



# Farry Riddell Business Consultancy

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## EXAMPLE MONTHLY SCHEDULE

- 1<sup>st</sup>** - Reconcile previous month's bank statement to accounting software and any receipts in office etc  
- Plan in diary for upcoming month – any special payments to be made, any IRD returns due etc.
  
- 2<sup>nd</sup>** - Accountant Information – send the previous month's information to the accountant for all entities  
- Cheque Voucher Reconciliation & Archiving  
- Cashbooks from previous month.
  
- 6<sup>th</sup>** - Check any accounting software is up to date
  
- 13<sup>th</sup>** - Check payments received against debtors list
  
- 15<sup>th</sup>** - Prepare any credit card Payments  
- Prepare any Telecom Payments
  
- 17<sup>th</sup>** - Prepare RWT  
- Prepare PAYE
  
- 20<sup>th</sup>** - RWT due today  
- PAYE due today  
- Type creditors list  
- 20<sup>th</sup> payments- Pay the accounts due on the 20<sup>th</sup>
  
- 22<sup>nd</sup>** -Check payments received against debtors list  
- Prepare any GST due
  
- 28<sup>th</sup>** - Prepare invoices for debtors  
- Print/type debtors list  
- GST due today
  
- 30<sup>th</sup>  
or 31<sup>st</sup>** - Send all invoices to debtors

## EXAMPLE ANNUAL SCHEDULE

<b>February</b>	-DCC Rates Due
<b>March</b>	- GST Due 28 <sup>th</sup> - Preparation for end of financial year - All cashbooks completed for the year - End of year filing and archiving.
<b>April</b>	- Budgets to the accountant
<b>May</b>	- DCC Rates due - Annual Return Due
<b>June</b>	- ORC Rates Expire
<b>July</b>	- Year end accounts should be back from the accountant
<b>August</b>	- DCC Rates due
<b>September</b>	- Archive previous years files
<b>October</b>	- GST due 28th - Otago Regional Council Rates due
<b>November</b>	- DCC Rates
<b>December</b>	- Preparation for the Xmas holiday break