> <hr/>			

Item: Expenses	Yes	No	N/A
Is there any benefit in purchasing consumables prior to 30 June?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Should consideration be given to prepayment of expenses? (eg. rent, interest, leases, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any repairs to damaged equipment that can be paid for before 30 June?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Should employee/associate expense reimbursements be entered prior to 30 June?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Should you consider declaration of employee bonuses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes: <hr/> <hr/>			

Item: Trading Stock	Yes	No	N/A
If the business is a small business entity, can the simplified trading stock rules be applied to the business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the business will be conducting a stock take –			
<ul style="list-style-type: none"> ● Have arrangements been made to count stock? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Have arrangements been made re cut-offs? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you reviewed the methodology for recording and valuing the stock (cost or realizable value)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered writing off obsolete stock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Notes:</p> <hr/> <hr/>			

Item: Bad Debts	Yes	No	N/A
Are there any potential bad debts? Must be written off before 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any debts over 12 months old to claim back GST paid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Notes:</p> <hr/> <hr/>			

Item: Single Touch Payroll	Yes	No	N/A
Single Touch Payroll is now compulsory for all employers no matter how small.			
Is my accounting software STP ready and enabled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have I registered my business for STP and understood the reporting requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do director/shareholder payments need to be reviewed for STP reporting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes: <hr/> <hr/>			

Item: Shareholder and Beneficiary Loans (Div.7A) Related Parties	Yes	No	N/A
Does any individual or entity in the business group have a debit loan balance with a related company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Have measures been made to repay the loans? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Have you considered dividend declarations? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does a related private company have an unpaid present entitlement to income from a related trust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you assessed the commerciality of payments to related parties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the business group includes a service entity, do the service fees comply with guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes: <hr/> <hr/>			