** BASIC EOFY Checklist**

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

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| --- | --- |
| **Software:** | Version: |
| **Reconciliations:**  Bank/s  Loan/s  Credit Card/s  Running Balance Account/s  Debtors Rec Summary  Suppliers Rec Summary  GST |  |
| **Superannuation:**  Reconciliation of Quarterly contributions  Lodge with Super Clearing House  Payment of Super  Notification to Employees  Liability Account Rec |  |
| **Payroll:**  Run Reconciliation reports – Expense & Liability Accounts  Run ‘Payment Summaries’  Group Certificates (email)  Copies for employer file  Payment Summary/EMPDUPE File…electronic lodged \_\_\_\_\_\_\_\_  Rollover Payroll Year (if required)  Download New Tax Tables (if required) |  |
| **Workcover Rateable Remuneration Lodgement** |  |
| **BAS**  GST  Reconcile Submitted PAYGW – Employees & PAYGI – Company  FBT ?  *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 |  |