



# Sole Trader Tax Return

Our services include Tax Returns,  
Bookkeeping, Financial Planning,  
Mortgage Broking, Asset finance  
and much more

## INFORMATION TO BE PROVIDED

- |  |  |
|--|--|
| <input type="checkbox"/> Backup of Computer Bookkeeping File (e.g. CFM, Quickbooks, MYOB etc) with Username & Password                             | <input type="checkbox"/> Value of Closing Stock at 30 June 2023  |
| <input type="checkbox"/> If cloud based (i.e. Xero), please invite accountant to access file   | <input type="checkbox"/> Motor Vehicle Expenses – please refer to separate <i>Motor Vehicle Checklist</i>  |
| <input type="checkbox"/> Manual Cash Book (i.e. Money Column or Ledger Book)   | <input type="checkbox"/> Details of Depreciable Assets purchased or disposed during 2023 Financial Year, including;<br>- Date of Acquisition & Disposal<br>- Consideration Paid & Received |
| <input type="checkbox"/> Business Bank Account Statements (including Cash Management Accounts)   | <input type="checkbox"/> Bad Debts or Prepaid Expenses   |
| <input type="checkbox"/> Business Loan Bank Statements   | <input type="checkbox"/> Superannuation Fund Intent to Claim Form  |
| <input type="checkbox"/> Motor Vehicle/Equipment Chattel Mortgage, Lease or Hire Purchase Contracts, and copies of any Tax Invoices for New Assets | <input type="checkbox"/> Superannuation Statements and Records   |
| <input type="checkbox"/> Copies of Business Activity Statements  | <input type="checkbox"/> Home Loan Statements (complimentary mortgage health check)  |
| <input type="checkbox"/> Copy of Staff PAYG Withholding Payment Summaries and Statement  | <input type="checkbox"/> Income Protection, Life, TPD, Trauma  |
| <input type="checkbox"/> Workcover Remuneration Certificate  | <input type="checkbox"/> Insurance Renewal Notices   |
| <input type="checkbox"/> Debtors (Receivables) and/or Creditors (Payables) at 30 June 2023   | <input type="checkbox"/> BSB and Acct No for Refunds   |

## INCOME

- |   |   |
|---|---|
| <input type="checkbox"/> Trading Income (Sales, fees, Contract Income, Commissions)                                     | <input type="checkbox"/> Rental Income  |
| <input type="checkbox"/> Refunds and Rebates from Suppliers   | <input type="checkbox"/> Government Payments (i.e Diesel Fuel Tax Credits Rebate, Grants, Subsidies, Apprentice/Trainee Payments) |
| <input type="checkbox"/> Interest Received (Term Deposit, Cash Management Trust, Bonus Saver Account, GST Account etc.) | <input type="checkbox"/> Sale of Asset Proceeds and Dates   |
| <input type="checkbox"/> Dividends Received on Shares and Managed Fund Statements                                       | <input type="checkbox"/> Insurance Recoveries, Compensation Payments  |
| <input type="checkbox"/> Profit & Loss statement from 1 July 2022 to 30 June 2023                                       | <input type="checkbox"/> Foreign Income & Foreign Tax Credits   |

## EXPENSES

Accounting Fees, Advertising & Promotion, Allowances Paid, Bank Fees, Bookkeeping Fees, Borrowing Expenses, Cleaning, Commissions Paid, Consultants' Fees, Contract Payments, Debt Collection Fees, Delivery & Freight, Donations, Electricity, Filing Fees, Fodder, Franchise Fees & Royalties, Fuel & Oil, Gas, Government Charges, Hire of Equipment, Home Office, Insurance, Interest Expense, Internet, Lease Payments, Legal Fees, Licenses & Permits, Livestock Expenses, Long Service Leave & Redundancy Pmts (i.e. Coinvest, Incolink), Management Fees, Materials & Supplies, Motor Vehicle (i.e. Fuel, Insurance, Registration, Repairs, Tolls) Packaging, Parking, Postage, Printing & Stationery, Protective Clothing, Purchases for Resale, Rates & Land Tax, Rent, Repairs & Maintenance, Replacement Tools, Rubbish Removal, Salaries/Wages Paid, Security, Seminars & Conferences, Staff Amenities & Training, Subscriptions, Superannuation, Telephone, Travel & Accommodation, Uniforms, Union Memberships, Veterinary Expenses, Workcover Premiums.

