

WSC Caringbah

Business Checklist

Year-end 30 June 2009

Please provide the following information		
1.	A bank reconciliation as at 30/6/2009, please ensure the bank reconciliation is finalised on this date for each bank account even if bank statement covers a further period. A copy of the bank statement showing balance as at 30/6/2009 should be included with the bank reconciliation.	Y N
2.	A list of creditors and debtors as at 30/6/2009. If using MYOB ensure that your 'payables reconciliation summary' and 'receivables reconciliation summary' as at 30/6/2009 is in balance.	Y N
3.	Provide details of closing stock on hand as at 30/6/2009.	Y N
4.	MYOB 'Payroll Activity Summary' from 1/7/2008 to 30/6/2009. Ensure that this reconciles with the expense account(s) in the ledger.	Y N
In addition to the above, please provide the following information:		
5.	Your reconciled MYOB or Quickbooks zipped file via email or disk (please advise the version of software you are using along with any passwords). If not using MYOB or Quickbooks, please provide a reconciled cash payment/cash receipt summary, or a detailed trial balance and detailed general ledger from a reconciled set of accounts. Please call to discuss if unsure.	Y N
7.	Copies of all Business Activity Statements and/or Instalment Activity Statements covering the full financial year .	Y N
8.	Copies of all bank loan statements for the year ending 30/6/2009.	Y N
9.	Annual PAYG Payment Summary Statement (which should be forwarded to ATO by 14 August 2009), showing Gross Wages and PAYG Withholding tax as per PAYG Payment Summaries (group certificates) issued.	Y N
10.	Details of any shares purchased or sold including date, quantity, sale price and purchase price. Please provide copies of all contracts and dividend statements.	Y N
11.	Details of plant, vehicles or property disposed of including asset description, date of disposal and proceeds.	Y N
12.	Details of any assets purchased including asset description, date of purchase and cost (a copy of invoice will usually suffice). If purchased by lease or hire purchase, please provide a copy of the agreement. Also details of any finance contracts paid out during the year including statements or letters.	Y N
13.	Full details of the disposal of any other personal or business assets that were acquired after 19/9/1985 and sold in the 2008-2009 financial year.	Y N
14.	Motor vehicle substantiation. If any cars are claimed for business use, include log book details or notify us of total business kilometres travelled for each car. Please note that if claiming a business percentage, a new log book should be prepared every 5 years or sooner if the taxpayer estimates business usage of the vehicle has changed.	Y N
15.	Ensure that details of private use of telephone, electricity and motor vehicle have been reflected in the accounts or that we are advised if not.	Y N
16.	Does the entity own any investment properties? If so, please provide a copy of the most recent Land Tax assessment including land values stated for each property.	Y N

Please note: For any assistance in completing this checklist please do not hesitate to contact our office.

Level 1, 12-16 President Avenue Caringbah NSW 2229
 PO Box 869 Caringbah 1495
 PH 9531 0922 | FAX 9531 0899
www.wscaccountants.com.au

2008/2009 Year-end Checklist for Business

Many of our business clients like to review their tax position at the end of the financial year and evaluate any year-end strategies that may be available to legitimately reduce their tax. Traditionally, year-end tax planning for small businesses is based around two simple concepts – i.e., accelerating business deductions and deferring income.

However, Small Business Entities (SBEs) have greater access to year-end tax planning due to particular concessions that only apply to them. The SBE system commenced on 1 July 2007 and, unlike the previous Simplified Tax System ("STS"), SBEs do not need to elect to be an SBE – they can pick and choose which of the concessions they wish to use each year (although restrictions still remain in relation to the SBE depreciation rules). The basic requirement to be eligible for the SBE concessions is that the business taxpayer's annual turnover (including some related entities) is less than the \$2 million threshold.

The following are a number of areas that may be considered for all business taxpayers.

Maximising deductions for non-SBE taxpayers

Non-SBE business taxpayers should endeavour to maximise deductions by adopting one or more of the following strategies:

- Prepayment strategies.
- Accelerating expenditure.
- Accrued expenditure.

Prepayment strategies – non-SBE

Any part of the prepayment relating to the period up to 30 June is deductible in full.

In addition, non-SBE taxpayers may generally claim the following prepayments in full:

- expenditure under \$1,000;
- salary and wages; or
- expenditure required to be incurred under law.

Editor: Prepayments can be a little confusing, so before you commit to making a payment please feel free to call us with any queries or assistance if required.

