

The EOFY runway *checklist*.

A short working document for owners who want to look at their position before the levers stop moving. Late April through mid-May is the window where most of these still flex.

BEFORE YOU START

This checklist surfaces the items worth a closer look. It is not tax advice. Specific decisions, thresholds, and figures should be confirmed with your tax agent. Caps, deduction rules, and Div 7A benchmark rates change each year. Use this document as a working list, not a substitute for accounting advice.

01 Pull the numbers *before anything else*.

If you can't see the position, you can't choose the levers. This is the work that has to happen first.

- Current P&L, year to 30 April.** Pull from your accounting software. Reconcile bank to actual first.
- Compare YTD against the same period last year.** Where are revenue, gross margin, and overheads tracking versus FY25?
- Project full-year P&L to 30 June.** Two months of run-rate plus known one-offs. A back-of-envelope projection is enough at this stage.
- Estimate the FY26 tax position.** Rough number is fine. The point is to know whether you're heading into a deduction-hungry year or a thin one.

02 Levers that lock *soon*.

These are the items that stop being available as 30 June approaches. Most need decisions made in May, not June.

- Employer super guarantee (SG).** Q4 SG is due 28 July, but for the deduction this year, contributions need to clear the fund's bank account by 30 June. In practice the cut-off is the week before. **LOCKS: ~MID-LATE JUNE**
- Personal concessional super contributions.** Check current cap with your accountant. Carry-forward unused caps may be available if total super balance is below the threshold. Same clearance rule as above. **LOCKS: 30 JUNE**
- Asset purchases and depreciation.** Asset must be installed and ready for use by 30 June, not just paid for or sitting on a delivery dock. Confirm current instant asset write-off threshold with your tax agent. **LOCKS: 30 JUNE**
- Div 7A and director loan accounts.** Loan account positions, minimum yearly repayments, and any new loans need to be structured well before year-end. Once the books for June are running, most options have closed. **LOCKS: STRUCTURALLY PRE-30 JUNE**
- Trust distribution resolutions.** Trustees of family and discretionary trusts must resolve to distribute trust income by 30 June. Failure can mean default beneficiary tax treatment. **LOCKS: 30 JUNE**

Most owners try to make these decisions *in the wrong order*.

The common pattern is to start with the levers ("should we buy that vehicle?"), then back into the numbers. The work tends to be cleaner when it runs the other way: pull the position first, identify whether the year is a tax-heavy one, then choose levers that match.

Buying a \$40k asset to save tax on a year you're already running thin doesn't help. Knowing the position changes which levers are worth pulling.

03 Other items *worth a look*.

Less time-critical than the locks above, but each one can shift the outcome materially.

- Bad debt write-offs.** Debts written off in the books before 30 June are deductible. Review the aged debtors list and make decisions deliberately.
- Stock and inventory writedowns.** Obsolete or damaged stock can be written down at year-end. Stocktake date matters.
- Prepayments.** Eligible small businesses can prepay expenses up to 12 months and claim in the current year. Insurance, subscriptions, rent.
- Repairs and maintenance.** Bring forward genuine repairs into the current year where it makes commercial sense.
- Director fees and bonuses.** Properly declared and resolved before 30 June can be deductible even if paid later, subject to PAYG and super treatment.
- PAYG instalment review.** If income is materially different from the ATO's assumed base, vary the June instalment. Avoids paying tax on income you didn't earn.
- FBT position.** FBT year ended 31 March. Confirm reporting and any employee contributions are reconciled.
- Capital gains and losses.** Crystallised positions before 30 June can offset gains. Worth a deliberate look if there are unrealised positions.

04 Looking *past 30 June*.

EOFY is also a setup point for the year ahead. These items don't lock, but the timing matters.

- FY27 budget.** A draft budget built off the FY26 actuals takes a few hours and reframes how the next year gets managed. June is the right month to do this.
- 12-month cashflow forecast.** Different to a budget. Maps when cash actually moves. Particularly important if FY27 has known capex, hires, or seasonal pressure points.
- Insurance and finance review.** Worth pulling out the policies and the loan terms. Renewals tend to roll over automatically. They shouldn't.
- Structure review.** If the business has grown or shifted in shape, the structure that worked at incorporation may not be the right one now. EOFY is the natural review point.

! NEXT STEP

If anything on this list flags something worth a closer look, get in touch. A short call with one of our advisors is no charge and no pitch. We'll either point you to the right place to get it sorted, or sit down properly and work through it together.