**Summary of Essential EOFY Tasks**

1. **Record Keeping and compliance**
* Find out what tax deductions are available – website/ MV expenses rate /Km at 66c/km from 2015- 2016 until 2017-2018 year/log book/diesel fuel- claiming diesel fuel credits/home based expenses/travel expenses /tools etc.;
1. **Use a registered tax agent refer - TPB Tax Practitioners Board**
2. **Keep up to date with tax changes**
3. **Be wary of tax refund scams**
4. **Review finances**
* **Prepare cash flow budgets – has the client achieved last year’s targets – how can you improve budgets – can you set out the P&L so that all items above operating profit are cash items and all non-cash items are below shown as other expenses and other income – depreciation,amortization,borrowing expenses, government grants etc.**
* **Loans that have been paid out that still have a redraw facility – this saves the process of going back to the bank for a new loan**
* **Machinery & equipment finances HP /Loan/ or Lease**
1. **Update Business and marketing plans**
* **Set Goals and priorities**
* **Are existing strategies working**
* **Adapt to new changes and opportunities**
* **Work smarter not harder – before you carry out a new plan do a cost benefit analysis**
* **Marketing and social media planning – write your marketing plan – identify and understand your customers both existing and potential/Market research and statistics gives better understanding of your market, customers & their needs – primary (telephone etc.) & secondary market research (ABS statistics etc.)**
* **The use of social media Facebook, Twitter, YouTube, Google etc.**
1. **Innovation & Intellectual Property**
2. **Succession Planning and emergency management and recovery**
3. **Business structure and tax effectiveness**

**Going Forward – How can I be a successful bookkeeper?**

1. **Keep up to date with the latest in technology**
2. **Know your client – their aspirations & needs**
3. **Help your client save money with better stock control, receipts and payments relating to customers and suppliers**
4. **Know the allowable tax deductions and keep copies of receipts**
5. **How to advise clients to organize their business structure and operation to achieve their goals**
6. **Keep in touch with their accountant**
7. **With clients that are expanding provide assistance on how to expand in a controlled way**
8. **Lastly but not least one of the best tools is to advise your clients on breakeven analysis**
9. **There are different types of breakeven but perhaps the most useful is what I call the TBE**

**Total Breakeven is fixed expenses of the business + private living expenses (mortgage, food clothing etc.) + tax/Gross Profit % - this TBE provides a sales figure that needs to be achieved to cover all business fixed expenses and lifestyle expenses**

Example

**Jack & Jill run a profitable retail shop selling children’s clothes with a gross profit % of 35%.**

**It is a successful business with fixed overhead business expenses of $200,000p.a. They have a home mortgage with payments of $25K p.a. and other household expenses of $75K p.a.**

**In addition they have annual tax of $30,000.**

**TBE = 200000 +25000+75000+30000/.35**

**= $942,857TBE turnover per annum**

**= $18,132 per week.**

**Jack & Jill are both happy as their current average weekly turnover is $20,000 per week.**

**They should now consider paying off their mortgage ASAP with a view to making passive investments (rental property /shares) and or expanding their business by buying commercial premises say via their SMSF Super fund.**

**Their bookkeeper (with the aid of their accountant) has advised all the above and they are very satisfied.**