

END OF FINANCIAL YEAR CHECK LIST



EOFY Lodgements	Due Date	Tick	Completion Date
Personal Super Contributions Claiming personal super contributions on your tax return? Make sure you notify your super fund and receive an Acknowledgement of Deduction <u>BEFORE</u> you lodge your tax return. The ATO will exclude to deduction and automatically amend your return if you fail to notify your fund.	ASAP		
Stock on Hand Stocktakes should be prepared/processed on or as close to 30 June as possible. This ensures your closing stock figures are as accurate as possible.	30th June		
Single Touch Payroll (STP) Finalisation Review and Reconcile payroll data and make adjustments if necessary. Finalisation of STP indicates the payroll information is "Tax Ready" and employees can lodge their tax returns.	14th July		
June Business Activity Statement (BAS) or Instalment Activity Statement (IAS) Lodge your GST, PAYGW and FTC for monthly or quarterly returns.	21st July		
June Superannuation Guarantee The super fund must receive the contribution by the 28th of July. To ensure you meet the due date always pay your super by the 21st.	28th July		
Payroll Tax Review and Reconcile your payroll data and lodge your annual reconciliation online, via your State Revenue office (RevenueSA).	28th July		
June Pay As You Go Instalment (PAYGI) Pay your PAYG Instalment prior to lodging your tax return to receive a more accurate estimate of tax refundable/payable.	28th July		
Taxable Payments Annual Reports (TPAR) Notify the ATO of all payments made to contractors for services including; building & construction, cleaning, courier, IT and security.	28th August		
WorkCover Remuneration Return Reconcile your estimated wages with your actual wages for 2021 in your Return to WorkSA employer remuneration portal.	15th September		

TAX Checklist	Prepared
Bank Reconciliations up to 30 June	
Debtors & Creditors Reconciliations	
Stock on Hand	
Bank Statements	
Overdraft	
Cheque	
Credit Card	
Loans	
New Asset Purchase Documents/Invoices	
Plant & Equipment	
Motor Vehicles	
Land Settlement Statements	
Hire Purchase Documents	
Investment Documents	
Shares Bought & Sold	
Dividend Statements	
Distribution Statements	
Distribution Tax Annual Statement	
Rental Documents	
Agent Rental Summary	
Rates Notices	
All receipts for repairs & Maintenance	
Insurance	
Interest paid on loans	
Invoices for new assets or improvements	