

Your Books Report.

A 10-point review of your bookkeeping — findings, fixes and opportunities.

PREPARED FOR	Sparky's Electrical Pty Ltd
REVIEW DATE	22 April 2026
REVIEWED BY	Heidi Bailey · Registered BAS Agent
SOFTWARE	Xero
PERIOD REVIEWED	FY 2025–2026 YTD

At a glance

Sparky's Electrical is in reasonable shape, but we found three urgent issues costing you time and money, and five quick wins you can action this week. Nothing here is catastrophic – but leaving it another quarter could mean ATO attention and missed deductions.

OVERALL HEALTH SCORE

6.5 / 10



• Urgent • Needs attention • Healthy

ITEMS REVIEWED

10

ESTIMATED \$ IMPACT

\$11,400

RED-FLAG FINDINGS

3

QUICK WINS

5

Findings

Each item below is scored, explained, and paired with a specific fix.

01

NEEDS ATTENTION

~\$0

Bank reconciliation currency

protects against \$5k+ surprises

What we found: Bank feed last fully reconciled 17 days ago. 42 unreconciled transactions totalling \$8,340.

Why it matters: Stale bank recs hide errors and double-ups, and make BAS prep painfully slow.

Recommended fix:

- Reconcile weekly, not monthly.
- Consider a 15-minute 'admin Tuesday' ritual to keep it on track.

02

URGENT

\$1,800

GST coding accuracy

avoided ATO clawback

What we found: 14 transactions miscoded: bank fees coded with GST, 2 insurance payments with GST in error, and 4 supplier bills from non-GST registered suppliers claimed incorrectly.

Why it matters: If lodged as-is, risks \$1,800 clawback plus GIC at the next audit.

Recommended fix:

- Review and correct all 14 lines before next BAS.
- Lock prior BAS period to prevent drift.

03

URGENT

\$2,600

Unclaimed GST credits

refundable credit

What we found: Fuel, mobile phone (80% business use) and 6 sub-\$300 tool purchases missing from BAS for Q2 and Q3.

Why it matters: Leaving real money on the table — refundable credits you are owed.

Recommended fix:

- Backdate the claims in the current BAS.
- Set up Dext for automated receipt capture going forward.

04

HEALTHY

\$0

Super Guarantee status

protected

What we found: Super paid on time for all quarters. 12% rate correctly applied from 1 July 2025.

Why it matters: Full tax deduction preserved and zero SG charge risk.

Recommended fix:

- Keep doing what you're doing — no action needed.

05

HEALTHY

Payroll STP compliance

\$0

protected

What we found: STP Phase 2 reporting on time weekly. Employee YTD figures match Xero.

Why it matters: Smooth EOFY and no ATO friction.

Recommended fix:

- Continue the current weekly process.

06

NEEDS ATTENTION

Accounts receivable

\$12,400

back in the bank

What we found: \$12,400 owed across 4 invoices aged 60+ days. One invoice has aged to 94 days.

Why it matters: Cash-flow drag and a real risk of bad-debt write-off.

Recommended fix:

- Implement a 7 / 14 / 21-day reminder cycle.
- Consider a 2% early-payment discount; phone the 94-day invoice today.

07

NEEDS ATTENTION

Accounts payable

\$487.50

+ supplier trust

What we found: 3 supplier bills awaiting approval in Dext for more than 21 days. 1 duplicate bill from TradesWarehouse detected (\$487.50).

Why it matters: Late payments strain supplier relationships; duplicates waste money outright.

Recommended fix:

- Approve the queue and void the duplicate bill.
- Set a weekly recurring bill-approval slot.

08

NEEDS ATTENTION

Chart of accounts health

\$0 direct

cleaner reporting & BAS prep

What we found: 24 rarely-used accounts; 'Motor Vehicle Expenses' and 'Vehicle Running Costs' are both active (duplicates). No dedicated 'Tools Under \$300' account.

Why it matters: Noisy reporting makes it harder to see what is really happening.

Recommended fix:

- Merge the duplicate vehicle accounts and archive unused ones.
- Add a dedicated 'Tools Under \$300' account.

09

URGENT

BAS preparation status

Up to \$650

penalties + interest avoided

What we found: Current quarter BAS not yet started and due in 9 days. No GST reconciliation has been run since Q1.

Why it matters: Late lodgement triggers an automatic \$313 penalty plus General Interest Charge.

Recommended fix:

- Lodge this week — we can help if you're stretched.

10

NEEDS ATTENTION

Cash-flow visibility

**Prevents
\$10k+**

overdraft events

What we found: No cash-flow forecast in place. No budgets set up in Xero.

Why it matters: You're flying blind through the seasonal dip (Nov-Jan is typically slow for trades).

Recommended fix:

- Set a rolling 13-week cash-flow forecast.
- Use Xero's built-in budgets to set monthly targets.

Your action plan

Everything we found, ranked by priority, with estimated dollar impact.

#	Finding	Status	\$ Impact	Priority
01	Bank reconciliation currency	NEEDS ATTENTION	~\$0	Medium
02	GST coding accuracy	URGENT	\$1,800	High
03	Unclaimed GST credits	URGENT	\$2,600	High
04	Super Guarantee status	HEALTHY	\$0	Low
05	Payroll STP compliance	HEALTHY	\$0	Low
06	Accounts receivable	NEEDS ATTENTION	\$12,400	High
07	Accounts payable	NEEDS ATTENTION	\$487.50	Medium
08	Chart of accounts health	NEEDS ATTENTION	\$0 direct	Low
09	BAS preparation status	URGENT	Up to \$650	High
10	Cash-flow visibility	NEEDS ATTENTION	Prevents \$10k+	Medium
<p>Total estimated impact: \$17,937.50 + penalty avoidance</p>				

Recommended next 7 days

1. Lodge the current BAS (Finding 09) – or let us lodge it for you before the due date.
2. Correct the 14 GST-coded transactions flagged in Finding 02 and run a GST reconciliation.
3. Phone the customer behind the 94-day unpaid invoice (Finding 06) and start the reminder cycle.

Want us to handle these fixes?

Your first month is **50% off** when you sign up within 7 days of this report. We'll clean up the findings above, get your BAS lodged, and set up processes so this doesn't drift again.

[Book a call › thebookkeepersolution.com/contact/](https://thebookkeepersolution.com/contact/)

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