

EOFY

Essential Legal Tasks Checklist

Done



Check your business's structure suits your circumstances



Check your business details - ACN, address, business name and TFN



Review and update your business plan



Check your insurance policies and premiums



Check which business purchases are tax deductible



Follow up on any debts owed to your business



Update your financial and business records



Do a stocktake of your business (if applicable)



Familiarise yourself with other business tax concessions



Review award rates for casual employees



Review workplace policies

