** BASIC EOFY Checklist**

**Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_ \_/\_\_\_**

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| **Software:**  | Version: |
| **Reconciliations:**Bank/sLoan/sCredit Card/sRunning Balance Account/sDebtors Rec SummarySuppliers Rec SummaryGST |  |
| **Superannuation:**Reconciliation of Quarterly contributionsLodge with Super Clearing HousePayment of SuperNotification to EmployeesLiability Account Rec |  |
| **Payroll:**Run Reconciliation reports – Expense & Liability AccountsRun ‘Payment Summaries’Group Certificates (email)Copies for employer filePayment Summary/EMPDUPE File…electronic lodged \_\_\_\_\_\_\_\_Rollover Payroll Year (if required)Download New Tax Tables (if required) |  |
| **Workcover Rateable Remuneration Lodgement** |  |
| **BAS**GSTReconcile Submitted PAYGW – Employees & PAYGI – CompanyFBT ?*Review data sent to the ATO during the Year for correct allocation* |  |
| **Backup file, catalogue & store** |  |
| **Email to Client/Accountant:*** Working Papers: Profit and Loss, Balance Sheet, Trial Balance, etc
* Bank/Card Statements as at 30/06/\_\_
* Copy of BAS & PAYG Summary data/ Grp Cert (if req)
* General Ledger Account Transaction Summary/Detail
* Backup File of Accounts, include with return documents
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