ACCOUNTING ADVISORS

# SELF ASSESSMENT CHECKLIST

FY 2020-2021

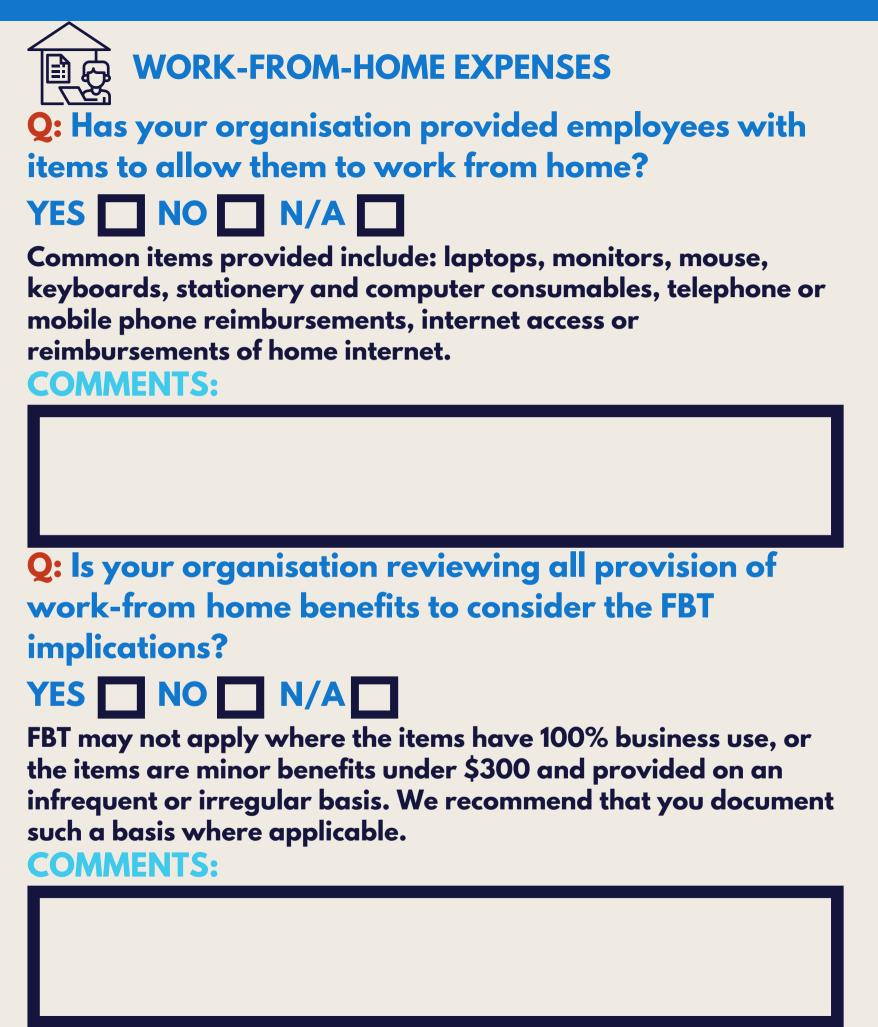




# 2021: ASSESS YOUR LEVEL OF FBT RISK

COVID-19 has had a significant impact on the Fringe Benefits Tax (FBT) implications for the 2020-21 FBT year. With 31 March looming, now is the time to consider these implications.

We have prepared a checklist to get you started on considering the FBT implications for the 2021 FBT year. We have also included the usual non-COVID-19 risk areas for you to consider.





#### LIVING EXPENSES BECAUSE OF RESTRICTIONS

| Q: Is your organisation engaging persons who are  |
|---|
| not living at their usual place of residence and paying                                       |
| for some of their living expenses?  |
| YES NO N/A  |
| Q: Has your organisation identified those persons   |
| who cannot travel home or have travelled home and   |
| incurred additional expenses because of restrictions  |
| imposed by COVID-19?  |
| YES NO N/A  |
| Q: Have you considered whether the expenditure  |
| amounts to emergency assistance under the FBT law?  |
| YES NO N/A  |
| If yes, an FBT exemption may apply. Typical examples where                                    |
| emergency assistance is provided include:   |
| <ul> <li>Flights and travel expenses home</li> <li>Car hire and transport expenses</li> </ul> |
| <ul> <li>Temporary accommodation and food expenses</li> </ul>                                 |
| • Self-isolation or quarantine expenses.  |
| COMMENTS:   |
|   |
|   |



#### CARS

Q: Have you considered whether an employer provided vehicle was garaged at some time at an employee's home because of COVID-19 during the 1 April 2020 to 31 March 2021 period, and the FBT implications?

