payroller
End of financial year checklist

As the end of the financial year approaches, ensuring your payroll is accurate and compliant is more crucial than ever. Our EOFY Payroll Checklist is designed to guide you through each essential step, from verifying employee details to finalising year-end reports. Use this checklist to streamline your processes, avoid common pitfalls, and transition smoothly into the new fiscal year, all while keeping compliance in check. Ready to tick off each task with confidence? Let's get started!

Task	Details and Actions	Status
Financial statements	Compile a profit and loss statement. Conduct a stocktake.	☐
Tax documentation	Prepare records for tax filings: PAYG, FBT, GST.	☐
Review deductions and concessions	Identify potential deductions and review eligibility for concessions.	☐
Superannuation compliance	Verify and pay all super contributions.	☐
Digital backup	Make digital copies of all important paper records.	☐
Tax agent verification	Check the registration of your tax agent via the TPB register.	☐
Stay updated on tax changes	Subscribe to ATO updates or consult with a tax professional.	☐
Scam awareness	Educate yourself about common tax scams and take preventive measures.	☐
Business and marketing plans review	Update your plans based on the past year's performance and goals for the next year.	☐
Business structure assessment	Evaluate if your current business structure is still appropriate.	☐
Insurance review	Assess and update insurance policies as necessary.	☐