

BAS CHECKLIST

Business Name:

Related Client:

Period Ending:

Please provide the following information for the relevant quarter BAS period.

- | | N/A | End. |
|--|--------------------------|--------------------------|
| • Attach tax Invoices for expenses and purchases to accounting software. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Fuel tax credits. (If applicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you bought or sold any assets, if yes please provide the invoice & and any relevant financial documents. | <input type="checkbox"/> | <input type="checkbox"/> |
| • If you have signed any agreements for hire purchase, sale, or purchase of land or any other major assets, leases or loans please attach copies of any new loan agreements and relevant receipts. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Statements for all bank accounts connected to the business for the quarter. | <input type="checkbox"/> | <input type="checkbox"/> |

To do:

- Calculate and pay Superannuation for the quarter and document the payment in relevant software. (Due on the 28th of the following month after the quarter has ended).
- Make sure your payrolls are processed and finalised through STP.
- Review Accounts Payable and Accounts Receivable
- Reconcile the bank transactions and make sure it reconciles to the bank statement.
- If you have Subcontractors make sure their ABN, GST registration and address are entered in your accounting software.
- If you have a loan through point-of-sale software please advise outstanding debt balance as at end of quarter.

Note: Any queries contact the office on 5977 6210