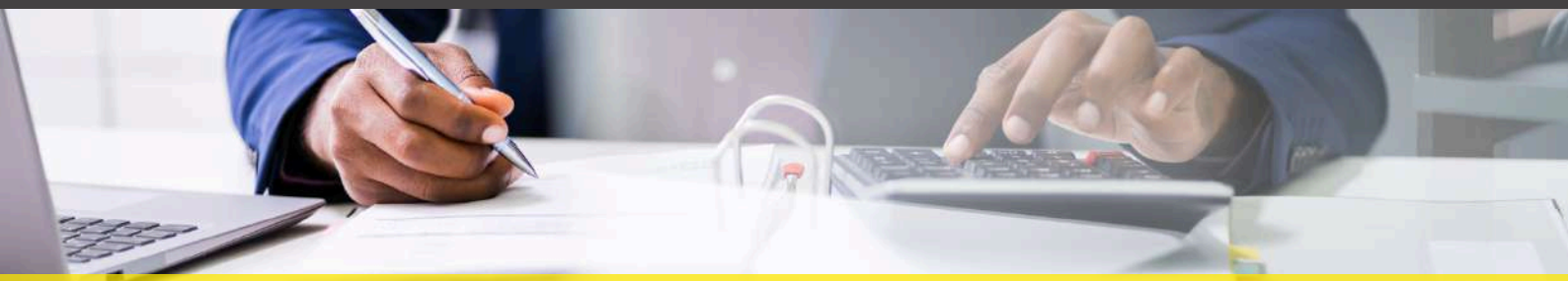




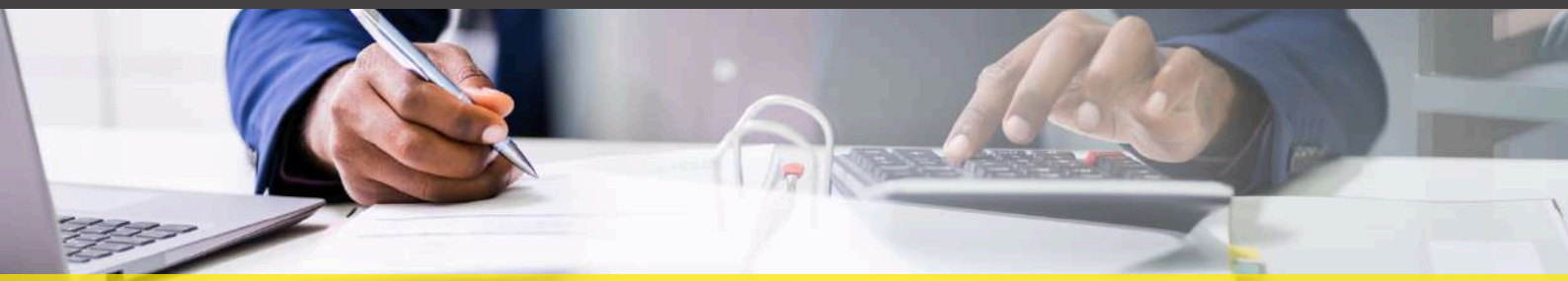
# PRE 30 JUNE CHECKLIST



# PRE 30 JUNE CHECKLIST

## YOUR MUST-DO LIST

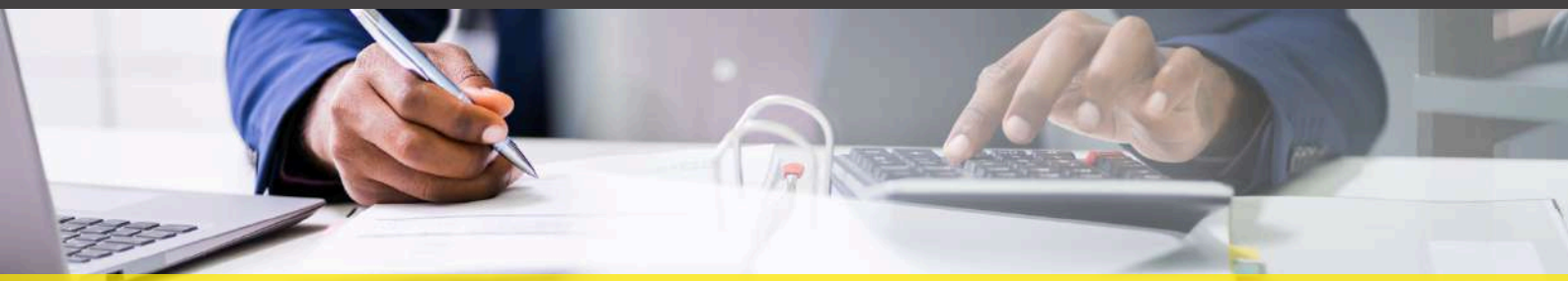
	Task	Done?
1	Issue all sales invoices for June where supply has been made to customers.	
2	Consider the timing of contracts for the sale of major investments and determine whether you should bring forward or defer any capital gains or profits.	
3	Enter all your accounts payable invoices where goods and/or services have been received from suppliers.	
4	Complete final payroll for the year (to be paid in June).	
5	Reconcile superannuation accrued in your payroll to payments made to superannuation funds.	
6	Ensure all superannuation obligations are paid to and cleared by complying superannuation funds prior to 30 June to ensure tax deductibility.	
7	For Discretionary Trusts, Trustees must make a Trustee Resolution determining the distribution of profit for the year ending 30 June. This must be decided upon and documented prior to 30 June.	



# PRE 30 JUNE CHECKLIST

## YOUR SHOULD-DO LIST

	Task	Done?
1	Consider bringing forward payment of expenses eg. rent or deferring income dependent on your businesses' current profit situation.	
2	Consider which payables to pay before the end of June for GST Tax Credits, especially if reporting BAS on a cash basis.	
3	Consider the purchase of required plant and equipment. The instant access write off limit allows a full claim for qualifying assets costing < \$20,000, that are installed and ready for use by 30 June 2026.	
4	Consider payment of employee bonuses and allowances before 30 June.	