**Please Note:** To ensure you obtain the maximum deductions you are entitled, and in consideration of the penalty provisions, full details of any claim should be provided and supporting documentation made available to our accountants, including receipts, tax invoices, logbooks, diaries or reasonable and supporting estimates.

# WORKING FROM HOME EXPENSES FOR 2023

*If you performed some of your work from your home office during the 2023 financial year, you may be able to claim a deduction for the costs you incur in running your home office, even if the room is not set aside solely for work-related purposes.*



## CHANGES FOR 2023

To be eligible to claim a deduction for working from home expenses, you must:

- incur additional running expenses as a result of working from home
- be working from home to fulfil your employment duties, not just completing minimal tasks
- keep records at the time you work to prove you incur the cost.

To calculate your working from home expenses, you can use the revised fixed rate method or the actual cost method.

## REVISED FIXED RATE METHOD

The revised fixed rate method allows you to claim 67 cents per hour you work from home for the expenses listed below. You no longer require a dedicated home office to use this method.

Expenses included in the revised fixed rate are:

- data and internet
- mobile and home phone usage
- electricity and gas
- computer consumables (e.g. printer ink)
- stationery.

You **can't** claim a separate deduction for any of the expenses the revised fixed rate includes.

You **can** claim a separate deduction for:

- the decline in value of assets used while working from home, such as computers and office furniture
- the repairs and maintenance of these assets
- cleaning (only if you have a dedicated home office).

work from home, keep one bill for each of these expenses).

You will also need records for items you claim as a separate deduction.

From 1 July 2022 to 28 February 2023, the ATO accept a record which represents the total number of hours worked from home (for example a 4 week diary).

From 1 March 2023 onwards, a record of all the hours you worked from home is required.

***CONTACT US for a 2023 Working From Home Diary Template for you to use to record your working from home hours.***

## ACTUAL COST METHOD

The actual cost method allows you to claim a deduction for the actual expenses you incur as a result of working from home.

You may be able to claim a deduction for each of the expenses you incur, such as:

- data and internet
- mobile and home phone usage
- electricity and gas
- computer consumables (e.g. printer ink)
- stationery
- the decline in value of assets used while working from home, such as computers and office furniture, as well as any maintenance and repairs of these items
- cleaning (only if you have a dedicated home office).

The actual cost method requires detailed calculations and records. For example, you will need to know and have records of the cost per unit of electricity and average units used per hour

These shortcut arrangements do not prohibit people from making a working from home claim under existing arrangements, where you calculate all or part of your running expenses.

The ATO will review the special arrangement for the next financial year as the COVID-19 situation progresses.

## RECORD KEEPING CHECKLIST

### Revised Fixed Rate Method

You will need the following records:

- a record of all the hours you work from home for the entire year (e.g. a timesheet, roster, diary or similar document)
- evidence you paid for the expenses covered by the revised fixed rate method (for example, if you use your phone and electricity when you

### Actual Cost Method

You will need to keep a record for every expense you claim.

Also, you need the following evidence to show you have incur additional running expenses:

- receipts, bills or invoices which show the supplier, amount of the expense, nature of the goods, date it was paid and the date of the document
- evidence of your personal and work-related use of the items or services you buy and use.

You can work out your work-related expenses using records for the entire year or over a 4 week period that represents your work use – for example, using a diary or itemised bill.

### Decline in Value of Assets and Equipment

You will need records for depreciating assets, that show:

- when and where you buy the item and its cost
- when you started using the item for a workrelated purpose
- how you work out your percentage of work-related use, such as a diary that shows the purpose of and use of the item for work
- either:
  - a copy of the Commissioner's Determination of Effective Life you use to work out the decline in value
  - how you work out the effective life if you don't use the Commissioner's determination
- which method you choose to work out the decline in value

## OCCUPANCY EXPENSES

Claims for occupancy expenses are allowed only if the home is used as a place of business. Occupancy expenses include rent, mortgage interest, water rates, repairs, house insurance premiums.

The claim can be made as an apportionment of total expenses incurred on a floor area basis.

Warning: Being able to claim these expenses may affect your 'main residence exemption' for capital gains tax purposes if you sell your house in the future.

## WHEN IS A HOME A PLACE OF BUSINESS?

The following factors, none of which is necessarily conclusive on its own, may indicate whether, or not, an area set aside has the characteristics of a place of business:

- the area is clearly identifiable as a place of business
- the area is not readily suitable or adaptable for use for private or domestic purposes in association with the home generally

- the area is used exclusively, or almost exclusively, for carrying on a business, or
- the area is used regularly for client or customer visits.

