

Remember these dates to be on time

Good timing is good business!

A guide to 'financial year' monthly deadlines for business clients

JULY

- > **05** Provide payroll records for Single Touch Payroll (STP) finalisation for the previous financial year
- > **10** Provide financial records for June quarter **Business Activity Statement (BAS)** preparation
- > **15** Provide details of **superannuation contributions** for April–June quarter
- > **20** Provide **June monthly BAS** records if applicable
- > **21** Lodge and pay Q4 PAYG instalment activity statement for head companies of consolidated groups
- > **25** Provide any outstanding information required for **TPAR lodgment** (if applicable to your industry)
- > **28** Lodge and pay **Q4 BAS** (if lodging by paper)
Make **Super Guarantee (SG)** contributions for Q4. If contributions are not made by this date, employers must pay the **Super Guarantee Charge** and lodge an **SG Guarantee Statement** by 28 August
- > **Year end tax and accounting** – getting your process in place for the following year

AUGUST

- > **10** Provide financial records for **July BAS** preparation

SEPTEMBER

- > **10** Provide financial records for **August BAS** preparation

OCTOBER

- > **05** Provide financial records for **September quarter BAS** preparation
- > **10** Provide payroll records for **superannuation contributions (July–September quarter)**
- > **15** Provide **Taxable Payments Annual Report (TPAR)** data (if applicable)
- > **10** Provide financial records for **September BAS** preparation
- > **20** Provide any remaining information required for **income tax return lodgment**
(if self-preparing clients, due 31 October)

NOVEMBER

- > **10** Provide financial records for **October BAS** preparation

DECEMBER

- > **10** Provide financial records for **November BAS** preparation

Remember these dates to be on time...

JANUARY

- > **05** Provide financial records for **December quarter BAS preparation**
- > **10** Provide payroll records for **superannuation contributions (October–December quarter)**
- > **10** Provide financial records for **December BAS preparation**

FEBRUARY

- > **10** Provide financial records for **January BAS preparation**

MARCH

- > **05** Provide financial records for **February BAS preparation**
- > **10** Provide financial records for **income tax returns due 31 March (high-tax liability clients)**

APRIL

- > **05** Provide financial records for **March quarter BAS preparation**
- > **10** Provide payroll records for **superannuation contributions (January–March quarter)**
- > **10** Provide financial records for **March BAS preparation**
- > **Year end tax planning discussions with your accountant**

MAY

- > **05** Provide financial records for **Fringe Benefits Tax (FBT) return preparation**
- > **10** Provide financial records for **April BAS preparation**
- > **15** Provide any outstanding **income tax return information** for lodgment before 15 May deadline
- > **Year end tax planning discussions with your accountant**

JUNE

- > **05** Provide financial records for **concessional tax return lodgment (if applicable)**
- > **10** Provide financial records for **May BAS preparation**
- > **21** Lodge and pay **May BAS statement**
- > **25** Lodge and pay **FBT (Fringe Benefits Tax) annual return** for those lodging through a tax agent
- > **31** Final day of the financial year – ensure all year-end tax planning is completed and records are up to date
- > **Year end tax planning discussions with your accountant**

Ongoing Correspondence Requirements

- > **Monthly:** Provide all financial records required for **monthly BAS lodgment** (if applicable)
- > **Quarterly:** Provide financial records for **BAS** and **superannuation contributions**
- > **Annually:** Provide all records required for **income tax returns, FBT lodgment, and payroll year-end finalisation**



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Here's a chronological list of all correspondence an Indigo Financial business client needs to provide to satisfy ATO, Australian Federal, and State Government obligations. Please note: the due dates have been adjusted to ensure Indigo Financial has sufficient time to process documents before lodgment deadlines.

