



Council ABC

End of Financial Year Checklist Example

Area	Task	Due Date	Status	Responsible Officer	Document Location
Financial Statements	Obtain copy of spreadsheets / software / book in training	May	Completed		
GST/PAYG/FBT	May Business Activity Statement to be processed	May	Completed		
Credit Cards	May Credit Cards to be processed	May	Completed		
Balancing Aids	Run to identify any issues	May	Completed		
IPPE	Review costing to Capital accounts, journal any mis-coding / maintenance	May	In Progress		
Creditors	Infrastructure department to advise of any CITB levy amounts to be paid	May	In Progress		
GST/PAYG/FBT	Reconciliation processed, issues resolved	May	In Progress		
Creditors	Review stale cheques > 15 months old	May	In Progress		
Debtors	Review outstanding debts and seek approval for any write-offs	May	In Progress		
Grants	Ensure grant register is up to date	May	In Progress		
User Guides	Download EOFY Procedures and review	June	Not commenced		
Related Party Disclosures	Forms to be issued to KMPs	June	Not commenced		
Legal Representation Letters	Letters to be issued to legal firms utilised	June	Not commenced		
Inventory	Stocktakes - speak to departments to ensure work is undertaken on 30/6	June	Not commenced		
Cash	Send out cash confirmation notification	June	Not commenced		
Creditors	Advise staff of close off date for payment requests	June	Not commenced		
Creditors	Process invoices for monthly contracts	June	Not commenced		
Debtors	Advise staff of close off date for invoice requests	June	Not commenced		
Debtors	Water Usage for invoicing	June	Not commenced		
Debtors	CWMS Desludging invoicing	June	Not commenced		
Debtors	Rubble invoicing	June	Not commenced		
Debtors	Leases invoicing	June	Not commenced		
Debtors	Road Rental invoicing	June	Not commenced		
Cash	Petty Cash Floats to be reconciled and recouped	June	Not commenced		
Payroll	Final Payroll run + associated Creditor payments	June	Not commenced		
Payroll	Update relevant employees with any FBT figures and check Reportable Superannuation figures	June	Not commenced		
Employee Entitlements	Run reports prior to new year pay rate updates and super % increases	June	Not commenced		
Cash Management	Transfer surplus cash funds to reduce variable loan balances	June	Not commenced		
Cash Reserves	Process any transfers and complete reconciliations	June	Not commenced		
Cash	Cash float confirmations to be signed and provided	30-Jun	Not commenced		
Inventory	Stocktakes to be undertaken, signed and provided	30-Jun	Not commenced		
Creditors	All invoices to be paid from the system	30-Jun	Not commenced		
Software EOFY	System EOFY Processes - no receipting to occur during processing	30-Jun	Not commenced		
Payroll	Check all year-to-date Payroll Figures have reset to 0	30-Jun	Not commenced		
Debtors	After Bank Reconciliation, complete end of month process	1-Jul	Not commenced		
Creditors	End of month process	1-Jul	Not commenced		
Plant	Update Plant Hire Rates for new financial year	1-Jul	Not commenced		
Payroll	Payroll Pay Rates, Super % for new financial year	1-Jul	Not commenced		