5	<p>Consider maximising your Employer or Member Concessional contributions. If a member has a total superannuation balance of less than \$500,000 there is a carry forward rule that may be available where unused concessional contributions from 1 July 2018 can be carried forward for 5 years to allow a member to make additional superannuation contributions.</p> <p>For the 2026 financial year the maximum concessional contribution threshold is \$30,000 regardless of your age (subject to carry forward rules mentioned above).</p> <p style="text-align: right;">Continued next page...</p>	



# PRE 30 JUNE CHECKLIST

## YOUR SHOULD-DO LIST CONTINUED

	Task	Done?
5	<p>In order to claim a tax deduction for personal contributions members may need to satisfy a work test:</p> <ul style="list-style-type: none"> <li>• Less than 67 years of age Do not need to satisfy a work test</li> <li>• Between ages 67 to 75 Need to satisfy a work test</li> <li>• Generally, only mandated contributions (e.g. employer), or downsizer contributions can be accepted after turning 75.</li> </ul>	
6	<p>Confirm you have taken odometer readings at 31 March for any motor vehicles available for private use during the year.</p> <p>Complete a motor vehicle logbook for any motor vehicles available for private use, where the last logbook was completed 5 or more years ago, or if there has been a substantial change in use of the vehicle. Refer here for further information:</p> <ul style="list-style-type: none"> <li>• <a href="#">Minor and Infrequent FBT: Is your Vehicle Under Attack?</a></li> <li>• <a href="#">Back to Basics with Car Fringe Benefits</a></li> </ul>	
7	<p>Consider unrealised capital losses and whether they should be recognised before June 30.</p>	
8	<p>While performing your detailed review of the current year, why not use the opportunity to save time later and prepare your forecast for the next 12 months at the same time.</p>	