



# Key Client Deliverables

# 2024/2025

## Financial Year

- **BAS Lodgement Date**  
*(We'll work with you to get everything prepared and lodged on time!)*
- **Bookkeeping**  
*(This is ongoing and our team will be in touch with you each month. You can help with prompt responses!)*
- **Month End Management Pack**
- **End of Financial Year**
- **Nationally Observed Public Holidays 2024-2025**
- **Superannuation Guarantee**
- **IAS**  
*(PAYG on Wages paid monthly, if applicable)*

### July 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

All Month: Bookkeeping

### August 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

All Month: Bookkeeping

### September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

All Month: Bookkeeping

### October 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

All Month: Bookkeeping

### November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

All Month: Bookkeeping

### December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

All Month: Bookkeeping

### January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

All Month: Bookkeeping

### February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

All Month: Bookkeeping

### March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

All Month: Bookkeeping

### April 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

All Month: Bookkeeping

### May 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

All Month: Bookkeeping

### June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

All Month: Bookkeeping

Get in touch: 1800 861 566 | [client@retinue.com.au](mailto:client@retinue.com.au)

**Please Note:**

Lodgement may vary for businesses depending on the type of the entity, previous lodgement history, and turnover.

Liability limited by a scheme approved under Professional Standards Legislation.

\*Retinue's payroll service includes the processing of hours and wages rates provided by you. We do not determine award rates for your employees or provide advice on the correct employment status of your employees. It is your responsibility to ensure that your employees are paid correctly and we recommend obtaining advice from specialised employment relations experts.

■ **Nationally Observed Public Holidays 2024-2025**

- 25 December – Christmas Day
- 19 April – Easter Saturday
- 26 December – Boxing Day
- 20 April – Easter Sunday
- 1 January – New Year's Day
- 21 April – Easter Monday
- 26 January – Australia Day
- 25 April – ANZAC Day
- 18 April – Good Friday
- 9 June – King's Birthday\*\*

\*\* Excluding WA and QLD.