YES NO N/A

Where a car is garaged at an employee's home this may result in a fringe benefit. Any FBT may be reduced where you use the operating cost method (including the requirement to keep valid log books) and keep odometer records.

**COMMENTS:** 





| PROTECTIVE ITEMS  | CANCELLED EVENTS   |
|---|--|
| Q: Has your organisation paid for protective items for employees to protect them from contracting COVID-19 while at work?  YES NO N/A These items may include: gloves, masks, sanitisers and antibacterial spray.  Where these items are considered to have been provided as emergency assistance under the FBT law, they will be exempt from FBT.  Also, where these items have been provided because of the type of work, no FBT arises.  For example, work such as medical, cleaning, retail, café and restaurant, hairdressing, and beauticians.  COMMENTS: | Q: Did your organisation have cancelled events during the 1 Ap 31 March 2021 period?  YES NO NA FBT will not apply where the employee attend the event; and where the arran between you and the event organisers FBT will apply where the employee pair cancelled event and you reimbursed the (unless an exemption or reduction appending the exemption or the otherwirule).  COMMENTS: |
|   |  |



| Q: Did | your or  | ganisatio | n have  | costs for |    |
|--------|----------|-----------|---------|-----------|----|
| cance  | led even | ts during | the 1 A | pril 2020 | to |
| 31 Ma  | rch 2021 | period?   |         |           |    |

yees did not get to rangement was ers.

paid for the d the employee applies, such as the erwise deductible

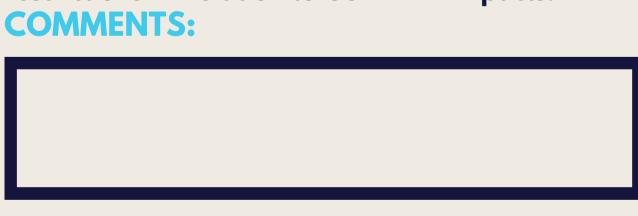
### **OTHER RISK AREAS (NON-COVID-19)**



Q: Is your organisation paying allowances/expenses or reimbursing expenses for stays overnight in relation to travel (e.g. accommodation, meals and incidentals)?

YES NO N/A

When an employee is considered to be LAFH, rather than travelling, there may be FBT implications. A third consideration is whether the employee has relocated, which may also be subject to FBT but has different considerations to be made. Please also refer to 'living expenses because of restrictions' in relation to COVID-19 impacts.

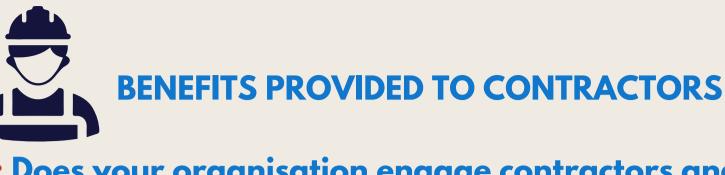




## MEAL ENTERTAINMENT (NOT-FOR-PROFITS)

| Q: Is your organisation FBT exempt, and does the organisation provide employees with meal entertainment cards?  YES NO N/A  |
|---|
| Q: If yes, has your organisation taken steps to consider the impact of the Australian Taxation Office compliance concession on takeaway meals in relation to exempt meal entertainment benefits for the year, in relation to COVID-19 impacts (e.g. where restaurants were closed and providing takeaway only meals)?  YES NO N/A COMMENTS: |
|   |





|     | your organisation engage contractors and fringe benefits to the contractors?                                |
|-----|---|
| YES | NO N/A  |
|     | ontractor is considered an employee for FBT purposes its provided to that contractor may be subject to FBT. |
|     |   |
|     |   |

WANT TO DISCUSS YOUR FBT NEEDS?
CONTACT US ON 1300 731 826
or
SUPPORT@ACCOUNTINGADVISORS
.COM.AU