End of 2025 Business & Bookkeeping Checklist

Wrap up 2025 feeling organised and start 2026 with clarity and confidence.

Bookkeeping & Compliance

☐ **Reconcile all bank accounts and credit cards**
Make sure every transaction in Xero or your software is matched and reconciled so your balances are accurate.

☐ **Review unpaid invoices and bills**
Check that all sales invoices have been sent and follow up on any overdue payments. Pay any outstanding supplier bills where possible.

☐ **Match your loan and asset accounts**
Confirm any loans, vehicle finance or equipment purchases are recorded and up to date for your accountant to review.

☐ **Check GST and BAS lodgements**
Ensure all quarters for 2025 are lodged and paid. If anything is outstanding, get it sorted before the year ends to avoid ATO interest.

☐ **Review business expenses for accuracy**
Double-check you're coding expenses to the right accounts and not mixing personal costs with business ones.

Payroll & Super

☐ **Check employee details are correct**

Names, addresses, and TFNs should be up to date so STP reports stay accurate.

☐ **Review wages and allowances**
Make sure staff are being paid the correct rates and penalties under their award. Small errors can add up quickly.

☐ **Reconcile super contributions**
Confirm all super has been paid up to date and matches your payroll reports. The last quarter's super must be paid before 28 January.

☐ **Plan holiday pay and closures**
If you close over Christmas, schedule final pay runs early and remind staff of leave entitlements.

☐ **Update public holidays and leave calendars for 2026**
Add upcoming public holidays and any award changes to your payroll calendar for a smooth start to the new year.

Business Admin & Systems

☐ **Back up your digital files**

Save copies of key documents like BAS lodgements, payroll reports and receipts to cloud storage or an external drive.

☐ **Review software subscriptions and licences**
Check that your Xero plan and add-ons (Dext, Hubdoc, Deputy, etc.) are still needed and cost-effective for your business.

☐ **Clean up your inbox and desktop**
Archive old emails, organise folders, and delete duplicates so you can start 2026 with a clear workspace.

☐ **Review payment methods and bank fees**
Check merchant accounts (Square, Stripe, Tyro, etc.) and look for ways to reduce fees or automate reconciliations.

☐ **Check cybersecurity and password access**
Update passwords for your accounting software, banking and apps. Remove access for ex-staff or contractors and enable multi-factor authentication where possible.

☐ **Update email signatures and templates**
If your business hours, contact details or branding have changed, refresh these before the new year.

Planning for the New Year

☐ **Review your numbers**
Look at your Profit & Loss and Balance Sheet for 2025 to see how your business performed and where improvements can be made.

☐ **Update your pricing and budget**
Review your costs and margins to ensure your pricing still supports profitability in 2026.

☐ **Add BAS and super due dates to your calendar**
Plan ahead for 2026 lodgements and payment deadlines so you're never caught off guard.

☐ **Evaluate your systems and processes**
Identify what worked well this year and what could be simplified or automated for next year.

☐ **Review your digital record-keeping**
Check that receipts, invoices and important business documents are stored securely and easy to locate.

☐ **Assess your bookkeeping workload and support**
If bookkeeping tasks are taking too much of your time, it may be worth outsourcing or upgrading your current support — freeing you to focus on the work that matters most.

☐ **Set business goals for 2026**
Once you've reviewed your numbers, systems and budget, define your main priorities for the year ahead — whether it's improving cash flow, refining systems, or growing your client base.

☑ *Start 2026 strong — with clarity, confidence and reliable systems that support your business growth.*