

# END OF FINANCIAL YEAR CHECK LIST



EOFY Lodgements	Due Date	Tick	Completion Date
<b>Personal Super Contributions</b> Claiming personal super contributions on your tax return? Make sure you notify your super fund and receive an Acknowledgement of Deduction <b>BEFORE</b> you lodge your tax return. The ATO will exclude to deduction and automatically amend your return if you fail to notify your fund.	ASAP		
<b>Stock on Hand</b> 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		
<b>Single Touch Payroll (STP) Finalisation</b> 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		
<b>June Business Activity Statement (BAS) or Instalment Activity Statement (IAS)</b> Lodge your GST, PAYGW and FTC for monthly or quarterly returns.	21st July		
<b>Payroll Tax</b> Review and Reconcile your payroll data and lodge your annual reconciliation online, via your State Revenue office (RevenueSA).	28th July		
<b>June Pay As You Go Instalment (PAYGI)</b> Pay your PAYG Instalment prior to lodging your tax return to receive a more accurate estimate of tax refundable/payable.	28th July		
<b>Taxable Payments Annual Reports (TPAR)</b> Notify the ATO of all payments made to contractors for services including; building & construction, cleaning, courier, IT and security.	28th August		
<b>WorkCover Remuneration Return</b> Reconcile your estimated wages with your actual wages for 2021 in your Return to WorkSA employer remuneration portal.	15th September		

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