

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		
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	
Incorporation																											
Business name renewal		10																									
Website hosting renewal		10																									Insert name of Company
Insurance																											
Professional Indemnity																										20	\$20M any 1 claim; \$30M in the aggregate
Public Liability insurance																										20	Combined with PI Insurance
WHS																											

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	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								
Flu shots								1																										
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									
Register of Interests - Review					15					15								15					15		Minimum 6 mthly									
Document Control Register - Review/Update				15												15									Annual									
Other - delete where not required																																		
First Aid Kit check								15													15													
Code Legend: <table border="1" style="width: 100%;"> <tr> <td>Box with date = action required</td> <td style="background-color: #cccccc;">12</td> </tr> <tr> <td>Green = Completed</td> <td style="background-color: #00ff00;"></td> </tr> <tr> <td>Amber = Behind Schedule</td> <td style="background-color: #ffcc00;"></td> </tr> <tr> <td>Red = Not Delivered</td> <td style="background-color: #ff0000;"></td> </tr> </table>																											Box with date = action required	12	Green = Completed		Amber = Behind Schedule		Red = Not Delivered	
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