Compliance Calendar for YE 30 June 2020 & YE 30 June 2021

Issue/area	2019 / 2020												2020 / 2021													Notes
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Tax - Lodgments (based on Sole Trader)																										
Business ITR lodgement - figures to Accountant		15												31												
Business ITR lodgement - verify with Accountant				30												31										
BAS Lodgement & payment				30				29		30			31			31				28		30			31	
Superannuation Contribution (not compulsory)						1					1															
Vehicle (if mobile service)																										
Driver's License renewal																								5		
Car Registration renewal						15																				
Car Insurance renewal						1																				
CTP renewal						1																				
Roadside Assistance															30											
Professional																										
APHRA Renewal (Annual)					30																					
CPD Records updated	1																									
OTA Membership					30																					
WWC Renewal (valid 3 years) Expiry Date:																						19				
Police Check renewal (valid 3 years from issue)																26						19				
Incorporation																										
Business name renewal	10																									
Website hosting renewal	10																									Insert name of Company
Insurance																										
Professional Indemnity		20												20												$20M any 1 claim; $30M in the aggregate
Public Liability insurance		20												20												Combined with PI Insurance
WHS																										
Flu shots									1																	

Issue/area	2019 / 2020												2020 / 2021													Notes
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Electrical Test & Tag													1													
Safety in the community													1													
First Aid Kit check (vehicle)													1													
NDIS - Compliance																										
NDIS Re-Registration Due									1																	Begin 6 mths prior to due date
NDIS Audit							20																			
Annual Training Plan				15						15						15						15				Approx 6 mthly
Risk Management Register - Review			15												15											Annual
NDIS Service Agreement - Review		15											15													Annual
HR Register - Review	15												15													Annual
Document Control Register - Review/Update				15												15										Annual
Other - delete where not required																										
First Aid Kit check								15												15						

Code Legend:

Box with date = action required	12
Green = Completed	
Amber = Behind Schedule	
Red = Not Delivered	