MOORE STEPHENS

End of Year Tax Planning Checklist 2016

Contents

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A. INTRODUCTION

This paper summarises various items that may need consideration, prior to 30th June 2016, for effective tax planning.

1. Taxing of Trading Income

There are two forms of taxing trading income depending on whether the business is assessed on a "cash" or "accruals" basis:

i. "Cash" basis businesses are accessed when payment is received.

ii. "Accruals" basis businesses are accessed when a legally recoverable debt arises, usually at the point of invoicing.

2. Record Keeping

Records are normally required to be retained for tax purposes for between two and five years, depending on the class of taxpayer you are, however special requirements apply in some areas.

Records have to be retained for a longer period in some cases e.g. capital gains tax. However, the Australian Taxation Office allows taxpayers to utilise an asset register to record capital gains tax transactions. The entries in the asset register have to be certified by a registered tax agent. These supporting records do not then have to be maintained for the period of the investment.

For taxpayers lodging tax returns under the "Small Business Entity Rules", the retention period for records is two years.

3. Taxation Rates

The following table outlines the individual income tax rates for 2015/16:

Taxable Income ($)	Tax Rate (%)
0 - $18,200	Nil
$18,201 - $37,000	19c for each $1 over $18,200
$37,001 - $80,000	$3,572 plus 32.5c for each $1 over $37,000
$80,001 - $180,000	$17,547 plus 37c for each $1 over $80,000
$180,000 and over	$54,547 plus 45c for each $1 over $180,000

4. Temporary Budget Repair Levy

A Temporary Budget Repair Levy continues until the 30th June 2017. The levy will apply to individuals with a taxable income exceeding $180,000. The Temporary Budget Repair Levy is 2% of the excess over $180,000.

5. Medicare Levy Surcharge

The income thresholds that apply to the 2015/16 financial year are:

Details	Full Entitlement	Tier 1	Tier 2	Tier 3
	Taxable Income			
Private Health Insurance Rebate				
Singles	$90,000 or less	$90,001 to $105,000	$105,001 to $140,000	Over $140,001
Families	$180,000 or less	$180,001 to $210,000	$210,001 to $280,000	Over $280,001
Age	**Rebate for premiums paid, 1 July 2015 - 31 March 2016**			
Under 65 years	27.820%	18.547%	9.273%	0%

Details	Full Entitlement	Tier 1	Tier 2	Tier 3
65 - 69 years	32.457%	23.184%	13.910%	0%
70 years or over	37.094%	27.820%	18.547%	0%
Age	**Rebate for premiums paid, 1 April 2016 - 30 June 2016**			
Aged under 65 years	26.791%	17.861%	8.930%	0%
Aged 65 to 69	31.256%	22.326%	13.395%	0%
Aged 70 or over	35.722%	26.791%	17.861%	0%
Medicare Levy Surcharge				
All ages	0%	1%	1.25%	1.5%

B. SMALL BUSINESS ENTITY RULES

6. "Small Business Taxpayer"

The Small Business Entity Rules apply to a sole trader, partnership, company or trust which has a group turnover of less than $2M in the previous year or likely to be less in the current year. These businesses qualify as a "small business taxpayer" and are able to utilise simplified depreciation rules as follows:

- A small business taxpayer can immediately write off the cost of new assets including motor vehicles costing up to $20,000. If the assets (including vehicles) costs more than $20,000, the asset can be placed in to the small business simplified depreciation pool, depreciated at 15% in the first income year and 30% each income year thereafter.
- Depreciation Rules - if the asset costs less than $1,000 it may be written off in full in the year in which it was acquired. The long life small business depreciation asset pool and the general small business pool have been consolidated into a single pool to be written off at 30% (for any new assets acquired - 15% in the first year).
- Depreciation – Motor Vehicle – you can choose to use the capital allowance provision to calculate the deduction for a motor vehicle costing $1,000 or more if you have started to use or installed ready for use for business purposes.

7. Simplified Trading Stock Rules for Small Business Entities

If the taxpayer has a turnover of under $2M, the taxpayer is able to prepare its income tax return under the small business entity regime. The taxpayer does not have to account for changes in trading stock or do a stocktake for tax purposes where the difference between the value of the original opening stock and a reasonable estimate of the closing stock is $5,000 or less.

8. Audit Review Period

The audit review period for Australian Taxation Office reviews for a small business entity taxpayer is two years (for other taxpayers it is four years), however special circumstances do exist to extend this period of time.

9. Prepaid Expenses

A small business entity taxpayer can claim an immediate deduction for certain prepaid business expenses that satisfy the twelve month rule (Item 10).

C. DEDUCTIONS

10. Prepayments - Small Business Entity Taxpayer

There are different treatments for prepayments for a small business taxpayer (i.e. turnover under $2M) to that which relates to a business with turnover in excess of $2M.

A small business taxpayer is entitled to a deduction, where the relevant services will be wholly provided within twelve months of the date of expenditure. Deductible expenses would normally include items such as:

- office supplies
- stationery
- insurance
- rent
- lease payments
- interest on business/investment loans (make sure your loan agreement allows for interest prepayments)
- advertising
- maintenance contracts

11. Prepayments - Not Defined as Small Business

The Prepayment Rules for other than small businesses apply to business taxpayers with a group turnover of $2M or more.

12. Prepayments "Excluded Expenditure"

There is an exemption for payments of "excluded expenditure". Any taxpayer who incurs a prepayment of "excluded expenditure" will not be subject to the General Prepayment Rules, or the twelve month Prepayment Rule.

Excluded expenditure includes:

- payments of less than $1,000 (therefore all prepayments of less than $1,000 are deductible in the year that the payment is made, subject to the payment being otherwise deductible)
- required to be incurred by law or a court order
- under a contract of service (salaries and wages)
- it is of a capital, private or domestic nature

13. Deductions Under the General Prepayment Rules

N.B. This section only applies if your business has turnover in <u>excess</u> of $2M.

The deduction for the prepayment is spread over the period during which the service or benefit will be provided. This is known as the "eligible service period". If this period is for more than ten years, then the prepayment deduction is allocated over ten years.

