

EOFY Checklist for Small Business



1. Make a plan with your bookkeeper and Accountant	
Schedule an appointment to make a plan with your bookkeeper and accountant	<input type="checkbox"/>
2. Get your bills, invoices and paperwork sorted	
Gather documentation of big ticket items, eg cars, property etc.	<input type="checkbox"/>
Gather receipts of smaller purchases – as many as possible.	<input type="checkbox"/>
Follow up on any sales that might have slipped through the cracks in the year.	<input type="checkbox"/>
3. Get reconciling (for XERO users)	
Reconcile as many of your outstanding transactions as you can	<input type="checkbox"/>
Use the discuss tab to notify your bookkeeper of any unsolved transactions	<input type="checkbox"/>
Check your 'not sure' accounts, eg Suspense, General Expenses	<input type="checkbox"/>
Identify any transactions due in our out via cheque in June.	<input type="checkbox"/>
Generate PDF copies of bank issued statements for all bank accounts	<input type="checkbox"/>
Note any difference to your XERO Balance and Statement balance that needs resolving.	<input type="checkbox"/>
4. Finalise Payroll	
Complete June's pay-run(s) and payment before 30 June.	<input type="checkbox"/>
Determine Superannuation requirements	<input type="checkbox"/>
Decide which Payroll compliance is to be completed in-house.	<input type="checkbox"/>
Pre-pay as much super as you can	<input type="checkbox"/>
Ensure you are registered for Single Touch Payroll (STP)	<input type="checkbox"/>
5. Count your stock	
Determine timing of stocktake.	<input type="checkbox"/>
Enlist help if you need it.	<input type="checkbox"/>
Notify your bookkeeper of your stocktake date and time.	<input type="checkbox"/>
Add any outstanding transactions into XERO	<input type="checkbox"/>
Prepare stock area for stocktake.	<input type="checkbox"/>
Generate up-to-date Inventory List.	<input type="checkbox"/>
Complete stocktake.	<input type="checkbox"/>
Send information to your bookkeeper.	<input type="checkbox"/>

6. Fix up your fixed assets	
Gather documents for purchased assets during the year.	<input type="checkbox"/>
Work with your accountant to manage depreciation and disposal of the business assets.	<input type="checkbox"/>
Register draft assets.	<input type="checkbox"/>

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