Accelerating expenditure – non-SBE

This is where a business taxpayer brings forward the expenditure on regular, on-going deductible items. Business taxpayers are generally entitled to deductions on an "incurred basis".

Therefore, there is no requirement for the expense to be paid by 30 June 2009 (unless they account on a cash basis). As long as the expense has genuinely been incurred, it will generally be deductible.

Checklist

The following may act as a checklist of possible accelerated expenditure:

- Depreciating assets** costing \$100 or less can be written off in the year of purchase. Depreciating assets costing less than \$1,000 can be allocated to a low value pool and depreciated at 18.75% (which is half of the full rate of 37.5%) in their first year regardless of the date of purchase.
- Repairs** – repairs to office premises, equipment, cars or other business items.
- Consumables/spare parts.**
- Client gifts.**
- Donations.**

- Advertising.**
- Fringe benefits** – any benefits to be provided, such as property benefits, could be purchased and provided prior to 30 June 2009.
- Superannuation** – contributions to a complying superannuation fund, to the extent contributions are actually made (i.e., they cannot be accrued).

Note that the age-based limits on the deductibility of superannuation contributions were removed from 1 July 2007, basically meaning all employer contributions are now deductible. However, an employee who receives employer contributions in excess of their own concessional contributions cap may have to pay more tax.

Accrued expenditure – non-SBE

Non-SBE taxpayers (and some SBE taxpayers) are entitled to a deduction for expenses incurred as at 30 June 2009, even if they have not yet been paid.

The following expenses may be accrued:

- ◆ **Salary or wages and bonuses** – the accrued expense for the days that employees have worked but have not been paid as at 30 June 2009.
- ◆ **Interest** – any accrued interest outstanding on a business loan that has not been paid as at 30 June 2009.
- ◆ **Commercial bills** – the discount applicable to the period up to 30 June, where the term of the bill extends past 30 June 2009.
- ◆ **Commissions** – where employees or other external parties are owed commission payments.
- ◆ **Fringe benefits tax** – if an FBT instalment is due for the June 2009 quarter for example, but not payable until July, it can be accrued and claimed as a tax deduction in the 2009 income year.
- ◆ **Directors' fees** – where a company is definitively committed to the payment of a director's fee as at 30 June 2009, it can be claimed as a tax deduction.

Maximising deductions for SBE taxpayers

Deductions can be maximised for SBE business taxpayers by **accelerating expenditure** and **prepaying** deductible business expenses. Former STS taxpayers using the STS cash method cannot accrue expenses, but other SBE taxpayers on an accruals basis can also accrue expenses (see above for accruing expenditure).

Accelerating expenditure – SBE

Former STS taxpayers using the STS cash method* are generally only entitled to deductions if they have paid the amount by 30 June 2009. This includes general deductions, tax-related expenses, and repairs.

** The requirement for STS taxpayers to use the cash method ceased from 1 July 2005.*

All SBE taxpayers can choose to write-off depreciable assets costing less than \$1,000 in the year of purchase. Also, assets costing \$1,000 or more with an effective life of less than 25 years can be depreciated at 15% (which is half the full rate of 30%) in their first year (if such assets were acquired on or after 13 December 2008, the SBE may also be entitled to an additional 50% deduction).

Therefore, where appropriate, SBE business taxpayers should consider purchasing these items by 30 June 2009.

Note: SBE taxpayers (including former STS taxpayers) choosing to use the SBE depreciation rules are effectively 'locked in' to using those rules for all of their depreciable assets.

Prepayment strategies – SBE

SBE taxpayers making prepayments before 1 July 2009 can choose to claim a full deduction in the year of payment where they cover a period of no more than 12 months (ending before 1 July 2010). Otherwise, the prepayment rules are the same as for non-SBE taxpayers.

The kinds of expenses that may be prepaid include:

- Rent** on business premises or equipment.
- Lease payments** on business items such as cars and office equipment.
- Interest** – check with your financier to determine if it's possible to prepay up to 12 months interest in advance.
- Business trips.**
- Training courses** that run on or after 1 July 2009.
- Business subscriptions.**
- Cleaning.**

Information Required

We will need you to bring the following information to help us prepare your income tax return:

- Stocktake details as at 30 June.
- Debtors listing (including a list of bad debts written off) as at 30 June. *Note: In order to claim a deduction, the debt must be written off on or before 30 June.*
- Creditors listing as at 30 June.