

BAS Preparation Checklist

Before lodging your BAS, make sure you've ticked off the following:

Recordkeeping

- ☐ All sales invoices entered into Xero (or your accounting software)
- ☐ All purchase invoices and receipts uploaded and coded correctly
- ☐ Bank feeds updated and reconciled

GST Checks

- ☐ GST on sales reviewed and coded correctly
- ☐ GST on purchases reviewed (watch for no-GST, GST-free, imports, fuel, entertainment)
- ☐ Adjustments or corrections made for any prior period errors

Payroll & PAYG

- ☐ Wages processed and up to date
- ☐ PAYG withholding correctly recorded
- ☐ Superannuation lodged/paid as required
- ☐ STP lodgments reconciled with payroll reports

Reports & Reconciliations

- ☐ Run a BAS summary report (GST collected, GST paid, PAYG, instalments)
- ☐ Cross-check figures against general ledger and bank statements
- ☐ Review loan interest, asset purchases, and other big-ticket items for correct GST treatment

Lodgment & Payment

- ☐ Double-check BAS due date (monthly or quarterly cycle)
- ☐ Confirm funds available for payment
- ☐ Lodge via ATO portal, Xero, or through your BAS agent
- ☐ Save a copy of the lodged BAS for your records

Tip: If you're using GMD Bookkeeping, we'll take care of these checks for you—so your BAS is always accurate, on time, and stress-free.