

Annual Shutdown Checklist

Business Owner	
Notify Customers & Suppliers:	
• Send out email notifications to customers and suppliers advising closure dates.	☐
• Update website and social media with closure and reopening information.	☐
• Notify key suppliers on final deliveries before the shutdown.	☐
Update Business Hours:	
• Change business hours on social media platforms and the business website.	☐
• Set up out of office emails for business and all staff.	☐
• Update voicemail messages for the business phone line with shutdown hours.	☐
Inventory and Stock:	
• Finalise stock take and ensure inventory is reconciled.	☐
• Order only essential supplies before closure to avoid spoilage (if applicable).	☐
Financial Preparation:	
• Review business cash flow, and set aside funds for payroll processing during shutdown and for reopening.	☐
• Ensure all incoming invoices, payments and bills are taken care of in advance.	☐
• Be across FBT and the one-off transactions that occur during a shutdown period for clients (if applicable).	☐
• Go through end of month procedures and housekeeping once everything is completed to check if there is any other item that required attention.	☐
Employee Responsibilities:	
• Inform staff of closure and reopening dates (employers must notify employee of shutdown as per the applicable award).	☐
• Note if any employees working (i.e. skeleton staff).	☐
• Ensure staff know their responsibilities, such as final clean up etc.	☐

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Confirm employees' days of leave (how many work days/how many public holiday days).	☐
Confirm employees' pay information has been received, checked and verified (e.g. timesheets, annual leave, unpaid leave, etc.).	☐
Check expenses for the Christmas part or gifts to staff, and whether there are FBT implications.	☐
Security:	
Set alarms and security systems before closing and leaving.	☐
Arrange security checks with outside security business.	☐
Maintenance:	
If any equipment or systems require maintenance, schedule this for the downtime.	☐
Confirm appointments for essential services (e.g. HVAC maintenance or deep cleaning).	☐

Bookkeeping	
Reconciliation:	
Complete bank reconciliations.	☐
Record any last-minute transactions.	☐
Prepare any necessary financial reports for the period.	☐
Prepare end of month statements/accounts	☐
Prepare and lodge end of quarter BAS/superannuation obligations.	☐
Pay Outstanding Bills:	
Ensure all supplier bills are set for payment during shutdown.	☐
Ensure any taxation payments are scheduled for payment during shutdown period.	☐

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Bookkeeping	
Automate any recurring payments that need to be made during the shutdown (e.g. rent).	☐
Accounts Receivable (Debtors):	
Follow up outstanding debtors before the close of business.	☐
Automate reminders for payments due during the shutdown.	☐
Payroll and Employee Payments:	
Check whether any relevant penalty rates are applicable.	☐
Ensure employees receive any scheduled salary and wages during the shutdown period.	☐
- Process payroll payments including: - Annual leave. - Bonus payments. - Commissions.	☐
Prepare for Reopening:	
Schedule a financial review for the first week after reopening to assess adjustments to budgeting or forecasting if necessary.	☐
Review budgets for the period immediately after reopening.	☐
Ensure cashflow forecast is updated, considering potential slow-down after the shutdown.	☐