

BAS Finalization Checklist

BUSINESS NAME _____

CLIENT NAME _____

PERIOD OF BAS _____

METHOD OF ACCOUNTING _____

Document/Information

Data Provided (Yes/No/NA)

Tally the bank balances with ACTUAL bank statement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Confirm balance of Petty Cash with client	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Generate Reconciliation reports for all the banks and PUBLISH them	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Tally all the previous BAS with books of accounts	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Analyse old receivables	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Get Receivables approved with Client	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Ensure that there are no receivables in DRAFT in Xero	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Get Payables approved with Client	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Ensure that there are no payables in DRAFT in Xero	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Generate Financials and sense check the same with previous Quarter	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Generate GST Audit report and verify if any inconsistencies	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
GST Payable account should be reconciled with BAS	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Check the invoices for capital addition and correct effect in BAS	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Ensure Depreciation is Run in books of Accounts	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Enter PAYG installment on income if required to be submitted in BAS	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Prepare working of PAYG for employees and put it in BAS workings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Vendor Statements needs to be reconciled before preparing a BAS to ensure that none of the bills are missing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

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Ensure that the accounts are locked in Xero after the accounts are done

Yes

No

NA

Ensure that all the invoices of Vendor Reco. Are received

Yes

No

NA

Additional Information

Signature: _____

Date: _____

Please note this is only a checklist.

If you have any questions, please contact us at hello@meruaccounting.com.