

### 1. Records and reconciliations

- All bank accounts reconciled to current date
- All credit cards reconciled
- Loan and finance accounts reconciled
- Transactions coded correctly in your accounting software

### 2. Income and expenses

- All invoices raised for work completed
- All supplier bills entered into the system
- Unpaid invoices reviewed and followed up
- Regular payments and subscriptions checked for accuracy

### 3. Payroll

- All pay runs processed and finalised
- Superannuation calculated and paid within required timeframes
- Employee details confirmed as current
- Leave balances reviewed and accurate
- Single Touch Payroll ready for year end finalisation

### 4. BAS and IAS

- All BAS and IAS lodged for the year
- Payments made or scheduled
- Any adjustments or variations reviewed and confirmed

### 5. Asset purchases

- All asset purchases recorded correctly
- Correct categories applied
- Finance arrangements reflected accurately
- Supporting documents attached and stored

### 6. Documentation and record keeping

- Receipts and invoices stored digitally
- No transactions sitting in emails or paper files
- Notes added to large or unusual transactions
- Systems in place for ongoing document capture

### 7. Financial position

- Profit and loss reviewed year to date
- Cash flow position understood
- Aged receivables reviewed
- Aged payables reviewed

## If you are unsure at any point

If you cannot confidently tick off any of the above, or you are not sure what something means for your business, contact your First Class Accounts bookkeeper. They can review your position, identify anything outstanding, and make sure everything is ready before EOFY.