The deduction that a taxpayer can claim each year is calculated:

$$\frac{\text{Number Of Days The Payment Covers In The Income Year}}{\text{Total Number Of Days To Which The Prepayment Relates}}$$

The deduction that is available is calculated:

$$\frac{\text{Expenditure x Number Of Days The Payment Covers In The Income Year}}{\text{Total Number Of Days To Which The Prepayment Relates}}$$

Example - Prepayment made by a business that is not a small business taxpayer on the 10th June 2016 for rental of premises for the next twelve month period. The rental amount is $80,000. The amount claimable in the year ending 30th June 2016 will be:

$$\frac{\$80{,}000}{1} \times \frac{20}{365} = \$4{,}383$$

The amount claimable in the year ending 30th June 2017 will be:

$$\frac{\$80{,}000}{1} \times \frac{345}{365} = \$75{,}617$$

14. Bringing Forward Deductions

Bringing forward deductions can be achieved:

- If you are a small business (turnover under $2M) prepaying deductible expenses such as office supplies, insurance, rent, lease payments, interest, advertising and maintenance contracts where the relevant services will be wholly provided within twelve months of the date of the expenditure. (However, the effect on the business cashflow has to be considered).
- If your business' turnover is over $2M, the deduction for any prepayment will only be available in the period(s) to which the expenditure relates - unless it is for less than $1,000, in which case, it will be deductible when paid.
- Realising assets that will produce a capital loss if assessable gains already exist in the current year. The capital gains may then be offset against the capital losses. However, be careful about "wash sales" (Item 63).
- Realising foreign exchange losses. Foreign currency gains and losses are brought to account when the foreign currency transaction is realised.

15. Interest On Investment Loans

Taxpayers who have borrowed money for business investments (e.g. rental properties) can check with their lenders to see if they can prepay interest so as to gain an early tax deduction by paying twelve months' worth of interest. Prepaying interest is an option for investment loans on rental properties and margin loans on shares or managed funds.

16. Bad Debts (if taxation return prepared on an accruals basis)

Review Debtors' Aged Analysis and determine if any debts are bad debts. Actually write off any bad debts prior to 30th June and prepare appropriate minutes authorising the write off.

To claim a bad debt, the debt must have been brought to account as assessable income and you must have given up action for recovery of the debt. This means you will be preparing your tax return on an accruals basis.

Have a Debtors' Aged Analysis prepared that reconciles with the total amount of debtors outstanding.

Retain the documentation to evidence all of the attempts that you have made at debt recovery.

17. Staff - Bonuses

Determine whether any bonuses are to be paid and, if so, ensure payment is made prior to 30th June and PAYG Withholding Tax deducted.

18. Staff - Holidays

Where practical, encourage staff to take holidays prior to 30th June.

You do not get a tax deduction for making a provision for annual leave - you only get a deduction when payment for the leave is actually made.

19. Superannuation

For the year ending 30th June 2016, superannuation contributions can be made as follows:

- Persons aged under 49 years - $30,000
- Person aged 49 years to under 59 years - $35,000
- Person aged 59 years and over - $35,000 (subject to the "work test" from age 65).

Self-employed people can also contribute to superannuation on the same basis as that adopted for employees. However, to obtain the full superannuation contribution deduction, employment income must represent less than 10% of assessable income including reportable fringe benefits, reportable superannuation contributions and net investment losses.

Salary sacrifice arrangements can be utilised to maximise superannuation contributions subject, to the overall deduction limits applicable for that person based on their age.

Non-concessional contributions can be made up to $180,000 per annum or a total of $540,000 over a three year period (for those aged under 65).

Hint: If an employee has larger than anticipated income through a capital gain or some other event and the employee is able to enter into a salary sacrifice arrangement and contribute more to superannuation, this would be one way of offsetting the larger than anticipated capital gain. However, any such superannuation contribution must be paid prior to 30th June 2016.

Hint: If the company has retained earnings and the ability to pay a franked dividend, consideration could be given to paying a franked dividend to a shareholder and the shareholder could then use the franked dividend to make a superannuation contribution (subject to the superannuation contribution limits) not only would the superannuation contributions contra the earning from the franked dividend, the taxpayer would also be receiving a refund based on the franking credits. This transaction would have to be completed prior to 30th June 2016.

Contributions to superannuation funds for taxpayers with Adjusted Taxable Income (ATI) less than $300,000 are taxed at 15% of the contribution. For taxpayers with ATI over $300,000 contributions are taxed at 30%.

Comment: The government is proposing major changes to superannuation in the 2016/17 Budget which has not yet been passed.

20. Superannuation Minimum Contribution

A superannuation minimum contribution has to be paid by all employers on gross wages paid to all eligible employees who are paid at least $450 per month. It is a requirement to pay the superannuation minimum contribution at least every quarter, by the 28th day of the following month and report the payment to the employee in writing.

The prescribed percentage is 9.5%. To obtain an income tax deduction in the current year, the superannuation minimum contribution should be paid prior to 30th June.

To avoid incurring a penalty (Superannuation Guarantee Charge), all superannuation minimum contributions must be made by 28th July. (However, for payments after 30th June 2016, you will not obtain the income tax deduction until the 2016/17 financial year).

21. Superannuation Co-Contribution – for 2015/16

Superannuation co-contribution is targeted at lower to middle income earners -$35,454 to $50,454. The co-contribution gives lower income earners $0.50 for each $1 payment from the Australian Taxation Office for each $1 that the taxpayer contributes to superannuation from their after tax salary, up to a maximum Australian government co-contribution of $500. If you earn more than $35,454 the co-contribution entitlement reduces for every dollar over $34,454.

22. Interest on Loan Funds

Interest can be claimed on loans taken out for business purposes or to buy investment properties and shares.

You need to determine the outstanding amount of interest owing on any loan funds and ensure that cheques are drawn and mailed prior to 30th June.

23. Repairs and Maintenance

If you desire to obtain an income tax deduction for repairs and maintenance, ensure that the work is actually completed prior to 30th June.

This could mean giving consideration to bringing forward prior to 30th June, major maintenance expenditure that was scheduled for the next financial year.

If you have recently acquired a building and then undertake repairs and maintenance on that building it is highly doubtful whether the Australian Taxation Office will allow a deduction for the repairs expenditure.

24. Directors' Fees

If you are a company and paying directors' fees, conduct shareholders' meetings before 30th June to approve directors' fees and ensure cheques for directors' fees are drawn prior to 30th June and that PAYG Withholding Tax is deducted from the amount being paid to the directors.

25. Travel Deductions

If you wish to make a claim for travel deductions make sure that:

- Overseas Travel - You prepare a full itinerary and diary of the overseas trip with full substantiation of expenditure incurred and a dissection between business and private purposes.
- Local Travel - If you are away on continuous travel for more than six nights you are required to maintain a diary with full details of the activities conducted on the trip. (However, it is a good idea to keep a diary to support claims for all travel expenditure, irrespective of the duration of the travel).

