



FY26 PLANNING CHECKLIST

GET YOUR BUSINESS SET UP FOR SUCCESS IN THE 2025–2026 FINANCIAL YEAR.

1. Key Dates & Compliance

- ☐ Mark BAS lodgement dates for each quarter
- ☐ Set reminders for superannuation due dates
- ☐ Add key payroll tax dates (annual reconciliation, monthly payments if applicable)
- ☐ Confirm STP finalisation is submitted on time
- ☐ Update your tax calendar with all ATO and state obligations

2. Financial Housekeeping

- ☐ Review EOFY outcomes – income, deductions, and net profit
- ☐ Compare this year's tax vs. last year's to spot major shifts
- ☐ Reassess business structure (sole trader vs. company/trust)
- ☐ Reconcile outstanding ATO debt or payment plans
- ☐ Update or set up digital bookkeeping software

3. Cash Flow & Budgeting

- ☐ Create or update a cash flow forecast for FY26
- ☐ Identify seasonal peaks and troughs in revenue
- ☐ Allocate budget for marketing, staffing, and expansion
- ☐ Set monthly revenue and profit targets
- ☐ Choose 1–3 non-revenue KPIs to track (e.g., website leads, client retention)

4. Tax Planning Moves

- ☐ Check if you're eligible for small business tax concessions
- ☐ Review your super contribution strategy
- ☐ Consider prepaying expenses for deductible benefits
- ☐ Identify income-splitting or trust distribution strategies
- ☐ Plan quarterly check-ins for tax projections and adjustments

5. Strategy & Growth

- ☐ Set 3 major business goals for FY26 (e.g., hire staff, launch new product)
- ☐ Identify key risks or bottlenecks to address
- ☐ Schedule a tax or strategy consult with your accountant
- ☐ Explore virtual CFO or advisory packages
- ☐ Revisit your pricing, packages, and services

6. Risk & Protection

- ☐ Review business insurance coverage (e.g., public liability, cyber)
- ☐ Confirm WorkCover & payroll obligations
- ☐ Back up all financial files to secure cloud storage
- ☐ Update employee contracts and policies
- ☐ Set up a plan for managing business debt or accessing funding

Tip: Print this checklist and tick off items each week during July.