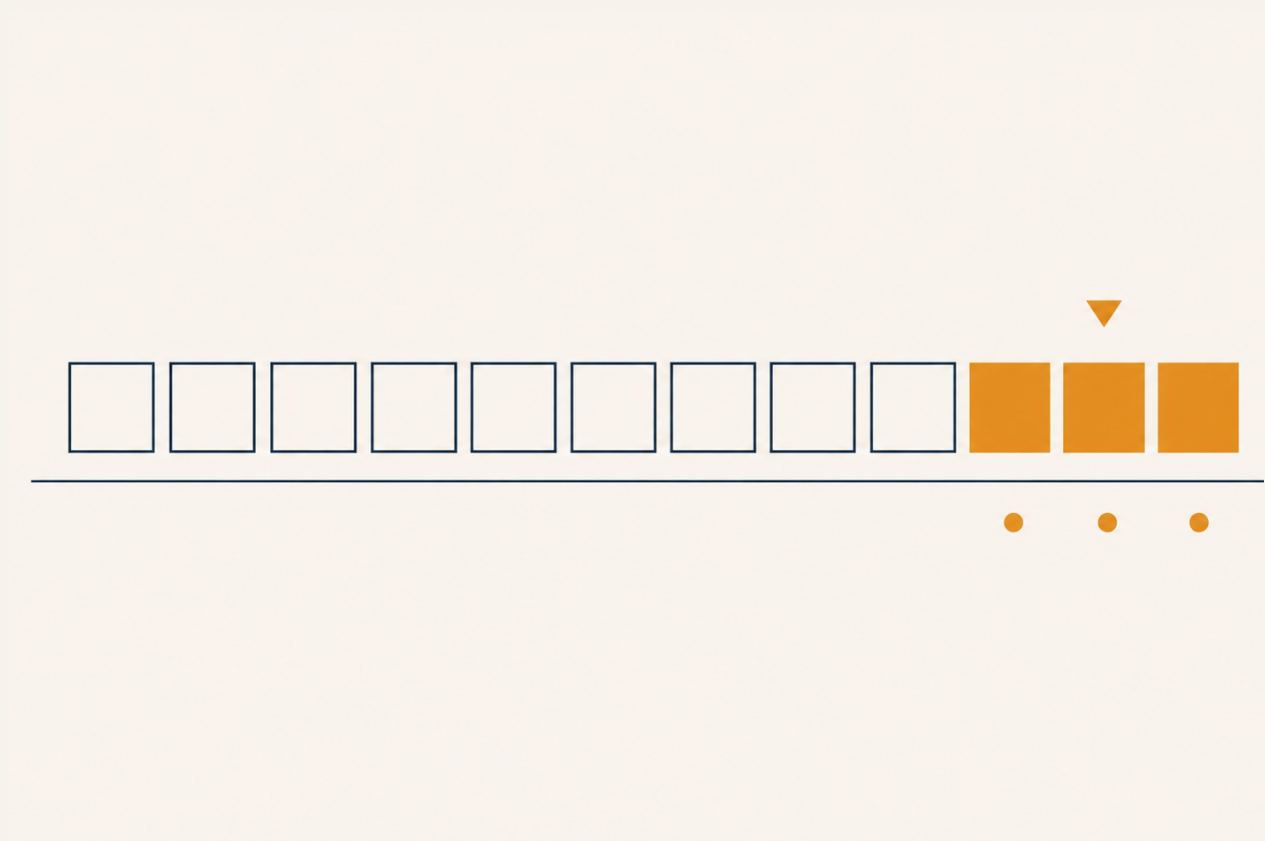


FOR AUSTRALIAN SMES · 2025-26 EDITION

The EOFY Toolkit

A 90-day plan, a weekly reserve calculator, and the ATO traps to avoid. Survive June 30 without the panic.



EDITION
2025-26 (Australia)

FORMAT
6-page toolkit

PAIRS WITH
Pillar 2 article

SECTION ONE

The 90-day EOFY plan

Most SMEs treat June 30 as a deadline. The owners who don't panic treat it as a project that started on April 1. Three months, three focused efforts, in this order.

Print this. Tick as you go.

