



# EOFY CHECKLIST FOR SMALL BUSINESS OWNERS

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Practical steps to boost your business's profitability  
and financial sustainability.

This checklist helps you move beyond basic compliance, focusing instead on improving your profitability, strengthening financial sustainability, and ensuring long-term business success.

Review, plan, and document critical financial decisions with these practical actions:

## 1. Optimising Depreciation on Eligible Assets

Effective depreciation management is a powerful tool to reduce your taxable income and improve your cash flow.

- ☐ Strategic timing for machinery and infrastructure purchases to maximise tax deductions.
- ☐ Align your depreciation schedules with your cash flow and loan repayments for better debt management.
- ☐ Maintain detailed asset registers, including purchase dates, costs, and depreciation claimed.
- ☐ Conduct an annual asset review with your accountant.
- ☐ Regularly communicate with your accountant about compliance and optimising depreciation strategies.
- ☐ Stay informed on legislative changes and updates from the ATO.
- ☐ Consult your accountant before major machinery or infrastructure purchases.

## 2. Smart strategies for Stock Valuation

Accurate stock valuation is vital for informed decision-making, effective risk management, and securing funding.

### ***Methods of stock inventory valuation (review and choose):***

- ☐ Review if the cost method is suitable based on your current and expected inventory costs (e.g., manufacturing, purchasing).
- ☐ Evaluate net realisable value (NRV) by estimating the selling price minus any selling costs.
- ☐ Consider market value (mark-to-market) based on current market prices and anticipated future prices.

### ***Strategic tips:***

- ☐ Select and document the method best suited to your financial and operational goals.
- ☐ Apply your chosen valuation method consistently every financial year.
- ☐ Regularly evaluate how your valuation method impacts cash flow and tax outcomes.
- ☐ Clearly document your valuation decisions and calculations for compliance and audits.

## 3. Maximising superannuation

Superannuation helps you build wealth, reduce taxable income, and supports effective succession planning.

- ☐ Review your concessional and non-concessional contribution strategies each year.
- ☐ Use business income strategically to make super contributions.
- ☐ Consider superannuation as a tax-effective wealth transfer method for succession planning.
- ☐ Plan contributions early in each financial year.
- ☐ Maintain detailed records of all super contributions for compliance and future planning.
- ☐ Regularly seek professional advice to optimise your superannuation strategy.



## 4. Understanding capital gains tax implications

Capital Gains Tax (CGT) can significantly impact the sale or transfer of business assets, including property and shares.

- ☐ Understand and apply key exemptions (e.g., main residence, small business CGT concessions).
- ☐ Keep thorough records of asset purchases, improvements, and historical data.
- ☐ Obtain professional advice for scenarios involving succession, restructuring, or selling to minimise CGT liabilities.
- ☐ Plan business succession early to structure transfers tax-effectively.

## 5. Accessing tax incentives and rebates

Ensure your business takes full advantage of all available incentives and concessions.

- ☐ Check your eligibility annually for key tax incentives such as the instant asset write-off.
- ☐ Confirm eligibility for primary-producer-specific concessions (small business CGT relief, income tax offsets, simplified PAYG instalments, energy efficiency incentives).
- ☐ Keep comprehensive records to support your incentive and rebate claims.
- ☐ Regularly consult your advisors to ensure you're taking full advantage of available benefits.

## 6. Importance of good financial records

Good records underpin strategic decisions, easier finance approvals, and enhanced profitability.

- ☐ Keep open channels of communication with us and your extended professional team.
- ☐ Maintain accurate, current financial records for strategic and operational benefits, not just compliance.

## Ready to optimise your businesses financial health?

Contact us today to discuss how we can support your EOFY strategies, maximise your profitability, and ensure you're set up for a successful year ahead.

### Contact Us!



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