



## End of Financial Year (EOFY) Financial Document Submission

**Department:** Finance / Franchise Support

**Applies To:** All UAC Franchise Owners, Centre Managers, and HQ Finance

**Purpose:** To establish a clear and standardized process for preparing, reconciling, and submitting End of Financial Year (EOFY) financial records through Xero Accounting.

This ensures all UAC franchises remain compliant with tax, audit, and reporting obligations in accordance with Australian standards.

### Objectives

1. Ensure accurate and complete submission of EOFY financial documents.
2. Maintain compliance with ATO reporting and franchise agreements.
3. Facilitate smooth audit and accounting processes for UAC and franchisees.
4. Provide a consistent framework for financial transparency and data integrity across all clubs.

### Scope

This SOP applies to:

- All UAC franchise clubs operating under the UAC brand.
- Franchise Owners, Centre Managers, Accountants, and HQ Finance.
- The financial year ending June 30, with submission deadlines in July.

### Roles & Responsibilities

- Franchise Owner / Manager: Ensure all accounts are reconciled, reports generated, and supporting documents provided by deadlines.
- HQ Finance Department: Review, consolidate, and verify all franchise financial data in Xero.
- Accountant / Bookkeeper: Assist with end-of-year journal entries, depreciation, and BAS lodgement.
- Franchise Support Officer (FSO): Verify compliance and assist franchisees with queries or submission guidance.

## EOFY Submission Process (Step-by-Step)

Step	Action	Responsible	Deadline
<b>1.Bank Reconciliation</b>	Reconcile all bank accounts, merchant accounts, and credit cards in Xero.	Franchise Owner / Accountant	Final week of June
<b>2.Payroll Finalization</b>	Review and finalize payroll, ensuring all superannuation, PAYG, and leave balances are correct.	Franchise Owner / HQ Finance	Final week of June
<b>3.Expense &amp; Invoice Review</b>	Verify all invoices, receipts, and expense claims have been entered and categorized properly.	Franchise Owner	Week 1 of July
<b>4.Depreciation &amp; Adjustments</b>	Record asset depreciation, accruals, and adjusting entries in Xero.	Accountant / HQ Finance	Week 1 of July
<b>5.Generate EOFY Reports</b>	Run P&L, Balance Sheet, and General Ledger reports in Xero for the full financial year.	Franchise Owner	Week 2 of July
<b>6.Upload Supporting Documents</b>	Upload reports and receipts to shared Google Drive folder.	Franchise Owner	Week 2 of July
<b>7.HQ Review &amp; Audit</b>	HQ Finance reviews all submissions for completeness and accuracy.	HQ Finance	Week 3 of July
<b>8.EOFY Sign-Off</b>	Franchise owner signs EOFY Declaration Form confirming data accuracy.	Franchise Owner	Week 3 of July
<b>9.HQ Submission to Accountant</b>	HQ consolidates franchise data and submits to UAC external accountant for network-wide reporting.	HQ Finance	Week 4 of July
<b>10.Final EOFY Report Released</b>	HQ issues summarized performance and compliance statement to franchise network.	HQ Finance	First week of August

# CLUB OPERATIONS STANDARDS

## Required Documents for EOFY Submission

Each UAC franchise must upload the following to the UAC Shared Google Drive folder (Finance > EOFY > [Club Name]):

Category	Documents Required
<b>Financial Reports (from Xero)</b>	Profit & Loss (Full Year) Balance Sheet General Ledger Summary Bank Reconciliation Reports
<b>Payroll &amp; Staff</b>	Payroll Summary Report Superannuation Payments Summary PAYG Withholding Statements Staff Leave Liability Report
<b>Banking &amp; Receipts</b>	Bank Statements (June month end) Merchant Reports (Square, Stripe)
<b>Expenses &amp; Invoices</b>	Copies of all supplier invoices (Jan–Jun) Expense Reimbursement Forms
<b>Fixed Assets</b>	Updated Asset Register Depreciation Schedule
<b>Tax Compliance</b>	BAS Statements (Quarter 3 & 4) GST Summary Report
<b>Miscellaneous</b>	Signed EOFY Declaration Form Notes for outstanding items

## EOFY Declaration Form

Each Franchise Owner must sign and submit the UAC EOFY Declaration Form confirming:

- All income and expenses recorded in Xero are accurate.
- All receipts and invoices are retained for audit.
- All payroll and super obligations have been met.
- The P&L and Balance Sheet reflect true and fair financial performance.

Template available in:

 Google Drive → Finance → Templates → “EOFY Declaration Form.pdf”

## EOFY Compliance Checklist

- All bank accounts reconciled (no unreconciled items).
- Payroll finalized and matched to superannuation payments.
- BAS and GST returns completed up to Q4.
- Expense receipts filed in chronological order.
- Fixed asset register updated.
- Depreciation journal posted.
- Final P&L and Balance Sheet exported in PDF.
- EOFY Declaration signed and submitted to HQ.

## File Submission & Naming Format

All documents must be uploaded in PDF format using the following naming convention:

[ClubName]EOFY[DocumentType]\_[Year].pdf

Example: UAC\_Melbourne\_EOFY\_ProfitLoss\_2025.pdf

 Upload to:

Google Drive → Finance → EOFY → [Club Name] → 2024–2025

## HQ Audit & Review

- HQ Finance conducts a two-level audit:
  - Level 1: Verification of completeness and reconciliations.
  - Level 2: Review of anomalies or expense irregularities.
- Any discrepancies are reported to the Franchise Support Officer (FSO) within 5 days.
- Clubs must correct and re-upload revised files before July 25.

## Late Submission Policy

- Submissions received after July 20 incur a \$250 administrative penalty (deducted from next royalty cycle).
- Failure to submit EOFY reports within 30 days may result in temporary suspension of franchise support services until compliance is achieved.

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