# Saward Dawson Fringe Benefit Checklist For the Year 1 April 2023 to 31 March 2024

**Employer:**

**Contact Person:**

**Telephone:**

|  |  |
| --- | --- |
|  | **Yes No** |
| Cars |  |
| Has your business made available a car for the private use of an employee, associate or director at any time during the period? | ¨ ¨ |
| If yes, please complete the attached Car Fringe Benefit Schedule. Please note that if your business is registered for GST and entitled to claim GST on lease payments, or on the purchase of any new car, then details will need to be attached.  If you provide an eligible electric car to an employee which is exempt from fringe benefits tax, a reportable fringe benefit amount (‘RFBA’) for the car will still arise. This means that calculations will still need to be completed to determine the RFBA. Accordingly, please provide details of any exempt electric cars provided to employees. |  |
| Car parking Are your business premises within one kilometre of a commercial car parking station (generally those in the CBD) that charged more than $10.40 per day for parking facilities at 1 April 2023? If yes, please contact us for the information required. | ¨ ¨ |
| A commercial car parking station means a car parking facility available to any member of the public for all-day parking upon payment of a fee. It includes short-term shopping centre car parks.  Please note that an exemption from fringe benefits tax applies to car parking provided by **charitable institutions** and **small business employers** (i.e. businesses whose gross income is less than $50 million). However, the small business exemption cannot be utilised where car parking is not provided on the employer’s premises (such as at a commercial car park) or where a commercial car park exists on the employer’s premises. |  |
|  | **Yes No** |
| Expense payments |  |
| Has your business paid for or reimbursed an employee for any expenses which are wholly or partially private in nature such as: | ¨ ¨ |
| * Telephone * Light & power * Car running expenses where car is owned by the employee * Travel & accommodation expenses * School fees * Health or life insurance * Other expenses |  |
| If yes to any of the above, please attach the GST-inclusive details of expenditure and any additional information which you believe may be relevant, including the portion which the employee could claim personally as an income tax deduction had they incurred the cost. |  |
| Meal entertainment Please read this information about meal entertainment then answer the questions that follow.  A meal entertainment fringe benefit arises where an employer provides either of the following to an employee, or an associate of an employee such as a partner or relative:   * entertainment by way of food or drink; * travel or accommodation connected with entertainment by way of food or drink; or * a reimbursement or payment of expenses incurred in providing either of the above.   A meal entertainment fringe benefit generally does not arise, however, when an election to use the “50/50” valuation method has **not** been made and:   * The meal entertainment is provided on an employer’s premises; or * The GST-inclusive cost per employee is less than $300 and the meal entertainment is provided irregularly and infrequently (such as at an annual Christmas party).   Meal entertainment provided in these circumstances is an **exempt benefit**. However, it will not be deductible for income tax purposes and the GST cannot be claimed as an input tax credit.  Meals provided as mere sustenance or light refreshments on an employer's premises (such as morning and afternoon teas and working lunches) are **not entertainment**. As such they are fully tax deductible and not subject to fringe benefits tax.  Income tax exempt employers are also generally required to pay fringe benefits tax on meal entertainment fringe benefits and some of the above exemptions **do not apply**. You should contact us to discuss this further if it is applicable to your organisation. |  |

|  |  |
| --- | --- |
|  | **Yes No** |
| After reading the above, have you provided any meal entertainment during the year (and are unable to utilise the above in-house or minor benefit exemptions)?  If so, please attach GST-inclusive details of actual entertainment expenditure incurred and the number of employees involved so we can ascertain the taxable value of this benefit. | ¨ ¨ |
| Other entertainment |  |
| Have you provided any other entertainment or recreation to an employee or associate, such as: |  |
| * Gym membership | ¨ ¨ |
| * AFL or sporting club membership | ¨ ¨ |
| * Tickets to sporting events | ¨ ¨ |
| * Holiday transport (i.e. air fares)   If yes, please attach GST-inclusive details of expenditure incurred. | ¨ ¨ |
| Other fringe benefits |  |
| Has your business provided any of the following fringe benefits to your employees for the year 1 April 2023 to 31 March 2024? |  |
| * Debt waiver | ¨ ¨ |
| * Loan fringe | ¨ ¨ |
| * Housing | ¨ ¨ |
| * Living away from home allowance | ¨ ¨ |
| * Board | ¨ ¨ |
| * Property | ¨ ¨ |
| * Miscellaneous items   If so, please contact Murray Nicholls from our office for details of the information that we require to calculate the taxable value of the fringe benefit provided. | ¨ ¨ |

## Car Fringe Benefit Schedule

Provide details for all motor vehicles, except those with a load carrying capacity of 1 tonne or more and commercial vehicles where the private use is minor, infrequent or irregular.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Car 1** | **Car 2** | **Car 3** |
| n Name(s) of employee(s) car used by: \* \*If used by multiple employees, please specify all driver names. If the car is shared by multiple employees then it may be exempt from reportable value requirements. |  |  |  |
| n Make and model: |  |  |  |
| n Registration number: |  |  |  |
| n Date of original purchase: \*\* |  |  |  |
| n Original purchase price: \*\*  \*\* Provide a copy of the tax invoice and finance agreement (if applicable) if purchased in the fringe benefits tax year ending 31 March 2024. |  |  |  |
| n Odometer readings (refer to our email for when these are required) as at: |  |  |  |
| 1. 31 March 2023, or the date of purchase if vehicle acquired from 1 April 2023 |  |  |  |
| 1. 31 March 2024, or the date of sale if sold before 31 March 2024 |  |  |  |
| n Date of sale (if applicable): |  |  |  |
| n Does the employee pay for any running costs? If yes, please provide GST-inclusive details. |  |  |  |
| n Has a log book been maintained either during the fringe benefits tax year ending 31 March 2024 or within the previous four years for a minimum period of 12 weeks? |  |  |  |
| If “Yes” to the above question, please provide the following information (disregard this section if you answered “no” to the above question): | | | |
| 1. Date log book completed (dd/mm/yy) 2. % of business use recorded in log book 3. Estimated % of business use (if different to log book %) 4. Engine capacity (in litres) |  |  |  |
| 1. The **GST-inclusive details** of running costs for the year ended 31 March 2024 as follows: | | | |
| * + - * 1. Petrol & oil (Note: we can estimate this based on total kilometres travelled if exact details are not available) |  |  |  |
| * + - * 1. Registration & insurance |  |  |  |
| * + - * 1. Repairs & maintenance |  |  |  |
| * + - * 1. Lease payments (but not hire purchase or chattel mortgage payments) |  |  |  |
| * + - * 1. RACV & other expenses |  |  |  |