



Accounting Services

Suite 8, 10 William Street
Esperance WA 6450
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08) 9071 6333

BAS Activity Statement Checklist

(Original documents provided will be returned)

At the end of each quarter please provide the following information so that we may complete and lodge your Business Activity Statements.

- Receipts for expenses
- Wages information (if any)
- Backup of your accounting software or Login details for accounting software.
- Details of any assets purchased, including finance details.
- If applicable; details of Farm Management deposits made, transferred or interest earned.
- Bank statements

Quarterly reporting periods are:

Quarter	Due Date
1 January to 31 March	28 April
1 April to 30 June	28 July
1 July to 30 September	28 October
1 October to 31 December	28 February

Organisation Name: _____

Contact for BAS: _____

Address: _____

Phone: _____

Email: _____