26. Expense Substantiation

Ensure that you can justify all employment related expense amounts incurred and the reason for the expenditure being incurred (for individual items costing less than $10 which total less than $200 for a year, you are able to claim these expenses so long as you have diary records to support the claim rather than receipts).

27. Depreciation

Review capital expenditure incurred during the year to ensure that full details are available for the dissection of expenditure into the asset categories that the expenditure relates to so as to claim depreciation at the highest legally allowable amount, e.g. the cost of a new income producing building might be $750,000 - but its components may be:

Electrical plant and equipment	$ 30,000
Air-conditioning	$ 60,000
General plant	$ 54,000
Balance - non-residential income producing building	$606,000

The only way to get a write-off deduction for scrapping old assets is to review your asset register and take the necessary action before 30th June.

28. Donations

Any promised tax deductible donations should be made prior to 30th June.

29. Negative Gearing

Negative gearing of an investment property or share investment occurs when interest on funds borrowed to acquire an income producing asset and other expenses exceeds the net income from that asset.

The net loss which may include interest, borrowing costs, investment advice, accounting fees, rates, insurance on the property and land tax, may be deductible.

30. Building Allowance

The construction costs of income producing buildings may be able to be written off at 2.1/2% or 4%, depending on the date of the construction. A review should be made to ensure that all deductible building write-offs are being claimed. If a building has been acquired during the year, details of the original costs of the building and the date of acquisition should be recorded so that the correct amount of building write-off can be claimed.

31. Borrowing Costs

Review loan documents to ascertain the total borrowing costs on business loans. Borrowing costs can be claimed over the shorter of five years or the term of the loan.

32. Entertainment

Entertainment is not deductible unless it is provided as a fringe benefit and Fringe Benefits Tax has been paid.

33. Research and Development

Special conditions exist for businesses that incur expenses on research and development. To claim research and development expenditure, the taxpayer has to be a company and expenditure on research and development must exceed $20,000.

There are two types of research and development expenditure that can create a more beneficial income tax treatment:

a) companies with turnover of under $20M; and
b) companies with turnover over $20M.

Turnover under $20M

The company will receive the benefit of a research and development refundable tax offset calculated at 45% of the eligible research and development expenditure. The rebate can be paid to the company by the Australian Taxation Office within thirty days of lodgement of tax return if the company elects to receive this payment in the company's income tax return.

Turnover over $20M

The company will receive a 40% non-refundable tax offset

To claim the research and development expenditure in respect of the year ending 30th June 2016, the company must register with AusIndustry by 30th April 2017 or the date of lodgement of the company's income tax return, whichever is the earlier.

34. Property Owner's Deductions

Property owners can claim expenses against rental income including:

- advertising for tenants
- agents fees and commissions
- repairs and maintenance
- travel and accommodation for inspection of the investment property
- stationary
- postage

- depreciation on plant and equipment within the rental property
- bank charges
- body corporate fees
- council rates
- cleaning
- electricity
- gardening
- gas
- insurance
- interest on loans borrowed for the property acquisition, renovations or extensions
- land tax
- legal expenses relative to dealing with tenants
- lawn mowing
- lease costs relative to preparation of documents for the rental
- pest control

The claim for expenses for property should be closely monitored because the Australian Taxation Office is checking these claims. If you have recently acquired a property it will be very difficult to claim repairs as an income tax deduction in the first year as the Australian Taxation Office will undoubtedly take the view that the expenditure is for improvements. If you use the property as a week-ender it will be difficult to claim expenses as income tax deductions. You should ensure that the interest on loans claimed as a tax deduction actually relates to the rented property.

35. Gifts

If you intend to make a gift and wish to claim an income tax deduction for the gift, then you should ensure that the payment is made to a tax-deductible charity on or before 30th June.

You should check that payment is to an Australian Taxation Office endorsed deductible gift recipient.

No deduction is allowable if the donor receives some benefit unless given at an “eligible fund raising event”.

36. Audit Fees

Audit fee accrual is not deductible unless there is a contract that creates a presently existing liability before the 30th June.

37. Salary Packages

Ensure that salary packages for 2016/17 that include fringe benefits and/or employer’s superannuation contributions are negotiated and documented prior to 30th June 2016.

38. Working from Home Expenses

If you work from home (as distinct from having a home office), it is possible to depreciate the assets you are using in your business and, if your turnover is under $2M, you can utilise the Small Business Entity Rules relating to depreciation.

You could also claim interest payments on a house mortgage as a tax deduction. The amount claimed should relate to the floor space of the premises utilised for the work premises as compared to the total floor space in the building.

<u>However, utilising your home as business premises can also create capital gains tax issues when the house is sold.</u>

The sale of a family home is usually capital gains tax-free. Claiming interest and other deductions related to working from home will mean that, when the home is sold, it is no longer totally capital gains tax-free. Also, taxpayers can be liable for the capital gains tax for the proportion of the home that is being used for a business, even if the taxpayer had not claimed interest on the mortgage or other direct expenses relative to the space used for business purposes.

The Australian Taxation Office has issued a ruling.

> *"Part of a dwelling is taken for use for income producing purposes only if it has the character of a place of business (Taxation Ruling IT2673). Whether a part of a dwelling has the character of a place of business is a question of fact, but the broad test is whether a particular part of the dwelling:*
>
> - *is set aside exclusively as a place of business;*
> - *is clearly identifiable as a place of business; and*
> - *is not really suitable or adaptable for use as private or domestic purposes in association with the dwelling generally.*
>
> *Existence of any of the factors, or a combination of them will not necessarily be conclusive in asserting the character of an area used as a place of business. The decision in each case will depend on whether, on a balanced consideration, of:*
>
> - *the essential character of the area;*
> - *the nature of the taxpayers' business; and*
> - *any other relevant factors.*

The area constitutes a "place of business" in the ordinary and common sense meaning of that term."

The Taxation Ruling states "that as a rule of thumb, it can be expected that where an area of a home is a place of business, the capital gains tax provisions will apply."

If you are using your home as a principal place of business, it would be a good idea to calculate the floor space that is being used as the principal place of business and the dates during which it was used as a principal place of business and calculate the floor space of the total building so that this information can be taken into account in calculating a future capital gains tax liability resulting from the future sale of the house.

If you are using your home as the principal place of business you should be able to claim additional travelling expenses because your home is your place of business.

39. Expenses for Shareholding Investments

Expenses incurred in gaining income from shares are a tax deduction. Items would include:

- interest on loans borrowed to purchase shares;
- fees paid to financial advisers;
- travel expenses in attending meetings with advisors and companies that you invested in;
- fees for receiving investment advice;
- accountancy fees; and
- tax agents' fees.

