

CHECKLIST OF CRITICAL DATES 2020

SUPER CONTRIBUTIONS – FOR EMPLOYEES AND DIRECTORS	Must be received by the fund before 30 June to be deductible in 2020
TRUST DISTRIBUTION MINUTES (DISCRETIONARY TRUSTS ONLY)	Decide who to distribute income to and complete the distribution minute emailed to you
LOANS TO DIRECTORS OR SHAREHOLDERS (COMPANIES ONLY)	Owing your company money at 30 June 2020 can have tax consequences – repay any loans or contact us.
PRE-PAYING EXPENSES	Consider Pre-paying expenses - Small business can generally pre-pay business expenses up to one year in advance.

PAYROLL COMPLIANCE CALENDAR 2020

LODGEMENT OBLIGATION – SINGLE TOUCH PAYROLL	DATE DUE
PAYMENT SUMMARIES AND ANNUAL PAYMENT SUMMARY REPORT- NON STP	14 July 2020
OR STP FINALISATION – 20 OR MORE EMPLOYEES	14 July 2020
OR STP FINALISATION – UNDER 20 EMPLOYEES	31 July 2020
OR STP FINALISATION – CLOSELY HELD EMPLOYEES ONLY	30 Sept 2020

OTHER EMPLOYER OBLIGATIONS	DATE DUE
PAYROLL TAX RECONCILIATION DUE	22 July 2020
JUNE 2020 QUARTER SUPER GUARANTEE PAYMENTS DUE – IF NOT PAID PRE 30 JUNE 20	28 July 2020
TAXABLE PAYMENTS ANNUAL REPORT DUE (BUILDING AND CONSTRUCTION CONTRACTORS)	28 Aug 2020
WORKCOVER RECONCILIATION DUE (RETURN TO WORK SA)	15 Sept 2020

BAS & SUPER CALENDAR 2020/21

BAS PERIOD	SELF LODGE – PAPER/NON STP Lodge and pay by	JSA/ELECTRONIC LODGING Lodge and pay by	SUPER GUARANTEE DUE Some funds/awards require monthly payments
Apr – June 2020	28 July 2020	25 Aug 2020	28 July 2020
July – Sept 2020	28 Oct 2020	25 Nov 2020	28 Oct 2020
Oct – Dec 2020	1 March 2021	1 March 2021	28 January 2021
Jan – Mar 2021	28 Apr 2021	26 May 2021	28 April 2021
Apr – June 2021	28 July 2021	25 Aug 2021	28 July 2021
Monthly IAS	21st of the following month		

BUSINESS CHECKLIST FOR 2020

Which record keeping system do you use? (please circle)	Manual Records	Xero	MYOB Accountright
Notes:	Spreadsheets	MYOB Essentials	Cash Flow Manager
	Ledger Book/s	Quickbooks Online	Reckon Accounts
	Other:		

(If you use the software listed above each column, shaded items do not need to be supplied unless requested)

Please provide the following (if applicable) for accurate preparation of your Income Tax Return	Invite us as an advisor	Please provide a backup
Cash Balances		
Bank Reconciliation as at 30 June 2020		
Bank statements confirming balance at 30 June 2020		
Bank Statement for the period 1 July 2019 to 30 June 2020.....	If no bank feed	If not reconciled
Cheque payment details		
Receipt details.....		
Debtors		
A list of trade debtors as at 30 June		
A list of bad debts written off or to be written off as at 30 June		
Creditors		
A list of trade creditors as at 30 June.....		
Stock		
The value of stock on hand as at 30 June		
Payroll - Employee records		
Employee payment summaries, PAYG summary statement		
Workcover reconciliation adjustment note/Payroll tax annual return		
Superannuation payment records		
Private Use - details of goods taken for private use.....		
GST - copies of Business Activity Statements Lodged (if you self lodge)		
Leases and Hire Purchase		
Copies of lease/hire purchase agreements acquired this year		
Details of any leases/hire purchase agreements paid out this year		
Fixed Assets		
Details of assets acquired during the year including date and cost		
Details of assets sold this year, including date and sale price.....		
Details of assets scrapped, taken for personal use or traded in.....		
External Loans		
Loan statements detailing interest, repayments and loan balances		
New Loans - copies of contract detailing fees and costs.....		
Transactions Not Through The Business Bank Accounts		
Details of the payments not paid through the business bank accounts		
Details on the income not banked through the business bank accounts		
Legal/Other Documents		
Solicitor's statements or letters for legal transactions during the year.		
New business contracts, insurance recoveries or settlements.....		
Investments		
Schedule of investments held at 30 June - cash management and term deposits		
Investments acquired, date and cost of acquisition		
Investments sold, date of disposal and consideration received		
Buy and sell contracts where relevant.		
Investment income received - dividends, interest, trust annual distribution statements		

How to send information to us;

- Email your information to enquiries@jsaaccounting.com.au
- Call us on 08 8322 5088
- Visit us at 62 Hillier Rd, Reynella or 60 Orsmond St, Hindmarsh
- If you use Xero – you can save documents in your file folder – ask us how!
- Contact us for Dropbox, Google Drive, Onedrive details