If you use your home to carry out income producing activities as a matter of convenience, you are not entitled to a deduction for occupancy expenses. It would be rare for an employee to be able to claim occupancy expenses.

## NEXT STEPS

For further information and expert assistance to prepare your tax return and maximise your tax refund, contact our office today!



**Phone:** (03) 7035 3501

**Email:** [admin@futureadvisory.com.au](mailto:admin@futureadvisory.com.au)



## 2023 Tax Deduction Checklist

# IS IT TAX DEDUCTIBLE?

Everyone wants to pay less tax, right? To do that you need to know what you can claim... and what you can't.

It's not about cheating the system, or creative accounting. It's all about claiming what you're entitled to. That's why we've developed the "Is it Tax Deductible?" checklist designed for the individual taxpayer.

### YOUR CHECKLIST

ITEM	YES	NO
ADMISSION FEES		x
For lawyers and other professionals. Disallowed as this is a capital cost.		
AIRPORT LOUNGE MEMBERSHIP	✓	
Deductions to the extent used for work-related purposes.		
ANNUAL PRACTICING CERTIFICATE	✓	
Applies to professional persons and other contractors who must pay an annual fee to practice in their chosen field.		
BANK CHARGES	✓	
Deductions are allowed if account mainly earns interest. <u>NOT</u> private transaction fees.		
BRIEFCASE	✓	
If used for work and/or business purposes the cost is fully deductible if \$300 or less. If more than \$300, it must be depreciated.		
CALCULATORS + ELECTRONIC ORGANISERS	✓	
If used for work and/or business purposes the cost is fully deductible if \$300 or less. If more than \$300, it must be depreciated.		

ITEM	YES	NO
CHILDCARE FEES		x
CLOTHING, UNIFORMS + FOOTWEAR	✓	
<b>Compulsory Uniform.</b> Uniform must be unique and, to an organisation (e.g. corporate uniform)		
<b>Non-Compulsory Uniform.</b> If on a register kept by the Department of Industry, Science and Tourism.		
<b>Occupational Specific.</b> The clothing identifies a trade, vocation or profession (e.g. chefs and nurses)		
<b>Protective.</b> Must be used to protect the person or their conventional clothing. May include sunscreen.		
CLUB MEMBERSHIP FEES		x
COACHING CLASSES	✓	
Allowed to performing artists to maintain existing skills or obtain related skills		
COMPUTER + SOFTWARE	✓	
Software is generally deductible if it costs less than \$300, otherwise deductible over 2.5 years.		
CONFERENCES, SEMINARS + COURSES	✓	
Allowed if designed to maintain or increase employee's knowledge, skills or ability.		
CONVENTIONAL CLOTHING		x
Unless deemed to be stage clothing for an arts performer.		
COVID-19 TESTS	✓	
If test used for work related purpose, you paid for it and it was not reimbursed to you by your employer, and was a PCR or RAT test. NOTE: Not deductible if you work from home and don't intend to attend your workplace.		
CRYPTOCURRENCY SOFTWARE	✓	
DEPRECIATION	✓	
Tools, equipment, and plant used for work purposes for each item costing more than \$300. Items costing \$300 or less are deductible outright in the year of acquisition.		
DRIVER'S LICENCE		x
Cost of acquiring and renewing.		
DRY CLEANING	✓	
Allowed if the cost of the clothing is also deductible. See also 'Laundry'.		
ENTERTAINMENT EXPENSES		x
FINES		x
Imposed by court, or under law of Commonwealth, State, Territory or foreign country (s26-5).		
FIRST AID COURSE	✓	
Provided it is directly related to employment or business activities.		
GAMING LICENCE	✓	
Hospitality industry.		

