

BAS Preparation Checklist

Before lodging your BAS, make sure you've ticked off the following:

Recordkeeping

- All sales invoices entered into Xero (or your accounting software)
- All purchase invoices and receipts uploaded and coded correctly
- Bank feeds updated and reconciled

GST Checks

- GST on sales reviewed and coded correctly
- GST on purchases reviewed (watch for no-GST, GST-free, imports, fuel, entertainment)
- Adjustments or corrections made for any prior period errors

Payroll & PAYG

- Wages processed and up to date
- PAYG withholding correctly recorded
- Superannuation lodged/paid as required
- STP lodgments reconciled with payroll reports

Reports & Reconciliations

- Run a BAS summary report (GST collected, GST paid, PAYG, instalments)
- Cross-check figures against general ledger and bank statements
- Review loan interest, asset purchases, and other big-ticket items for correct GST treatment

Lodgment & Payment

- Double-check BAS due date (monthly or quarterly cycle)
- Confirm funds available for payment
- Lodge via ATO portal, Xero, or through your BAS agent
- Save a copy of the lodged BAS for your records

 **Tip:** If you're using **GMD Bookkeeping**, we'll take care of these checks for you—so your BAS is always accurate, on time, and stress-free.