

End of Financial Year Checklist

Business

	Dealt with
Review Trade Debtors lists and write off any amounts considered un-recoverable by 30 June 2011. Ensure any GST adjustment for write offs is claimed.	
Consider the payment of bonuses to staff which are only deductible when they are actually incurred i.e at 30 June 2011 the business must be committed to paying them (ie. evidenced by passing an authorised resolution, providing confirmation in writing to an employee pre-year end, or subject to the contractual obligations under an employment contract).	
Division 7A Company Loans – Where amounts have been drawn by shareholders or their associates from the company consider making repayments before 30 June 2011. If prior year Division 7A loans exist, ensure that minimum repayments are made prior to 30 June.	
For small business clients (< \$2m turnover), consider prepaying interest or other expenses prior to 30 June 2011 for up to 12 months to maximise your deductions this year	
Ensure that the 9% Superannuation Guarantee Charge limit has been met for all relevant employees. To claim a deduction in the current year, superannuation contributions must be paid by 30 June 2011. To avoid additional charges and penalties, superannuation contributions must be made by 28 July 2011.	
Review fixed assets register for assets that have no value, disposed of or lost, or are obsolete and can be written off.	
Assess current trading stock and consider the alternative valuations at cost price, replacement price or market selling value. Consider if a deduction may be available for a specific obsolete stock provision.	
Review major contracts/jobs to consider if it is possible to defer income receipts until the next financial year. Where the cash method of accounting (and subject to cash flow) is used, determine if the receipt of cash can be deferred until the next financial year. Where the accruals method of accounting is used, try to defer issuing invoices.	
Ensure invoices have been received for expenses that may have been incurred or goods ordered before 30 June but not paid until after 30 June.	

Check the position of the company's franking account before making any distributions prior to 30 June 2011. A deficit in the franking account at the end of the financial year will result in a Franking Deficit Tax (FDT) being payable.	
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Superannuation

	Dealt with
Ensure minimum pension payments from self managed super funds have been made. If unsure of the amount you need to draw then contact dmca or your financial adviser to confirm the amount.	
Check ongoing cash flow is sufficient to fund the increased minimum pension payments for 2012.	
Ensure super contributions are made & receipted before 30 June 2011 where a deduction is to be claimed for 2011.	
Check that concessional contributions made do not exceed the annual limit and that non-concessional contributions do not exceed either the annual \$150,000 limit or where eligible, the 3 year \$450,000 limit. A calculator is available on dmca's website to assist in estimating whether you may have exceeded the contributions limits.	
Review new rules that apply to artwork/collectables purchased by super funds from 1 July 2011. Where the fund already holds these assets then compliance with the new rules is required by 1 July 2016.	

Individuals

	Dealt with
For investors, consider prepaying interest prior to 30 June 2011 for up to 12 months to maximise your deductions for 2011.	
Ensure super contributions are made & receipted before 30 June 2011, particularly where a deduction is to be claimed for 2011.	
Consider making purchases that are work related expenses or annual prepayment of deductible expenses such as income protection premiums before 30 June 2011.	
Individuals with taxable income between the appropriate levels and age limits should consider making a non concessional super contribution as they may be eligible for a government co-contribution of up to \$1,000.	