

# The Founders Finance.

THE STARTUP COMPLIANCE CALENDAR - ONE-PAGE RHYTHM

PLACEHOLDER DRAFT - have your CA verify obligations & dates for your entity before sharing

## EVERY MONTH

<b>Close the books</b>	Reconcile bank, lock the month, produce the MIS pack
<b>GST returns</b>	Output/input returns as applicable to your registration
<b>TDS deposit</b>	Deposit tax deducted on salaries, rent, contractors
<b>Payroll dues</b>	PF / ESI / PT deposits where applicable

## EVERY QUARTER

<b>Advance tax</b>	Instalment based on projected annual income
<b>TDS returns</b>	Quarterly statements for deductions made
<b>Board rhythm</b>	Board meeting, minutes, and registers update

## EVERY YEAR

<b>Income tax return</b>	Entity return after audit (where applicable)
<b>ROC annual filings</b>	Financial statements & annual return to the Registrar
<b>Statutory audit</b>	Plan early - bottlenecks cluster around due dates
<b>GST annual return</b>	Reconciliation with books for the financial year

Exact due dates vary by entity type, turnover and state - we maintain this calendar with named owners for our clients.

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