



Sole Trader Year End Checklist

Review your records and get your practice organised for the end of the financial year

Here's our handy checklist to help get you started:

- ☐ Reconcile all balance sheet items as at 30 June
- ☐ Organise year-end Payroll & Superannuation:
 - ✓ Ensure salaries are paid for any administration support provided by related parties
 - ✓ Ensure any super payable for any staff members has been paid by 21 June 2025
 - ✓ Single Touch Payroll finalisation to be completed by 14 July 2025
 - ✓ Ensure any personal superannuation contributions are made by 21 June 2025
 - ✓ If claiming a deduction for additional Superannuation contributions, ensure that a Notice of Intent form has been completed and sent to the super fund in July 2025
- ☐ Review income & expense accounts to ensure explanations are clear
- ☐ Ensure any donations are made prior to 30 June
- ☐ Prepay for any conference expenses, training, subscriptions or memberships before 30 June
- ☐ Review receivables (if applicable) for any bad debts to write off
- ☐ For motor vehicle deductions, ensure your logbook is up-to-date and valid
- ☐ Review depreciation schedule for obsolete Plant & Equipment assets
- ☐ Ensure any required principal reductions have been made on loans outstanding as at 30 June
- ☐ Print a snapshot of all loan and bank account balances as at 30 June
- ☐ Gather documentation together for any asset purchases or disposals during the year:
 - ✓ Settlement statements for any property purchases or sales
 - ✓ Contract notes for any share sales or purchases (or trading summaries provided by a Third Party)
 - ✓ Documentation provided by companies in relation to share buy backs, rights issues, etc
- ☐ Compile your record of transactions for any sale (or transfer between currencies) of Cryptocurrency holdings, as this is likely to lead to a taxable event