40. Taxation Advice

Fees payable to an accountant or registered tax agent for taxation advice are legitimate expenses that can be claimed as a tax deduction.

41. Motor Vehicle Expenses

There are two methods available to calculate tax deductions for work related motor vehicle expenses. These are:

- cents per kilometre method - 66 cents per kilometre
- logbook method – which means you claim your actual business kilometres as a percentage of the total kilometres that the motor vehicle has travelled to determine a percentage which can then be utilised with the total motor vehicle expenses to determine the claim for motor vehicle expenses

D. DEDUCTIONS ON ACCRUALS BASIS - SUBJECT TO TAX RETURN BEING LODGED ON AN "ACCRUALS" BASIS

42. Fringe Benefits Tax Payment (Accruals Basis)

If a Fringe Benefit Tax instalment is due on 21st July 2016, it can be accrued and claimed as a tax deduction in the year ending 30th June 2015.

43. Commissions Owing (Accruals Basis)

Where employees, or any other businesses, are owed commission by your business that was due for services rendered up to 30th June 2016, the accrued amount can be claimed as a tax deduction at 30th June 2016.

44. Interest (Accruals Basis)

Any accrued interest outstanding on a business loan that has not been paid at 30th June 2016 can be claimed as a tax deduction at 30th June 2016.

45. Salaries and Wages (Accruals Basis)

The accrued expense for the days that employees of an enterprise have worked, but have not been paid at 30th June 2016 can be claimed as a tax deduction at 30th June 2016.

46. Commercial Bills (Accruals Basis)

The discount on a Commercial Bill accrues on a daily basis. Where the term of a Commercial Bill expires beyond the 30th June 2016, the discount applicable to the period up to 30th June 2016 can be claimed as a tax deduction.

47. Rent (Accruals Basis)

If rent is in arrears, then that part that is owed up to 30th June 2016 can be claimed as a tax deduction to the year ended 30th June 2016.

48. Legal Costs

Review any legal costs that have been incurred. If the legal costs relate to regular business operations, e.g. debt collections, separate them from costs relating to capital items that are not claimable for income tax.

E. STOCK

49. Stock on Hand

Review Stocktake List as at 31st May or early in June. Determine whether it is necessary to conduct any "sales" prior to 30th June.

Identify obsolete stock - if any of the stock is to be scrapped, physically scrap it prior to 30th June. Please note: whilst it might be good management practice, a small business entity is not required to undertake a stocktake for income tax purposes (where the difference between the value of the original opening stock and a reasonable estimate of closing stock is $5,000 or less).

50. Value of Stock

Stock can be valued at different individual methods for each item of stock. Examples:

- Cost;
- Sales Value; or
- Lower of Cost, Market Selling Value or Replacement Cost.

Review consumable stores to determine whether they are deductible on a purchase or usage basis. Review the level of such stocks on hand.

51. Stock Taking

You should conduct a detailed physical stocktake of all stock on 30th June.

Retain your detailed stock sheets as part of your taxation records.

The stock records should be properly prepared showing items of stock, quantity on hand, who counted the stock, the valuation used and the extension of value.

If you are subject to a taxation audit, the stock sheets will be one of the first things that you are asked for. If they are "dubious", it can lead to a full-scale tax audit.

If you are utilising a computerised stock system and you are conducting regular rolling stocktakes throughout the year, it may not be necessary to conduct a stocktake at 30th June - but you must retain records of your rolling stocktakes. Please discuss this with your professional accountant.

Many businesses conduct stocktakes throughout the year and write off any missing or obsolete stock straight away.

Stocktaking creates a good chance to spruce up your business by putting slow moving items out on sale. It also enables you to tighten up on pilferage and spoilage.

However, if you are a small business entity (turnover of under $2M averaged over the last three years) you do not have to account for changes in trading stock or do a stocktake for tax purposes where the differences between the value of the opening stock and a reason estimate of the closing stock is $5,000 or less.

F. INCOME ISSUES

52. Deferring Assessable Income

The ability of a taxpayer to defer income will depend on the taxpayer's business and the type of income derived.

How much your business could benefit from year-end tax planning can be determined only by preparing interim accounts for the year to date. May to early June is the time to do this. The message that may well emerge is that, rather than accelerating your revenue and deferring costs, your business may be better served by doing the opposite in the final quarter.

53. Settlement Discounts

In circumstances where a settlement discount period expires post year end, the amount to be included in a vendor's assessable income upon receipt of the sales proceeds is the discounted price of the goods, whilst a purchaser of trading stock, subject to a settlement discount, may only claim a deduction for the discounted price of the goods.

Where an account is not settled within the prescribed time and the discount is no longer available, the amount of the discount must be included in the vendor's assessable income, whilst the purchaser can claim the full expenditure as a deduction.

54. Bad Debts Recovered

If a debtor, who had been written off as a bad debt and claimed as a tax deduction for the amount of the bad debt, subsequently pays the amount owing, you have to bring the amount paid to account as assessable income in the year of recovery.

55. Deferring Livestock and Produce Sales

Farmers can defer livestock and produce sales until after 30th June. However, if you are a farmer you need to assess whether you will suffer price reductions because of the decision to defer sales.

56. Income Splitting

Income splitting can be highly tax effective, especially if investments have been placed in the name of a lower income earner. This can be applicable where a spouse is not working and the income in the spouse's hands would therefore be taxed at a lower rate.

57. Interest Earned

You need to declare interest earned on bank accounts, loans, etc.

58. Employee Share Schemes

If you are a member of an employee share scheme, you should ensure that you receive details of any income that has been earned from the employee share scheme that relates to you as an individual and that that income is included in your income tax return. Employers are not required to take out PAYG tax from the earnings of an employee share scheme. The responsibility for reporting any income from employee share scheme rests with the individual taxpayer.

59. Qualifying Employee Share Schemes

Two different taxing regimes apply for Employee Share Schemes:

- formed before 1st July 2009
- formed after 1st July 2009

Scheme formed before 1st July 2009

- Any discount on the shares is subject to taxation.
- If the scheme qualifies under the Employee Share Scheme Rules, the employee can choose when they include the discount in their assessable income.

If the employee elects to include the discount benefit in their tax return for the year of receipt of the benefit they are eligible for an exemption of the first $1,000 of the discount.

Scheme formed after 1st July 2009

The discount on Employee Share Scheme is taxed either upfront or on a deferred basis.

