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| EOFY Timeline 2020 - 2021 |
| **MAY 2020** |
|  | Send letter to client preparing for EOFY |
|  | Review Q3 figures |
|  | Start collecting documents required for FY20 |
|  | Start Workflow Tracker for each client |
| 21 May  | April 2020 monthly activity statement due |
| 26 May  | Q3 FY20 quarterly activity statement due |
|  |  |
| **JUNE 2020** |
|  | Review payroll and employee details |
| 21 June | May 2020 monthly activity statement due |
| 21 June | Pay superannuation to receive deduction for FY20 |
| 30 June | Process last payroll of the year |
| 30 June | Stocktake |
|  |  |
| **JULY 2020** |
| 14 July | STP finalisation due for large employers (>20 employees) |
| 14 July | Payment summaries due for workers not reported via STP |
| 21 July | June 2020 monthly activity statement due |
| 28 July | Q4 superannuation due |
| 31 July  | STP finalisation due for small employers (<20 employees) |
|  | Start all end of year reconciliations |
|  | Annual payroll tax reconciliation – check your state’s due date |
|  | Workers compensation reconciliation and declaration of actual wages |
|  |  |
| **AUGUST 2020** |
| 14 August | Payment summary annual report due for workers not reported via STP  |
| 21 August | July 2020 monthly activity statement due |
| 25 August | Q4 FY20 quarterly activity statement due |
| 28 August | Taxable payments annual report due |
|  | Review FY20 accounts with client before finalising for tax agent |
|  | Prepare FY21 budget with client |
|  |  |
| **SEPTEMBER 2020** |
| 21 September | August 2020 monthly activity statement due |
| 30 September  | PSAR due for workers not reported via STP if lodged by BAS agent |
|  |  |
| **OCTOBER 2020** |
| 21 October | September 2020 monthly activity statement due |
| 28 October | Q1 superannuation due |
|  |  |
| **NOVEMBER 2020** |
| 21 November | October 2020 monthly activity statement due |
| 25 November  | Q1 FY21 quarterly activity statement due (date TBC by ATO) |
|  |  |
| **DECEMBER 2020** |
| 21 December | November 2020 monthly activity statement due |
|  |  |
| **JANUARY 2021** |
| 21 January | December 2020 monthly activity statement due |
| 28 January | Q2 superannuation due |
|  |  |
| **FEBRUARY 2021** |
| 21 February | January 2021 monthly activity statement due |
| 28 February | Q2 FY21 quarterly activity statement due (date TBC by ATO) |
|  |  |
| **MARCH 2021** |
| 21 March | February 2021 monthly activity statement due |
|  |  |
| **APRIL 2021** |
| 21 April | March 2021 monthly activity statement due |
| 28 April | Q3 superannuation due |
|  |  |
| **MAY 2021** |
| 21 May | April 2021 monthly activity statement due |
| 26 May | Q3 FY21 quarterly activity statement due (date TBC by ATO) |
|  |  |
| **JUNE 2021** |
|  | Review payroll and employee details |
| 21 June | May 2020 monthly activity statement due |
| 21 June | Pay superannuation to receive deduction for FY21 |
| 30 June | Process last payroll of the year |
| 30 June | Stocktake |
|  |  |