

# Your COVID-19 checklist

## Immediate business actions for a safe and successful restart

As we enter the next phase of the COVID-19 pandemic, businesses need to be ready for the aftershocks of the crisis. Transitioning into the “next normal” will require a review and reboot of operational plans and capabilities. The speed and steps needed to restart will be different for each business sector and region. This checklist focuses on the key actions that will help you to adapt quickly and efficiently.

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Your action	Resources
<p><b>Federal Government Economic and Fiscal Update</b></p> <p>Treasurer Josh Frydenberg and Senator and Finance Minister Mathias Cormann yesterday announced some unsurprising numbers as part of an Economic and Fiscal Update ahead of the Federal Budget, to be handed down on 6 October 2020.</p> <p>These include:</p> <ul style="list-style-type: none"> <li>• An \$85.8 billion deficit in the 2019-20 financial year</li> <li>• An expected \$184.5 billion deficit in 2020-21</li> <li>• Gross debt expected to increase to \$851.9 billion by the end the 2020-21 financial year</li> </ul> <p>In addition, the COVID-19 SME Guarantee Scheme will be extended until 30 June 2021, albeit with targeted amendments. Also, the Government has announced an extension for individuals accessing their superannuation early - the application period has been extended from 24 September to 31 December 2020.</p>	<p> <b>READ:</b>  <a href="#">2020/21 Federal Budget - July Update</a></p>
<p><b>JobKeeper Payment extended to 28 March 2021</b></p> <p>The JobKeeper Payment has been extended for eligible businesses (including self-employed) and not-for-profits until 28 March 2021 (originally due to run until 27 September 2020). However, the payments will be reduced twice before its completion on 28 March 2021. From 28 September 2020, the \$1,500 wage subsidy will be reduced to \$1,200 and \$750 per fortnight for full-time and part-time workers respectively. From 4 January 2021, it will be further reduced to \$1,000 and \$650 per fortnight for full-time and part-time workers respectively.</p>	<p> <b>READ:</b>  <a href="#">COVID-19 JobKeeper payment for employers FAQs</a></p>
<p><b>Land tax relief</b></p> <p>Commercial or residential landlords who have reduced tenants' rent due to COVID-19 may be eligible to 1) reduce up to 25% of their 2020 land tax liability, 2) defer land tax payments by up to three months, 3) receive a refund on the amount of rent reduction given to a tenant and; 4) reduce the amount of 2020 land tax payable if not yet completed payment for the year, under the NSW Government's land tax relief.</p> <p><b>Eligibility criteria for landlords include:</b></p> <ul style="list-style-type: none"> <li>- Tenants prove financial stress due to COVID-19</li> <li>- Tenants' rent was reduced for any period between 1 April 2020 and 30 September 2020</li> </ul>	<p> <b>READ:</b>  <a href="#">Specific eligibility requirements for land tax relief</a></p>
<p><b>Compliance tasks</b></p>	

2019/20 year end is now closed. Ensure your information is ready to go to get started on year end compliance.

#### 1. PAYG instalments are due on 28 July 2020

28 July 2020 is the due date for instalment notice lodgement and payment. If varying your instalment amount, this needs to be completed by 28 July 2020.

#### 2. Single Touch Payroll (STP) reporting

- If you employ 20 or more employees, your end of financial year finalisation declaration was due by 14 July 2020. If you have 19 or fewer employees, your finalisation declarations are due 31 July 2020
- Make sure your STP information is correct before making your finalisation declaration
- If unable to make a finalisation declaration by the due date, you'll need to apply for an extended due date

#### 3. Taxable Payment Annual Reports (TPAR) are due on 28 August 2020

If you're a business or contractor with an ABN providing services or paying contractors or subcontractors to perform the work on your behalf in building and construction, cleaning, courier and road freight, you may need to lodge a TPAR. Penalties may apply if you don't lodge your TPAR on time.

#### 4. Payroll tax annual reconciliations

The due dates for 2020 payroll tax annual reconciliations is looming, each state is different. If you made payments to employees under the JobKeeper Payments Scheme, you'll need to include the information when lodging. An exemption from NSW payroll tax is available if you made additional payment amounts to an employee to meet the conditions of the scheme. If your total group (Australian) wages for the 2019/20 financial year are \$10 million or less, your annual tax liability will be reduced by 25% when you lodge your annual reconciliation.