For *"qualifying"* scheme, if the employee is earning less than $180,000 taxable income plus reportable fringe benefits, reportable superannuation contributions and total investment losses, then the employee can claim a $1,000 exemption from the inclusion of the assessable discount.

Scheme formed after 1st July 2015

The integrity provisions introduced in 2009 remain as does the $1,000 up front tax concessions for employees who earn less than $180,000 per year.

Employee Share Schemes interests provided at a small discount by eligible startup companies will not be subject to up front taxation if they are held by the employee for at least three years. Options under certain conditions will have taxation deferred until sale.

A startup company is one with aggregated turnover of less than $50M, unlisted and incorporated for less than ten years.

Please contact your professional accountant for any further advice you require on the operation of Qualifying Employee Share Scheme.

60. Government Grants

If your business has received a grant from a government department, it is most likely paid to you on the basis that it is taxable income and therefore you need to disclose in your taxation return the receipt of the government grant. If you are lodging your income tax return on a cash basis, this highlights the desirability of trying to ensure that all of the government grant funds have been expended on tax-deductible items prior to 30th June.

You need to be aware that, if you have received a government grant which is assessable income and the expenditure that you have committed the government grant towards is of a capital nature, e.g. a new building, then there will be taxation consequences on the receipt of the government grant which you will need to consider in your income tax planning.

If you have any queries on the treatment of government grants, it is recommended that you seek advice from your professional accountant.

G. CAPITAL GAINS TAX ITEMS

61. Capital Gains Tax

Capital Gains Tax can apply to the sale of assets purchased (or deemed to be purchased) after 20th September 1985.

Capital Gains Tax is only applicable once an asset is sold, deemed to be sold, cancelled or surrendered. It is essential that proper records be kept of all items that might be assessable to Capital Gains Tax. These include:

- The date of the acquisition of the asset.
- The full acquisition price - amount paid to the vendor plus legal fees, stamp duty, etc.
- Any ongoing expenses, incurred to improve or protect the property, which have not been claimed for income tax purposes.
- When the asset is sold full details of its sale price, date of sale, etc.

62. Matching Capital Losses and Capital Gains

Capital losses are not directly deductible. Capital losses have to be offset against any capital gains generated during that financial year.

If capital losses are not utilised in this manner they can be carried forward until such time that capital gains emerge for them to be offset against.

63. Consideration of Capital Gains Tax Implications

Overview

To effectively plan to reduce tax you have to consider the implications of Capital Gains Tax.

If you own a property, shares or another investment asset for less than twelve months then there is no way to reduce the capital gains tax. If there is a likelihood of a capital gain emerging on a property held for longer than twelve months and you have an investment held for longer than twelve months which, if sold, would generate a capital loss then perhaps now is the time to consider selling the potential capital loss investment so as to offset part or all of the emerging capital gain.

Wash Sales

The Australian Taxation Office has issued a ruling that it says relates to "wash sales". This is a situation where shares in companies listed on the stock exchange are sold so as to crystallise the capital loss and then shortly thereafter the taxpayer, or an associate of the taxpayer, purchases shares in that corporation on the stock exchange. The Australian Taxation Office ruling considers that this is an illegal activity and therefore the

Australian Taxation Office believes they can apply Part IVA Anti-Tax Provisions to cancel deductions or benefits from "wash sales" and apply penalties. The "wash sales" prohibition announced in the Australian Taxation Office ruling extends to an individual selling an underperforming asset and buying it back through their family discretionary trust. However, there is a view that selling the shares to your superannuation fund would probably not be affected by the "wash sale" ruling because the dominant motive is to provide for retirement. If you wish to do this, please consult your professional accountant beforehand for advice.

Alternatively, if the potential capital loss investment can only be sold in a future year, consideration might be given to delaying the sale of the investment that will generate the capital gain to that future time.

Capital Gains Discounts Might Apply

If you hold an investment asset for more than twelve months the taxable gain may be halved or further reduced.

The important thing is to think and plan what to do.

You should check your eligibility for the general 50% capital gains tax discount for individuals and, if you are a small business operator, be able to meet the $6M net asset value or have turnover less than $2M, then you might be entitled to further capital gains tax concessions, including:

- fifteen year exemption – provides a full exemption for a capital gain;
- 50% active asset reduction;
- retirement exemption; or
- rollover concession into replacement assets.

The fifteen year exemption rule requires:

- the individual to own a share in a company or an interest in a trust, at all times during the period of at least fifteen years;
- the individual must have owned the asset, or the company or the trust, had a controlling individual during the whole of that fifteen year period, not necessarily the same person;
- the individual to be aged fifty-five years or over and the disposal has been made in connection with retirement, or the individual is permanently incapacitated at the time of the disposal;
- that, if the entity was a company or a trust, the entity must have had a controlling individual throughout the period of the ownership and the individual who was the controlling individual must have held at least 20% of the voting power; rights to dividends and rights to any capital distribution.

$6M Net Asset Value Test

These four concessions are only available if the taxpayer can satisfy the requirements of the $6M Net Asset Value Test or have turnover less than $2M (average of last three years) and satisfy the Small Business Entity Rules.

You need to bear in mind that the $6M Net Asset Value Test includes the market value of:

- the individual’s net assets;
- the net assets of entities connected with the individual including companies and trusts which the individual can directly or indirectly control; and
- the net assets of a spouse and child under 18; or
- a person who acts or could reasonably be expected to act in accordance with the individual’s directions or wishes.

For an individual, the following assets are ignored in calculating the $6M threshold:

- personal-use assets;

- ownership of a dwelling utilised for residential purposes;
- superannuation fund asset; and
- life insurance policy.

H. PROVISIONS

64. Provision for Holiday Pay and Long Service Leave

Whilst it is sound accounting practice to make provision in the financial accounts for the commitment that is emerging for Holiday Pay and Long Service Leave - the Australian Taxation Office does not allow a deduction until the expense is actually paid.

This requires an adjustment to be made each year to claim a taxation deduction for the amount actually paid irrespective of what the actual accrual of liability may have been.

It also highlights the sound business planning principal of not allowing the build-up of holiday pay or long service leave entitlement beyond a reasonable period because, until the leave is actually paid, you do not get an income tax deduction for it.

65. Provision for Doubtful Debts

Irrespective of the amount that you have provided for doubtful debts, you only get a tax deduction for bad debts actually written off.

I. EMPLOYMENT ISSUES

66. PAYG Withholding Tax

You have to prepare a Withholding Tax Summary at the end of June. You have to reconcile the total amount of deductions that you have made from employees' wages during the year with the total of remittances that you have paid to the Australian Taxation Office.