APRIL · THE AUDIT MONTH

- Reconcile every bank account against Xero/MYOB. No unmatched transactions.
- Confirm every invoice issued in the year is in the books. Cross-check against your sent-folder.
- Chase every overdue invoice. Anything more than 60 days old: decide to write off or pursue.
- List every business asset purchased this year over \$300. Note date, cost, purpose.
- Confirm your separate GST/PAYG reserve balance covers what you'll owe in July's BAS.

MAY · THE PLANNING MONTH

- Book a 30-minute call with your registered tax agent. Yes, before EOFY. Yes, even if you "always do it in July".
- Decide whether to bring forward any planned asset purchases under the instant asset write-off threshold.
- Calculate your concessional super contribution headroom. Plan top-up by June 25 (allow 5 days to clear).
- Identify deductible expenses you can prepay before June 30 (insurance, subscriptions, professional fees).
- If incorporated: confirm your director's resolution paperwork is up to date for the year.

JUNE · THE EXECUTION MONTH

- Process planned asset purchases and prepayments by **June 25** (not June 30 — bank processing).
- Make super contributions by **June 25** for them to count this financial year.
- Conduct stocktake at close of business June 30 if you hold inventory. Document and photograph.
- Issue final invoices for work completed but not yet billed. Recognise income in the right year.
- Back up your accounting file. Export PDF copies of every reconciled bank statement.

SECTION TWO

The weekly reserve calculator

"Scrambling at BAS time" is the most common SME tax pain in Australia, and the fix is one habit: every time money lands, sweep a fixed percentage to a separate account before you do anything else. Use the table below to set your sweep rate. Open a second bank account today if you don't have one. Name it "Tax".

YOUR SITUATION	GST SWEEP	INCOME TAX SWEEP	SUPER SWEEP	TOTAL OF EVERY \$
SOLE TRADER · UNDER \$75K REVENUE	0% (not registered)	15-20%	0% (optional)	15-20¢
SOLE TRADER · \$75K-\$135K	9% of net sales	20-25%	10% if self-paying	30-40¢
SOLE TRADER · \$135K+	9% of net sales	30-35%	10-15%	40-50¢
PTY LTD · BRE	9% of net sales	25% on profit	12% on director wages	30-40¢
PTY LTD · STANDARD RATE	9% of net sales	30% on profit	12% on director wages	35-45¢
PTY LTD WITH EMPLOYEES	9% of net sales	25-30% on profit	12% on all wages	40-50¢

GST is roughly 9% of net (ex-GST) sales because you collect 10% and remit it less input credits — call it ~9% as a planning figure. Income tax sweep is a planning percentage for your worst-case outcome; you'll true it up at year-end. Super is shown at the 2025-26 rate of 12%.

WORKED EXAMPLE

Mark, a Pty Ltd electrician with 2 staff

Mark's company invoices \$30,000 (incl. GST) in a typical week. Every Monday, before any other transfer, he sweeps three amounts from the operating account to dedicated holding accounts:

GST HOLDING

\$2,727

~9% of ex-GST sales

INCOME TAX HOLDING

\$3,500

~25% of expected profit margin

SUPER HOLDING

\$1,200

12% of weekly wages payable

When the quarterly BAS arrives, the money is already there. No personal-card emergency, no payment plan, no compounding interest. Two minutes a week.

SECTION THREE

Concessions that quietly pay

Most eligible SMEs leave these on the table because no one told them to claim. None require complex planning. All require you to do something *before* June 30.

CONCESSION	WHAT IT DOES	ACTION BY JUNE 30	TYPICAL VALUE
INSTANT ASSET WRITE-OFF	Immediate deduction for eligible asset purchases under the threshold, instead of depreciating over years.	Buy and have asset installed ready for use.	Hundreds to thousands per asset.
PREPAID EXPENSES	Claim a deduction this year for an expense paid this year but covering up to 12 months ahead (insurance, subscriptions, rent).	Pay the invoice before June 30.	Equal to your marginal rate × prepaid amount.
CONCESSIONAL SUPER TOP-UP	Personal deductible super contribution up to your annual cap. Reduces taxable income.	Contribution must be received by your fund by June 30 (allow 5 business days).	Marginal rate × top-up; often \$5k-\$15k of tax.
SMALL BUSINESS CGT CONCESSIONS	Reduces or defers capital gains tax on the sale of active business assets (including the business itself).	Eligibility check before signing. Not last-minute.	50-100% reduction on qualifying gains.
TRADING STOCK VALUATION	You can value end-of-year stock at cost, market value, or replacement value — whichever gives the best tax outcome.	Stocktake at June 30 with values recorded.	Marginal rate × valuation difference.
BAD DEBT WRITE-OFF	Deduction for invoices you've genuinely tried and failed to collect within the year.	Document collection attempts; write off in the books before June 30.	Marginal rate × written-off amount.
LOSS CARRY-BACK (COMPANIES)	Eligible companies can carry tax losses back against previously-taxed profits to claim a refund.	Confirm eligibility with agent at tax time.	Up to the company tax paid in prior years.