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Bank	Bank Reconciliation for 30/6 to be completed	1-Jul	Not commenced		
Payroll	Upload new financial year Tax Tables (if not done in system update)	1-Jul	Not commenced		
Fees and Charges	New financial year prices updated in receipting, on forms and website	1-Jul	Not commenced		
LGFA	Obtain LGFA Audit Certificates	July	Not commenced		
Council Report	Report to certify CEO authorisation of Financial Statements	July	Not commenced		
Plant Entries	Ensure all plant data has been input for June	July	Not commenced		
Accrued Wages	After pay period 1 processed, accrue wages relating to prior financial year	July	Not commenced		
Credit Cards	Accrue June transactions (or backdate)	July	Not commenced		
Debtors	Reconcile Trial Balance to General Ledger	July	Not commenced		
Debtors	Undertake assessment for Doubtful Debts	July	Not commenced		
Rates Receivable	Reconcile Trial Balance to General Ledger	July	Not commenced		
Rates Receivable	Undertake assessment for Doubtful Debts	July	Not commenced		
Related Party Disclosures	Forms to be returned by KMPs. Prepare disclosure note	July	Not commenced		
Legal Representation Letters	Letters to be returned from legal firms. Review any matters with financial impact to determine contingent liability	July	Not commenced		
Employee Entitlements	Verify A/L, S/L, TOIL, RDO & LSL Reports	July	Not commenced		
Employee Entitlements	Remove any former employees from A/L & LSL records	July	Not commenced		
Employee Entitlements	Correct any Current and Non-Current Liabilities	July	Not commenced		
Employee Entitlements	Process appropriate journals, reconcile	July	Not commenced		
Purchase Orders	Review outstanding POs and remove or retain	July	Not commenced		
Leases	Update Register, process any journals, and reconcile	July	Not commenced		
Reserves	Process journals, reconcile	July	Not commenced		
Amounts Received in Advance	Review Invoices/Direct Receipts in May/June for new financial year, compare to funding agreements and process accruals	July	Not commenced		
Prepayments	Review payments made in May/June for new financial year, and process accruals	July	Not commenced		
Accrued Expenses	Review payments made in July/August that relate to prior financial year and process accrual	August	Not commenced		
Accrued Revenue	Review Invoices/Direct Receipts in July/August that relate to prior financial year and process accruals	August	Not commenced		
Borrowings	Reconcile loan schedules/LGFA Audit Certificates to GL. Accrue interest. Adjust Current/Non Current balances	August	Not commenced		
Investments	Reconcile bank statements/LGFA Audit Certificates to GL. Accrue interest	August	Not commenced		
Loans Receivable	Reconcile loan schedules to GL. Adjust Current/Non Current balances	August	Not commenced		
Grants	Ensure grant register is up to date and reconciles to grant revenue	August	Not commenced		
Suspense Accounts	Check all are clear - follow up if there is anything outstanding	August	Not commenced		
Creditors	End of year process for close off	August	Not commenced		
GST/PAYG/FBT	Lodge BAS after all creditor invoice backdating is complete, reconcile, process accruals	August	Not commenced		



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Area	Task	Due Date	Status	Responsible Officer	Document Location
Creditors	ATO TPAR due	August	Not commenced		
IPPE	Capitalise asset expenditure or WIP	August	Not commenced		
IPPE	Account for any overheads / capitalised wages	August	Not commenced		
IPPE	Provide reports to Infrastructure to review / add into software	August	Not commenced		
IPPE	Update Asset Registers for additions and disposals	August	Not commenced		
IPPE	Process Depreciation, Disposals, Revaluations	August	Not commenced		
IPPE	Reconcile balances to asset register	August	Not commenced		
IPPE	Asset Impairment Declaration to be completed	August	Not commenced		
IPPE	Advise Insurance Scheme of Updates for Asset Additions and Disposals	August	Not commenced		
Salaries and Wages	Reconciliation - Financial Statements to Payroll System	August	Not commenced		
Salaries and Wages	Actual Wages Declaration - W/Comp & Income Protection Schemes	August	Not commenced		
Balance Sheet Reconciliation	To be finalised	August	Not commenced		
Financial Statements	Trial Balance uploaded and mapping issues resolved	August	Not commenced		
Financial Statements	Statements and Notes - to be prepared	August	Not commenced		
Financial Statements	Variance analysis/commentary - to be prepared	September	Not commenced		
Management Representation Letter	To be provided to CEO for approval	September	Not commenced		
Acquittals	Prepare acquittals as per funding agreements	September	Not commenced		
External Audit	Auditors Onsite	September	Not commenced		
Audit & Risk Committee	Budget Results Report to be prepared	October	Not commenced		
Audit & Risk Committee	Audited Financial Statements and Audit Report	October	Not commenced		
Audit & Risk Committee	Certification of Auditor Independence	October	Not commenced		
Annual Report	Audited Financial Statements provided for inclusion	October	Not commenced		
Grants Commission	Finalise returns. Provide copy of Audited Financial Statements	October	Not commenced		
Opening Balances	Process GL Rollover	October	Not commenced		
Accrual Reversals	Ensure all EOY accrual reversals have been processed in July	October	Not commenced		

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