



Employee Payment Summaries

Billed at the standard hourly rate

This service ensures all the relevant payroll reconciliations are completed, your Employee Payment Summaries are correct and lodged with the ATO.

INCLUDES:

- Posting pay runs where necessary
- Reconciling the payroll ledger to the general ledger at 30 June
- Reconciling wages payable at 30 June
- Reconciling super payable at 30 June
- Reconciling PAYG withholding payable at 30 June
- Reconciling Xero Payroll with BAS figures lodged
- Adjusting payroll and or your June BAS where necessary
- Ensuring amounts are allocated to correct fields in the Payment Summaries
- Emailing and forwarding PAYG summaries to you and employees
- Lodging your PAYG Summary with the ATO
- Uploading reconciliation into Xero for your accountant

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XERO ADVISOR
CERTIFIED

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