

Richard A Bobb Chartered Accountants

BAS Health Check

7 Things to Review Before Lodging

Richard A Bobb Chartered Accountants
www.richardabobb.com.au | +61 2 8223 6888

BAS Health Check: 7 Things to Review Before Lodging

■ 1. Sales & Income

- 1 Check that all invoices issued are recorded.
- 2 Include any cash sales.

■ 2. Expenses & Purchases

- 1 Ensure receipts are entered and categorised correctly.
- 2 Don't forget small cash purchases.

■ 3. GST Collected & Paid

- 1 Confirm GST is correctly applied on taxable sales.
- 2 Check GST credits claimed match valid tax invoices.

■ 4. Payroll & PAYG

- 1 Wages, superannuation, and PAYG withholding are reported correctly.

■ 5. Bank Reconciliation

- 1 Match bank statements with accounting records.
- 2 Resolve discrepancies before lodging.

■ 6. Record-Keeping

- 1 Keep copies of tax invoices and receipts (paper or digital).

■ 7. Due Dates

- 1 Mark BAS due dates in your calendar (monthly/quarterly).
- 2 Plan for payment in advance to avoid penalties.

A quick check before lodging can save time, stress, and money. If you need help, our team is here to review your BAS and keep you compliant.