### ATO focuses in on private company tax issues

The ATO has begun notifying larger private companies that they'll be required to lodge the Reportable Tax Position (RTP) schedule with their income tax return for the 2020/21 financial year. This significantly expands the tax disclosures that private companies need to make and may increase the possibility of being selected for an ATO audit.



READ:

[ATO focuses in on private company tax issues](#)

### Take advantage of M&A during the slow-down

With businesses re-evaluating their strategies for the new world, many companies are looking at how they can accelerate out of the downturn. Despite the economic uncertainties, M&A is still being pursued as a key driver of recover and growth. If M&A is on your radar, whether now or in the future, this is the critical time to revisit your plans and re-position your business to take advantage of the current market. There's only a short M&A window and those that act quickly will be head of the pack.



READ:

[M&A Valuations - Understanding the 'Next Normal'](#)

VISIT:

[Trends in M&A Activity](#)

### Benefits of using a VCFO

With the impact from COVID-19 and the added pressure to have accurate up-to-date data in real time, more businesses are leaning towards hiring a Virtual CFO (VCFO). They're a fraction of the cost of a full-time employee and offer expertise beyond that of a bookkeeper. For companies going through major change, restructuring for growth or reshaping their strategy, they can use a VCFO for specialised tasks, even for a temporary period. If you're a startup and have plans to grow, the expertise of a VCFO can guide you through the process of scaling your startup. A VCFO will provide the financial forecasts and modelling to help your business and can turn your finance function into a competitive advantage.



READ:

[Why hiring a Virtual CFO \(VCFO\) can be a game-changer](#)



READ:

[9 common accounting mistakes of fast-growing startups - and how to avoid them](#)

## NSW small business grants

Applications are still open for the \$3,000 Small Business Recovery Grant. You can apply via Service NSW website - deadline is 16 August.

To be eligible, you need to meet the criteria below:

- Have an Australian Business Number as at 1 March 2020 registered in NSW
- Have total Australian wages below the NSW Government 2019-20 payroll tax threshold of \$900,000 as at 1 March 2020
- Have less than 20 Full Time equivalent staff (including non-employing businesses) as at 1 March 2020
- Have an annual turnover of more than \$75,000 as at 1 March 2020
- Have experienced a decline in turnover of at least 30 per cent from March to July 2020 compared to the equivalent period (of at least two weeks) in 2019
- Are in a highly impacted industry as at 1 March 2020 (Due to COVID-19 Restrictions on Gathering and Movement Order 2020)
- Have costs from 1 July associated with safely re-opening or scaling up their business

Small businesses affected by drought or natural disaster or not in operation 12 months ago but commenced operations prior to 1 March have alternative time ranges for comparing the decline to turnover to turnover.



**READ:**

[Take advantage of grants, subsidies and support](#)

## [Read the previous Checklist here>](#)

## Latest news & additional resources

[William Buck CFO live webcast: The crucial role of a CFO in the age of COVID-19](#)  
[Asia-Pacific: Tax planning and introduction to Super webinar presentation and recording](#)  
[COVID-19 video series: Kick start your business](#)  
[Your Business Revival Guide](#)  
[EOFY Tax and Accounting Revival Guide](#)  
[Forecasting with a digital edge in a digital age: A focus on algorithms and automation](#)  
[Latest regulatory timeline - 10 July 2020](#)  
[Australian Stimulus Package FAQs & Latest Business Actions videos](#)  
[Western Sydney Business Connection & Manufacturing Opportunities](#)

## We're here for you

While the impact of COVID-19 is being felt in Australia and across the world, we're well placed to help you through this challenging time. We've supported our clients and community through times of change for over 125 years. COVID-19 represents another seismic change; one we're ready to tackle head on. With a history of evolution, William Buck continues to grow and adapt to provide the best advice and services we can to our clients in the middle market.

Our team are 'all in'. They're working tirelessly to support clients through this time and to bring you the latest news and advice. Should you need any additional support, please contact your local advisor.