



EOFY Checklist

- ☐ Check all sales invoices are entered
- ☐ Enter all Expenses for the year
- ☐ Reconcile all credit cards
- ☐ Reconcile all bank accounts
- ☐ Check all Payroll is filed to the ATO
- ☐ Reconcile Super payments
- ☐ Reconcile Wages
- ☐ Reconcile PAYG
- ☐ Carry out a Stock take
- ☐ Save Bank Statements for Accountant
- ☐ Reconcile STP to ATO lodgements

