

# CHECKLIST

## STARTUP ACCOUNTING & COMPLIANCE

### Before You Spend a Dollar

- Keep costs to a minimum — don't pay for things you don't need yet.
- Focus on compliance basics first.

### Company Setup

- Register your company with ASIC.
- Decide how to hold shares: in your own name (simple, fine to start) or via a trust (for tax flexibility).

### Annual Obligations

- ASIC Annual Review: confirm details + pay fee (~\$300–\$400).
- Company Tax Return: once per year, first due after June 30.

### Banking & Bookkeeping

- Open a separate company bank account.
- Fund the company with a director loan (repay later, not taxable).
- Use a system like Xero for expense tracking.
- Do basic bookkeeping yourself to save costs at first.

### GST & BAS

- If registered for GST: lodge BAS quarterly.
- Claim back GST on expenses.
- Can be done via Xero or through an accountant.

### Focus on Growth

- Keep compliance simple — it shouldn't slow you down.
- Direct most of your energy to customers, product, and revenue.