67. Payment Summaries

Payment Summaries have to be prepared and sent to all employees by 14th July each year. The total of income tax deducted, as indicated on the Payment Summaries, must reconcile with the PAYG Withholding Reconciliation and the amount of PAYG Withholding that has been forwarded to the Australian Taxation Office.

Final date for lodgement of the PAYG Withholding Payment Summary annual report for payers who have had money withheld from salary and wages and other payments (Activity Statement label W2) is 14th August.

68. Payroll Tax (If You Are Liable)

You should check the total wages paid (including your salary and directors' fees, if the business is a company, against the maximum exemption for Payroll Tax in your state).

At the end of the financial year, you have to prepare a reconciliation of your total payroll for the year showing the total amount of payroll tax payable and then reconcile this with the remittances that you have forwarded on a monthly basis. Any shortfall must be adjusted by no later than 31st July.

69. WorkCover/Workers' Compensation

A WorkCover Declaration has to be lodged with the appropriate authority or insurance company by no later than 31st August certifying the wages paid for the year ending 30th June.

70. Fringe Benefits Tax

The Fringe Benefits Tax year ends on 31st March each year.

If you are paying fringe benefits you must lodge a Fringe Benefits Tax Return normally by the 21st May. If you are lodging your Fringe Benefits Tax Return via your accountant, you normally have until 28th May to lodge the return.

You should ensure that accurate records are maintained of all items that are subject to FBT.

The following benefits are subject to Fringe Benefits Tax:

- Airline Travel Benefits
- Board Benefits
- Car Benefits
- Car Parking Benefits
- Debt Waiver Benefits
- Expense Payment Benefits
- Housing Benefits
- Living Away From Home Benefits
- Loan Benefits
- Meal Entertainment Benefits
- Property Benefits
- Residual Benefits
- Tax Exempt Organisation Entertainment Benefits

FBT will be levied on the GST inclusive value of the benefit.

The cost of the benefit and the FBT paid will be tax deductible to the provider of the benefit.

71. Living Away from Home Allowance

The Living Away from Home Allowance is paid by an employer to workers, to compensate them for additional expenses such as accommodation, food and creative comforts, whilst living away from home for work expenses.

For employee who are living away from home and maintaining a house in both locations, they are not required to include the allowance in their assessable income.

A twelve month limit applies on how long an employee can receive a tax concession for living away from home, whilst working at a particular work location.

Fly-In-Fly-Out (FIFO) arrangements are not affected by the twelve month time limit rule. Travel and meal allowances, which are provided to employees who travel from their usual place of work for short periods of up to twenty-one days, are not treated as living away from home allowances.

Companies are required to pay fringe benefit tax on parts of the allowance that are not tax-free.

J. PERSONAL PLANNING

72. Zone Offset

Record the number of days that you spend in Zone A or B, especially if you live in Zone B but spend some time in Zone A during the year.

73. Sickness and Accident Insurance Payments

Premiums for Sickness and Accident Cover are tax deductible. Payments can be made by the employer without incurring Fringe Benefits Tax. (This is because of the operation of the "Otherwise Deductible" Rule).

74. Home-Office Expenses

If you use an area in your home, you can claim the expenses of a home-office. You need to be able to support the claim being made. You should only make a claim for the portion of time the area was used for work related activities. You should calculate how much space the home-office takes up in the home and the amount of time spent conducting work related activities from it.

Expenses that can be included are:

- electricity (proportionate);
- rent (proportionate);
- cleaning (proportionate);
- depreciation of fixtures and fittings;
- insurance (proportionate);
- plant and equipment for the home office;
- rates (proportionate);
- repairs and maintenance for the office;
- telephone usage for business purposes.

Alternatively, the ATO allows you to claim $0.34 per hour without the onerous requirements of substantiation and the capital gains tax implications of maintaining a home office.

75. Utilising Tax Free Threshold

Every adult taxpayer has a tax free threshold of $18,200.

If a taxpayer is verging on losses, consideration should be given to the decisions being made in relation to the valuation of stock, bringing forward or delay of sales etc., so as to utilise the tax free threshold otherwise it will be lost forever.

76. Tax Offsets

For 2015/16, the only medical tax offsets are for:

- disability aids
- attendant care
- aged care expenses

77. Work Related Expenses

If you are lodging a claim for work related expenses which would normally include employee claims for expenditure on items such as travel, uniforms, laundry of work clothes, subscriptions, union fees and self-education, you should check that you claim the correct amount of expenditure, because the Australian Taxation Office is closely monitoring claims for work related expenses.

78. Dividends, Interest, Managed Funds Distributions

The Australian Taxation Office matches information provided in tax returns with information it receives from external sources, such as public companies, banks, managed funds etc. You should ensure that you have returned the correct amount of interest, dividends and distributions that you have received. You should also include imputation credits. Records should be maintained including documents received from banks, managed funds and company dividend statements.

79. End of Year Tax Schemes

The Australian Taxation Office produces product rulings on various investment products that are marketed particularly around 30th June each year. If you wish to avoid confrontation with the Australian Taxation Office, then it is best to consider investing in products that have obtained Australian Taxation Office product rulings. However, you should be aware that the Australian Taxation Office product ruling are not a guarantee or any sort of government endorsement on the likely success or profitability of the investment.

80. Salary Packaging

Salary packaging can also assist in the minimisation of income tax, particularly in the areas of voluntary superannuation contributions, acquisition of assets that are subject to "beneficial" fringe benefit tax treatment such as supply of a motor vehicle. You should be aware that your employer is required to report the value of fringe benefits on your payment summary and that may have an effect on some other government payments to you.

81. Superannuation Contributions

Special concessions are available to low income or non-working spouses relative to superannuation contributions.

82. Splitting of Superannuation Contributions

Legislation enables taxpayers to split superannuation contributions for married and de facto couples so as to spread the total contributions over two account names.

83. Australian Taxation Office Monitoring

The Australian Taxation Office receives significant information from banks, companies, managed funds, state government departments etc., including interest, dividends, distributions from managed funds, details of land and property sales and purchases, motor vehicles, boat purchases etc., all of which the Australian Taxation Office uses to check that proper disclosure has been made in income tax returns.

