

EOFY 2022 checklist

Ensure a smooth FY2022/2023

! Fees and charges

- Updated in your **transactional system, ready to go for 1 July**
- Website** and **Pricing Signs** have been updated
- Transactional system **naming conventions are aligned with fees and charges**
- Special rates** in your transactional system **are validated**
- Contractor rates** for transport, scrap metal, and outgoing batteries & tyres are updated


! Get your Audit on!

- Have a **second set of eyes** look over things!
- Full year data & waste levy audit done**
 - do your own, or **call in the specialists!**
 - reassess the transactions from the past year
 - identify changing trends
 - demonstrate process opportunities
 - find efficiency opportunities



- General data governance clean** done
 - June is a great time to make sure everything's nice and neat and updated with 1 July
 - It is going to be **CRITICAL** to the accurate receipt and calculation of the advanced payments as it will be used to **benchmark future MSW Payments**

! Finance

- Have your waste and finance teams talk to **reassess your provisions and accruals**
- Credit limits** are reassessed
 -  With waste levy increases, ensure you have revisited the credit limits that you offer to your customers to make sure that they're sufficient to cover the increase in invoice balances
- Budget for extra resources** to give you a hand with audit or to help each month if needed
 - This is the time to think about what you're budgeting for the coming year!

! Regulation

- Waste levy price changes** captured
- Queensland**, are you ready for the **new waste levy zones** coming in?
 - Pricing structures are upgraded to ensure the correct levy rate is charged with respect to which zone it was generated in.
- Tasmania, are you levy ready?**