

CRISPIN & JEFFERY

Chartered Accountants

2011 FRINGE BENEFITS CHECKLIST

EMPLOYER'S NAME:

This form is a checklist of the various types of Fringe Benefits that your organisation may provide.

Please answer the following questions.

- | | |
|---|-----------------|
| 1. Were any cars provided to employees during the year ? | <u>YES / NO</u> |
| 2. Was any entertainment (e.g. lunches, club memberships etc) provided to employees during the year ? | <u>YES / NO</u> |
| 3. Were any car parking facilities provided to employees during the year ? | <u>YES / NO</u> |
| 4. Were any private or non-deductible expenses paid on behalf of employees (e.g. health insurance, home telephones, children's education, personal travel, etc) ? | <u>YES / NO</u> |
| 5. Have any employees made additional Superannuation payments above the 9% minimum of Gross Wages? | <u>YES / NO</u> |

If the answer to any of questions 1, 2, 3, 4 or 5 is yes, please complete the attached worksheets. If you have any questions in relation to the worksheets, please contact us on (02) 9908-4744

- | | |
|--|-----------------|
| 6. Were any loans provided to employees during the year ? | <u>YES / NO</u> |
| 7. Have any loans to employees been written off or waived ? | <u>YES / NO</u> |
| 8. Were any employees allowed free use of company property for private purposes (other than cars) ? | <u>YES / NO</u> |
| 9. Were any employees provided with free or discounted products that had a value in excess of \$500 ? | <u>YES / NO</u> |
| 10. Was any housing provided to employees during the year (other than accommodation whilst travelling) ? | <u>YES / NO</u> |
| 11. Were any employees paid living away from home allowances ? | <u>YES / NO</u> |
| 12. Any other benefits provided to employees? | <u>YES / NO</u> |

If the answer to any of questions 6 to 11 is yes, or if you need any assistance, please contact us on (02) 9908-4744

2011 FRINGE BENEFIT CHECKLIST

EMPLOYER'S NAME:

1. Cars provided to employees during the year

(Please Note: Please photocopy and use a separate sheet for each car)

1a. Vehicle Details

Make & model

Driver/employee

Registration number

Purchase date

Purchase price (inclusive of GST) \$

New or Second Hand Vehicle

Sale date (if sold since 1st April 2010)

Odometer reading 31/3/10 kms

Odometer reading 31/3/11 kms

Log Book Percentage * %

Please Note: If you have purchased or leased a new car during the year, please provide a copy of the purchase and finance documentation.

1b. Employee Reimbursements

Car running costs paid by employee and not reimbursed \$

Any amount paid by the employee to you for use of the car \$

Was there any time during the year when the car was incapable of being used or was garaged at the employers premises. If so, please show the number of days that the car was unavailable days

*** PLEASE ATTACH PHOTOCOPIES OF (OR THE ORIGINAL) LOG BOOK IF APPLICABLE**

2011 FRINGE BENEFIT CHECKLIST (CONT)

EMPLOYER'S NAME:

1c. Additional Details (Only required if a log book has been maintained)

Please Note:

- * *The use of a log book is likely to be beneficial if business useage exceeds 75%.*
- * *A new log book must be completed every 5 years or if your driving pattern changes by more than 10%*
- * *If your log book was commenced prior to March 2005 or earlier, you must complete a new log book in the 2011 FBT year (the current year)*
- * *If a new vehicle has been purchased, the log book from the old vehicle can be used if the above conditions have been satisfied*

* Expenses value must be GST inclusive 1/4/10 to 31/3/11

Lease expenses	\$
CHP/Asset Purchase repayments	\$
Registration / CTP Insurance	\$
Comprehensive Insurance (Date Paid __/__/__)	\$
Repairs & maintenance	\$
Petrol & oil	\$
Total car running costs for the period	\$

1d. Statutory Declaration

Please Note:

For motor vehicle fringe benefits we have included a pro forma statutory declaration for an employee to report either their kilometres travelled or their log book percentage. In many cases log books are not completed correctly and need to be verified before being relied upon.

2011 FRINGE BENEFIT CHECKLIST (CONT)

EMPLOYER'S NAME:

2. Entertainment Expenses in respect of Employees

Fringe Benefits Tax applies to most entertainment provided to employees and paid for by the employer.

Entertainment of clients and other business contacts is not subject to Fringe Benefits Tax but it is not tax deductible and input tax credits are not claimable.

For example, if an employee takes a client to lunch, the cost of the lunch is 50% employee entertainment and therefore 50% of the cost is subject to Fringe Benefits Tax. Alternatively, if you maintained a twelve week entertainment register, please advise of the staff entertainment percentage.

Please provide the following information:

* GST Inclusive

Total Meal entertainment	\$ _____
Total Other entertainmen (eg. Corporate boxes/Sporting or Cultural event tickets**)	\$ _____
Total Entertainment Expenses (1/4/10 to 31/3/11)	\$ _____

** Must be seated together as a group

NB. Meal entertainment includes the cost of meals with clients when travelling.

Part or all of the cost of a Christmas function may be exempt from Fringe Benefits Tax, therefore please provide a breakdown of the Christmas Function in the following categories:

Total cost of Christmas function	\$ _____
1 Cost of Meals	_____
2 Cost of Drinks	_____
3 Cost of any Gifts	_____
4 Any additional Costs	_____
Number of employees present	_____
Number of non-employees present (including employees' spouses/partners)	_____
Venue address:	_____

If you have a large amount of entertainment and a high proportion of non-employee entertainment (e.g. most lunches/functions have say 3 or 4 clients attending and only one employee), please contact us on (02) 9908-4744 to discuss.

2011 FRINGE BENEFIT CHECKLIST (CONT)

EMPLOYER'S NAME:

3. Car Parking Facilities Provided to Employees

NB: Only complete this section if:

- (a) Your turnover is greater than \$10 million AND
- (b) there is a commercial parking station within a 1 kilometre distance from your business premises that charges more than \$7.46 per day for parking

(c) Number of parking spaces available to employees _____

What is the cheapest daily rate at a parking station within 1 km? \$ _____

Number of days each car parking space was used by employees

(Do not include days where the space was used for less than 4 hours)

1. _____ *days*

2. _____ *days*

3. _____ *days*

Attach a separate sheet if more than three parking spaces.

2011 FRINGE BENEFIT CHECKLIST (CONT)

EMPLOYER'S NAME:

4. Expense Payment Fringe Benefits

Did you provide an employee with any of the following work -related items:

Mobile Phone	<u>YES / NO</u>
Laptop Computer	<u>YES / NO</u>
A portable printer designed for use with a laptop	<u>YES / NO</u>
Briefcase	<u>YES / NO</u>
Calculator	<u>YES / NO</u>
Item of Protective Clothing	<u>YES / NO</u>
Tool of Trade	<u>YES / NO</u>
Electronic Diary	<u>YES / NO</u>

If yes, an exemption from FBT could apply as long as the mobile phone, protective clothing or computer software was to be used primarily in the employee's employment.