84. Motor Vehicle Expenses

If work related use of motor vehicle is less than 5,000 kilometers then the cents per kilometer method can be used to claim work related motor vehicle expenses being:

- 66 cents per kilometre

K. WAGE/SALARY EARNERS

85. Property Income

Wage/salary earners should review all of the items under Personal Planning and in addition give consideration to property income and expenses if the taxpayer has a rental property. All income from a rental property should be declared. General expenses can include real estate agents fees; building allowance (be written off at 2.5% or 4% depending on date construction); depreciation of fixtures, fittings, plant and equipment; share of depreciation of common property in a strata titled property; repairs and maintenance; pest control; interest on monies borrowed for investment in the property; bank charges on the property bank account; cleaning; electricity; rates; land tax; insurance and travel for inspection trips by the owner apportioned for partly private travel.

86. Work Related Motor Vehicle Expenses

Under 5,000 kilometers calculated at the rate advised by the Australian Taxation Office for the type of vehicle used.

87. Work Related Expenses

In particular note the total of work related expenses included in the return as compared to the amount the Australian Taxation Office allows without receipts being produced ($300).

L. INVESTMENT DEDUCTIONS

88. Managed Investment Schemes

There have been some significant failures within companies operating Managed Investment Schemes in recent times.

We recommend that you have discussions with your professional accountant prior to committing to an investment into a Managed Investment Scheme.

M. COMPANIES

89. Franking Account

A company's dividend payments and franking profile should be reviewed before year end to ensure sufficient franking credits are available. This may influence the company's inclination (or not) to tax plan before year end.

90. Company Loans

The Australian Taxation Office has perceived that there is a problem with shareholder loans being properly documented.

The Australian Taxation Office is undertaking audit work to ensure payments made by private companies are correctly accounted for and company loans are not used to distribute tax-free profits.

The Taxation Laws are designed to catch transactions, such as those that involve a company lending money to a shareholder, paying expenses on the shareholder's behalf or forgiving the shareholder a debt. In each of these situations company money may have been used to benefit a shareholder.

The law requires loans to shareholders to be properly documented. The term of the loan is also considered in the legislation. If there is no security offered, the term of the loan should not exceed seven years. If security is offered, the loan should not exceed twenty-five years and the loan must be fully secured by a registered mortgage over real property. The market value of the property at the time the loan is made should be at least 110% of the loan amount.

Interest rate to be charged during 2015/16 is 5.45%

If loans have been made to shareholders that have not been supported by properly documented loan agreements then the Taxation Office can treat those payments as being dividends that are assessable to the shareholder.

N. PERSONAL SERVICE INCOME

91. Contactor's Income

Taxation law includes measures that are designed to limit the deductions available to certain contractors whether operating as a sole-trader or through a company, trust or partnership. These are known as the Personal Services Income (PSI) measures. A taxpayer who meets certain specified tests will be treated as carrying on a personal services business and will be able to claim a wider range of deductions. If you are operating a personal service business you need to be aware of the Australian Taxation Office's strict approach to income retention and income splitting.

O. NON-COMMERCIAL LOSSES

92. Commercial Tests

For a business to be commercial under the "non-commercial losses tests", the business needs to meet certain prescribed tests. If the tests are not met, any losses arising from the activities have to be carried forward and offset in a later year against future income from the same type of source.

P. SUPERANNUATION FUNDS

93. Contributions to Superannuation Funds

Contributions to superannuation funds are taxed at 15% of the contribution.

Earnings made in a superannuation fund are also taxed at 15%.

For people sixty years of age or those who are over sixty and who have started drawing a pension, payments from the superannuation fund are, in general, tax free.

Generally, moneys invested in superannuation funds cannot be accessed until fifty-five years of age. For taxpayers with Adjusted Taxable Income (ATI) over $300,000 superannuation contributions are taxed at 30%.

Q. ADMINISTRATION ITEMS

94. Cash Count

Most businesses normally ensure that they conduct cash counts at 30th June to ensure that cash on hand floats, petty cash floats and other cash floats have been reconciled.

95. Creditors (if preparing tax return on an accruals basis)

Prepare a list of the amounts that you owe to suppliers to the firm showing the name, the amount, and the account code classification. Ensure that you have adequate supporting evidence for inclusion of the amount in the creditors' listing.

96. Filing

Ensure that your business records covering payments, receipts, debtors, stock, assets, etc., are correctly filed and maintained for possible tax audit.

R. GST ISSUES

97. GST Systems Review

Check that all suppliers are issuing a "Tax Invoice" which contains:

- the supplier's name or trading name;
- the supplier's address;
- supplier's Australian Business Number (ABN);
- the date of issue;
- the price of the taxable supply.

Review your "Tax Invoice" - does it comply with the law?

If appropriate, review your "Recipient Created Tax Invoices". Do they comply with the law?

Ensure that appropriate files are being maintained of any "Suppliers Statements" received from any suppliers.

S. LUXURY CAR TAX

98. Luxury Car Threshold

The Luxury Car Tax is 33%. The Luxury Car Tax applies to cars that have a GST inclusive value which exceeds the threshold of $63,184.

99. Fuel Efficient Cars

The Luxury Car Tax limit for "fuel efficient cars" for 2015/16 is $75,375.

T. ASSETS

100. Fixed Asset

Review the business' fixed assets and determine if there are any benefits in scrapping assets to obtain the tax write-off.

U. CASHFLOW MANAGEMENT

101. PAYG Instalment Variation

Update your financial records to 30th June 2016 so you can discuss with your accountant (if you need to) varying your PAYG Instalment, due by 28th July 2016.

V. TRUST DISTRIBUTIONS

102. Australian Taxation Office

The Australian Taxation Office has withdrawn an administrative ruling given some years ago that trustees had until the end of August each year to decide on trust distributions. The Taxation Office has indicated that it will be enforcing the full meaning of the law whereby trustee distributions/resolutions have to be made by the 30th June each year.

The Australian Taxation Office has indicated that they will be doing spot checks to ensure that distribution minutes have been prepared and signed prior to the 30th June 2016 setting out the distribution of the income of the trust. If you have any questions relative to this please contact us at your earliest opportunity so that a decision can be made on the trust distribution so that a meeting of the trustees can be held and a minute prepared confirming the decision of the trustees relative to the trust distributions.

W. NOTIFICATIONS TO ATO

103. Building and Construction Industry

If you're in the building and construction industry you have to be able to prepare a "reportable payments report" to submit to the Australian Taxation Office showing the payments that you have made to each contractor for the year ended 30th June 2016. This report has to be submitted by 28th July 2016.

104. Notification of Superannuation Payments

The government requires employers to advise employees on their payslip the amount of each contribution the employer has made or is liable to make during the pay period and the name and details of any superannuation fund into which the contributions were made or will be made.

X. PRIMARY PRODUCERS

(In addition to small business entities and entities not defined as small business).

