

# 2026 EOFY Tax Planning Checklist for Business Owners

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Use this checklist before 30 June to help identify potential tax planning opportunities and prepare for your tax planning meeting. Not all items will apply to every business.

## Financial Position Review

- Reconcile bookkeeping up to the most recent month
- Review Profit & Loss, Balance Sheet and Cashflow
- Estimate taxable income for the year
- Review business performance vs last financial year

## Income & Expense Planning

- Review whether income can be deferred to next financial year
- Consider bringing forward deductible expenses
- Review outstanding debtor balances
- Write off bad debts where appropriate

## Asset Purchases / Sales

- Review equipment or vehicle purchases before 30 June
- Review equipment or vehicle sales before 30 June
- Consider eligibility for instant asset write-offs
- Ensure assets are installed and ready for use **before EOFY**

## Superannuation Planning

- Ensure employee super guarantee payments are up to date
- Consider additional deductible super contributions
- Check super contribution caps

## **Business Structure & Compliance**

- Review trust distribution planning (if applicable)
- Check Division 7A loan compliance (if applicable)
- Review shareholder and director loan accounts (if applicable)
- Confirm PAYG instalments are appropriate

## **Cashflow Preparation**

- Set aside funds for expected tax liabilities
- Review GST obligations
- Confirm tax provisions in accounts

## **Before Your Tax Planning Meeting**

- Provide up-to-date bookkeeping records
- Prepare questions or upcoming financial decisions, including long term goals and objectives
- Discuss major purchases, sales, investments or changes planned

Important: This checklist is general in nature and should not be relied upon as tax advice. Please consult with a qualified tax professional for your specific circumstances.

## **What's included in your Tax Planning session?**

In a one-on-one session, we'll cover:

- Your estimated 2026 tax position
- Key deductions & timing opportunities
- Finalise trust distributions and resolutions by 30 June (if relevant)
- Business structure review for tax efficiency (Company, Trust or Partnership)
- CGT & super strategies
- Personalised advice based on your goals and objectives

Whether you're after a high-level overview or a deep dive into your tax position, we have a tax planning package to suit your needs.

**Informal tax planning meetings (from \$900 + GST)\*** offer an overview of your interim financials and client forecasts, followed by a phone meeting to explore opportunities to reduce your tax.

**Formal tax planning meetings (from \$2,500 + GST)\*** involve a detailed review of your finances, in-depth forecasting to 30 June 2026, strategic planning, and a tailored Tax Plan Strategy Report—delivered in a comprehensive meeting either in person on the Gold Coast or via Zoom.

### **Appointments Are Filling Fast – Don't Miss Out**

The earlier we start, the more tax you can potentially save. Let's make EOFY 2026 work for you—not against you.

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*\* Please note: Fees may increase for complex or multi-entity clients.*