The timing trap

"I'll just do it on June 30" doesn't work. Banks take 1-5 business days. ATO super contributions take longer. Plan for everything to be done by **June 25**.



The "I'll just buy something" trap

The instant asset write-off saves your marginal rate × cost. If you don't actually need the asset, you've spent 100¢ to save 30¢. Only bring forward purchases you'd make anyway.

SECTION FOUR

The five most expensive ATO traps

ATO debt collection actions hit multi-year highs in 2025. These are the traps that put owners on the back foot — and once you're on the back foot with the ATO, the catch-up rarely happens. Avoid all five.

TRAP	HOW IT BITES	THE FIX
GST CLASSIFICATION ERRORS	Claiming GST credits on input-taxed sales (residential rent, financial services) or GST-free purchases (basic food, medical). Triggers back-taxes plus interest on review.	If unsure whether a sale or purchase has GST in it, ask your agent before lodging. Don't guess.
LATE BAS LODGEMENT	Penalties accrue automatically. Three missed lodgements typically triggers an ATO debt-collection contact.	Lodge on time even if you can't pay in full. Lodgement and payment are separate ATO processes.
CONTRACTOR VS EMPLOYEE MISCLASSIFICATION	Treating an employee as a contractor to avoid super and PAYG. The ATO's "common law" test ignores what the contract says — it looks at the actual relationship.	If the worker is essentially full-time, you direct their hours, and they have no other clients — they're an employee. Pay accordingly.
SUPER GUARANTEE CHARGE (SGC)	Missing the quarterly super deadline by one day triggers SGC: lost deduction + admin fee + nominal interest. Compounds fast.	Pay super 7 days before the quarterly deadline. Always.
DIRECTOR PENALTY NOTICES (PTY LTD)	If your company doesn't pay PAYG withholding, super guarantee, or GST on time, the ATO can issue a Director Penalty Notice making you personally liable for the company debt.	Lodge on time even when you can't pay. DPN protection requires lodgement within 3 months of due date.

The owners who slept best last June were the ones who'd already moved GST and PAYG money to a separate account. Tax discipline is one habit, set up once. Tax panic is what happens when you don't.

LK EDITORIAL STANDARDS · 2025-26 FRAMEWORK

WHERE TO GO FROM HERE

Next steps & further reading

This toolkit covers what you can do alone. The annual conversation with a registered tax agent is still essential — but you'll arrive at it organised.

COMPANION ARTICLE

The SME tax handbook (Australia, 2025-26)

The full pillar article: brackets, GST rules, super obligations, structure considerations, and worked examples for every common SME situation.

[Read on lkbusinessadvisory.com.au →](https://lkbusinessadvisory.com.au)

INTERACTIVE TOOL

Sole Trader vs Pty Ltd calculator

Drop in your projected revenue and expenses to see live after-tax take-home under each structure. Built around the 2025-26 brackets.

[Try the calculator →](#)

DIAGNOSTIC

Business Health Score

Two of the 12 questions sit in Taxation Strategy. Take five minutes to find out where your tax discipline ranks against the median Australian SME.

[Take the assessment →](#)

FIND AN AGENT

Registered tax agent lookup

Use the Tax Practitioners Board public register to verify any agent before you engage them. Free, official.

[Check the TPB register →](#)

General information only, not personal tax advice. Tax rates, concessions, and thresholds are accurate for the 2025-26 Australian tax year at time of publication. Always engage a registered tax agent for decisions specific to your business.