



# Practice Manager 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, particularly bank accounts
- ☐ Organise year-end Payroll & Superannuation:
  - ✓ Pay all outstanding super for employees before 21 June 2025
  - ✓ Calculate any employee bonuses payable
  - ✓ Single Touch Payroll finalisation to be completed by 14 July 2025
- ☐ Review income & expense accounts to ensure explanations are clear
- ☐ Review receivables for any bad debts to write off
- ☐ If still applicable to your practice, clear the Practice Clearing Account and ensure all payments are made by 30 June
- ☐ Review depreciation schedule for obsolete Plant & Equipment assets and advise on items to be written off
- ☐ Review rental agreements and ensure that annual rent reviews have occurred
- ☐ Print a snapshot of all practice loan and bank account balances at 30 June
- ☐ Gather documents for any asset purchases or disposals during the year including copies of any lease or hire Purchase Agreements entered into
- ☐ Consider the benefit of cloud software 'add-ons' for the next Financial Year, such as Hubdoc