

## Checklist

# Small Business EOFY Checklist

- ☐ **Review your work-in-progress and outstanding debtors**  
Follow up on unbilled jobs or unpaid invoices that could still be collected before 30 June.
- ☐ **Pay super contributions early**  
Make sure employee super is received by funds before 30 June to claim a deduction this year.
- ☐ **Reconcile your payroll**  
Check that your payroll records align with STP submissions, BAS, and bank payments.
- ☐ **Update your asset register**  
Record any new purchases or disposals to support depreciation claims.
- ☐ **Check for outstanding inter-entity loans**  
Speak to your accountant about documenting or repaying loans to avoid Division 7A tax issues.
- ☐ **Review trust distributions or dividends, if applicable**  
If you operate through a trust or company, get distributions declared before 30 June where required.