105. Deductions

Non-Commercial Losses – for a business to be commercial, under the "non-commercial losses tests", the business needs to meet certain prescribed tests. If the tests are not met, any losses arising from the activities have to be carried forward and offset in a later year against future income from the same type of source. If you have non-commercial losses, please contact your professional accountant for advice on the treatment of the losses in 2015/2016.

106. Income Issues

Deferring Livestock and Produce Sales – farmers can defer livestock and produce sales until after 30th June 2016.

Y. PROFESSIONAL ADVICE

Your professional accountant can assist you to implement appropriate strategies for end of year tax planning.

It is highly recommended that you consult us if you have any queries relating to end of year tax planning.

ADDENDUM

End of Year Tax Planning Checklist

(Request for further information)

Would you like more information on any of these topics? Select the topics on which you'd like more information and return the checklist to us.

	Yes	No	Comments/Notes
INTRODUCTION			
Taxing Of Trading Income	☐	☐	
Record Keeping	☐	☐	
Taxation Rates	☐	☐	
Medicare Levy Surcharge	☐	☐	
SMALL BUSINESS ENTITY RULES			
"Small Business Taxpayer"	☐	☐	
Simplified Trading Stock Rules For Small Business Entities	☐	☐	
Audit Review Period	☐	☐	
Prepaid Expenses	☐	☐	
DEDUCTIONS			
Prepayments - Small Business Entity Taxpayer	☐	☐	
Prepayments - Not Defined As Small Business	☐	☐	
Prepayments "Excluded Expenditure"	☐	☐	
Deductions Under The General Prepayment Rules	☐	☐	
Bringing Forward Deductions	☐	☐	
Interest On Investment Loans	☐	☐	
Bad Debts (if taxation return prepared on an accruals basis)	☐	☐	
Staff - Bonuses	☐	☐	
Staff - Holidays	☐	☐	
Superannuation	☐	☐	
Superannuation Minimum Contribution	☐	☐	
Superannuation Co-Contribution	☐	☐	
Interest On Loan Funds	☐	☐	
Repairs And Maintenance	☐	☐	
Directors' Fees	☐	☐	
Travel Deductions	☐	☐	
Expense Substantiation	☐	☐	
Depreciation	☐	☐	
Donations	☐	☐	
Negative Gearing	☐	☐	
Building Allowance	☐	☐	
Borrowing Costs	☐	☐	
Entertainment	☐	☐	
Research And Development	☐	☐	
Property Owner's Deductions	☐	☐	
Gifts	☐	☐	
Audit Fees	☐	☐	
Salary Packages	☐	☐	
Working From Home Expenses	☐	☐	
Expenses For Shareholding Investments	☐	☐	
Taxation Advice	☐	☐	
Motor Vehicle Expenses	☐	☐	

	Yes	No	Comments/Notes
DEDUCTIONS ON ACCRUALS BASIS - SUBJECT TO TAX RETURN BEING LODGED ON AN "ACCRUALS" BASIS			
Fringe Benefits Tax Payment (Accruals Basis)	☐	☐	
Commissions Owing (Accruals Basis)	☐	☐	
Interest (Accruals Basis)	☐	☐	
Salaries And Wages (Accruals Basis)	☐	☐	
Commercial Bills (Accruals Basis)	☐	☐	
Rent (Accruals Basis)	☐	☐	
Legal Costs	☐	☐	
STOCK			
Stock On Hand	☐	☐	
Value Of Stock	☐	☐	
Stock Taking	☐	☐	
INCOME ISSUES			
Deferring Assessable Income	☐	☐	
Settlement Discounts	☐	☐	
Bad Debts Recovered	☐	☐	
Deferring Livestock And Produce Sales	☐	☐	
Income Splitting	☐	☐	
Interest Earned	☐	☐	
Employee Share Schemes	☐	☐	
Qualifying Employee Share Schemes	☐	☐	
Government Grants	☐	☐	
CAPITAL GAINS TAX ITEMS			
Capital Gains Tax	☐	☐	
Matching Capital Losses And Capital Gains	☐	☐	
Consideration Of Capital Gains Tax Implications	☐	☐	
PROVISIONS			
Provision For Holiday Pay And Long Service Leave	☐	☐	
Provision For Doubtful Debts	☐	☐	
EMPLOYMENT ISSUES			
PAYG Withholding Tax	☐	☐	
Payment Summaries	☐	☐	
Payroll Tax (If You Are Liable)	☐	☐	
WorkCover / Workers Compensation	☐	☐	
Fringe Benefits Tax	☐	☐	
PERSONAL PLANNING			
Zone Offset	☐	☐	
Sickness and Accident Insurance Payments	☐	☐	
Home-Office Expenses	☐	☐	
Utilising Tax Free Threshold	☐	☐	
Tax Offsets	☐	☐	
Work Related Expenses	☐	☐	
Dividends, Interest, Managed Funds Distributions	☐	☐	
End of Year Tax Schemes	☐	☐	
Salary Packaging	☐	☐	
Superannuation Contributions	☐	☐	

	Yes	No	Comments/Notes
Splitting Of Superannuation Contributions	☐	☐	
Australian Taxation Office Monitoring	☐	☐	
Motor Vehicle Expenses	☐	☐	
WAGE/SALARY EARNERS			
Property Income	☐	☐	
Work Related Motor Vehicle Expenses	☐	☐	
Work Related Expenses	☐	☐	
INVESTMENT DEDUCTIONS			
Managed Investment Schemes	☐	☐	
COMPANIES			
Franking Account	☐	☐	
Company Loans	☐	☐	
PERSONAL SERVICE INCOME			
Contractors Income	☐	☐	
NON-COMMERCIAL LOSSES			
Commercial Tests	☐	☐	
SUPERANNUATION FUNDS			
Contributions To Superannuation Funds	☐	☐	
ADMINISTRATION ITEMS			
Cash Count	☐	☐	
Creditors (if preparing tax return on an accruals basis)	☐	☐	
Filing	☐	☐	
GST ISSUES			
GST Systems Review	☐	☐	
LUXURY CAR TAX			
Luxury Car Thresholds	☐	☐	
Fuel Efficient Cars	☐	☐	
ASSETS			
Fixed Asset	☐	☐	
CASHFLOW MANAGEMENT			
PAYG Instalment Variation	☐	☐	
TRUST DISTRIBUTION	☐	☐	
NEW REQUIREMENTS			
Building and construction industry – Reportable Payments Report	☐	☐	
Notification of superannuation payments	☐	☐	
PROFESSIONAL ADVICE	☐	☐	