

EOFY

Essential Legal Tasks Checklist

- Check if 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

