



End of Financial Year Timeline

Benjamin Franklin once said "By failing to prepare, you are preparing to fail."

Take this opportunity to make your End of Year stress free by using the timeline and your trusted advisor to calmly prepare for the end of year.

April

- 21 April:** Lodge and Pay Monthly IAS/BAS - March
- 28 April:** Lodge and Pay Quarterly BAS - January to March
Check employees have signed authority to email payment summaries.
Check SuperStream compliance is in place for start by 1 July

May

- Prepare your End of Year Plan
- 21 May:** Lodge and Pay Monthly IAS/BAS - April
- 28 May:** Fringe Benefits Tax annual return – due date for payment.

June

- 21 June:** Lodge and Pay Monthly IAS/BAS - May
- 25 June:** 2016 Fringe Benefits Tax annual return – lodgement due date for tax agents (if lodging electronically). Payment (if required) is due 28 May.
- Prior 30 June:** Super Guarantee Contributions must be paid (to fund) by this date to qualify for a tax deduction in the 2015–16 financial year.
- 30 June:** Stocktake completed

July

- 14 July:** Prepare and distribute Employee Payment Summaries
- 21 July:** Lodge and Pay Monthly IAS/BAS - June
- 21 July:** Payroll Tax annual reconciliation
- 28 July:** Lodge and pay Quarter Business Activity Statement, unless extension is available
- 28 July:** Pay June Quarter Superannuation Guarantee, (unless already paid before June 30)

August

- 14 August:** Lodge Employee Payment Summaries
- 21 August:** Lodge and Pay Monthly IAS/BAS - July
- 25 August:** Lodge Taxable Payments Annual Reports

September

- Meet with trusted advisor to finalize the EOY file
- Send final EOY File to Accountant
- 21 July:** Lodge and Pay Monthly IAS/BAS - August

ATO Lodgement Dates

These dates are from the ATO website and do not take into account possible extensions.

You remain responsible for ensuring that the necessary information is with us in time.

BAS/IAS Monthly Lodgement – March
Activity Statement: 21st April, 2016 final date for lodgement and payment.

BAS/IAS Monthly Lodgement – April
Activity Statement: 21st May, 2016 final date for lodgement and payment.

BAS/IAS Monthly Lodgement – May
Activity Statement: 21st June, 2016 final date for lodgement and payment.

3rd Quarter of FY 2016: BAS
Lodgement – March Quarter 2016
(including PAYGI) 28th April, 2016 final date for lodgement & payment

4th Quarter of FY 2016: BAS
Lodgement – June Quarter 2016
(including PAYGI) 28th July, 2016 final date for lodgement & payment

When a due date falls on a Saturday, Sunday or Public Holiday, you can lodge or pay on the next business day.

A public holiday is a day that is a public holiday for the whole of any state or territory in Australia

Due date for super guarantee contributions, for:

3rd Quarter of FY 2016, January to March 2016 - contributions to be made to the fund by 28th April, 2016.

4th Quarter of FY 2016, April to June 2016 - contributions to be made to the fund by 28th July, 2016.

The super guarantee charge is not a tax deduction if not paid by these dates.

Super Guarantee Contributions must be paid (**to fund**) by 30th June to qualify for a tax deduction in the 2015–16 financial year.

Refer to the ATO for details regarding any SGC charges applicable if not paid by due date.



End of Financial Year Project Plan

Is it that time of year already? The end of financial year is fast approaching and that means getting all your paperwork ready.

Before End of Year - Review Business Progress

- Review Profit & Loss to end March/April - Check with your trusted advisor (accountant & bookkeeper) on how you are doing for the financial year. Mark it in your diary to do this every April/May!
- Review Superannuation paid for Directors - Under 49 years maximum contribution is \$30,000 and over 49 it is \$35,000. Discuss with Accountant
- Review the list of Assets & remove obsolete or defunct items
- Review cashflow for additional tax deductible pre-30 June purchases
- Review the Integrated Balance Account (monies owed to the ATO)– can this be paid off by 30th June
- Review if changes are required to business process/procedures - so timelines can be established & work completed– eg software upgrade/change

Before End of Year - General Tax Checks

Maximise those deductions

If the business's cash flow is good then it may make sense to spend on extra expenses before June 30 to maximise deductions.

- Get the cars serviced
- Replace the tyres
- Pay the membership fees, subscriptions
- Pay the insurance bills etc
- Get a discount on rent by prepaying for a period
- Pay yourself additional wages and superannuation

Ensure last year is finalised

- Last year tax return is lodged and you have a copy
- Are all adjustments from last year processed?
- Have you adjusted the data file for any impact of the end of the FBT year?
- Have you adjusted the data file for any adjustments by the accountant?

Private usage adjustments

A once a year adjustment for private expenses – yes you can. The tax agent may have included an adjustment in last year's final tax returns for disallowing private expenses – has the GST adjustment been made?

It is absolutely acceptable to claim all GST on all taxable purchases for a business or enterprise during the year, if turnover is less than \$2m, even if a portion of the expenses are for private use.

The ATO allows a once a year adjustment to reduce the amount of GST claimed. When the Tax Agent has completed the end of year tax returns and informed the amount of private expenses, then make a GST claim reduction in the next BAS. Therefore you will have only claimed back the GST on the business portion. So if you are advised there was \$1100 of private expenses, then reduce your next GST claim by $\$1100/11 = \100 . You do not have to inform the ATO, just keep the records.

If you post the totally private expenses to the loan account and don't claim any GST back at the time of purchase that is okay as well.

Stock / Inventory

- Review stock list in detail including when the item last sold and at what price
- Consider sale at discount of items that are slow - realise the cash
- Write off the value of stock that won't sell
- Take a full stock count at 30 June and enter through Stock Count and Inventory
- Adjust as required

Existing Plant and Equipment

- Obtain the list of assets the accountant uses to calculate depreciation
- Review the list and remove items that no longer exist or are obsolete
- Highlight, to the accountant, any items sold

New Plant and Equipment

- Businesses are permitted to write off Plant and Equipment that cost less than \$100 (incl. GST)
- Business with turnover less than \$2m using Small Business Entity Concessions; highlight assets bought under \$20,000 to accountant for the financial years 2015-16 and 2016-17
- GST reporting of Capital Acquisitions (G10) threshold is \$1,000

Before End of Year - Payroll Checks

Ensure you check the maximum amounts of superannuation

If you are processing the payroll for businesses, it is wise to check that no employee receives more than the maximum superannuation contribution, unless instructed by the employee's financial planner or accountant to do so.

Under 49 years maximum contribution is \$30,000 and over 49 it is \$35,000.

If employees or owners appear to be near or over the maximum the bookkeeper should notify the person in question.

Maximise those tax deductions - Superannuation

While Superannuation Guarantee is not due till the 28th of July, in order to get the income tax deduction in this financial year, the superannuation must have been paid through your bank account before 30 June.

Effective technique: use the [Superannuation Clearing House](#)

- **Review and discuss information with Accountant and Bookkeeper**

Disclaimer: All or any advice contained in this newsletter is of a general nature only and may not apply to your individual business circumstances. For specific advice relating to your specific situation, please contact your accountant or contact me for further discussion.

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