ITEM	YES	NO
<b>GIFTS / DONATIONS OF \$2 OR MORE</b>	✓	
If made to an approved 'deductible gift recipient' body or fund. See ato.gov.au for a full list. Gifts to clients are deductible if employees can demonstrate a direct connection with earning assessable income.		
<b>GLASSES + CONTACT LENSES (PRESCRIBED)</b>		✗
These would qualify as medical expenses (which themselves are being phased out). Deductible if 'protective clothing'.		
<b>GLASSES + GOGGLES</b>	✓	
Protective only		
<b>GROOMING</b>		✗
Unless employed as aircraft cabin crew or a performing artist (limits apply)		
<b>HELP / HECS REPAYMENTS</b>		✗
<b>HOME OFFICE EXPENSES</b>	✓	
If you perform some of your work from your home office, you may be able to claim a deduction for the costs you incur in running your home office. <b>Running Expenses.</b> For example, electricity, gas and depreciation of office furniture (e.g. desk, tables, chairs, cabinets, shelves, professional library). <b>Occupancy Expenses.</b> For example, rent, insurance, rates and land tax. Deductible only to the extent that a portion of the home is used as a <b>place of business</b> and has the characteristics of a business.		
<b>INCOME PROTECTION INSURANCE</b>	✓	
Allowed only if the proceeds upon a claim are assessable.		
<b>INSURANCE – SICKNESS OR ACCIDENT</b>	✓	
Allowed only if the proceeds upon a claim are assessable.		
<b>INTEREST</b>	✓	
Allowed if money borrowed for work-related purposes or to finance income earning assets. Interest paid on underpayment of tax (e.g. General interest charge) is deductible. Fines and administrative penalties are not deductible. Interest on capital protection loans is deductible, except for a non-deductible capital protection component.		
<b>INTERNET + COMPUTER EQUIPMENT</b>	✓	
Expenses allowed to the extent incurred in deriving an individual's work-related income, carrying on a business or earning investment income (e.g. share investing).		
<b>LAUNDRY + MAINTENANCE</b>	✓	
Allowed if the cost of clothing is allowable (see 'Clothing, Uniforms and Footwear'). Reasonable claims of up to \$150 do not need to be substantiated.		
<b>LEGAL EXPENSES</b>	✓	
Renewal of existing employment contract.		

ITEM	YES	NO
<b>MEALS</b>		
Eaten during normal working day		
Meals acquired when travelling overnight for work-related purpose	✓	✗
Meals when travelling (not overnight)		✗
Overtime meals. If allowance received under an award	✓	
<b>MEDICAL EXAMINATION</b>	✓	
Only if from the referral of a work-related business licence and shown on your payment summary, not to obtain a job as this would be classified as capital in nature.		
<b>NEWSPAPERS</b>		✗
Claims may be allowed in limited cases if the publication is directly related to income-producing activities.		
<b>OVERTIME MEAL EXPENSES</b>	✓	
Only if award overtime meal allowance received.		
<b>PARKING FEES + TOLLS</b>	✓	
Includes bridge and road tolls (but not fines) paid while travelling for work-related purposes.		
<b>PHOTOGRAPHS (PERFORMING ARTS)</b>		
Cost of maintaining portfolio	✓	
Cost of preparing portfolio		✗
<b>PRACTISING CERTIFICATE</b>	✓	
Applies to professional employees.		
<b>PREPAID EXPENSES</b>	✓	
Non-business individuals and Small Business Entity (SBE) taxpayers claim is fully deductible if services are to be performed in a period not exceeding 12 months. All other taxpayers must apportion claim over the period of service.		
<b>PROFESSIONAL LIBRARY (BOOKS + CDS + VIDEOS ETC)</b>	✓	
<b>Established library</b> (depreciation allowed) <b>New Books.</b> Full claim if cost \$300 or less (includes a set if total cost is \$300 or less) <b>New Books.</b> Depreciation if cost over \$300 (includes a set if total cost is more than \$300)		
<b>PROFESSIONAL ASSOCIATION FEES</b>	✓	
<b>PROTECTIVE EQUIPMENT</b>	✓	
Includes harnesses, goggles, safety glasses, breathing masks, helmets, and boots. Claims for sunscreen, sunglasses and wet weather gear allowed if used to provide protection from natural environment.		
<b>REMOVAL + RELOCATION COSTS</b>		✗
If paid by the employer, may be exempt from FBT, but deductible.		
<b>REPAIRS</b>	✓	
To income producing property / or work-related equipment.		
<b>SOCIAL FUNCTIONS</b>		✗

ITEM	YES	NO
<b>SEMINARS</b>	✓	
Including conferences and training courses if sufficiently connected to work activities.		
<b>SELF-EDUCATION COSTS</b>	✓	
Claims for fees, books, travel (see below) and equipment etc. only if allowed if there is a direct connection between the course and the person's income earning activities.		
<b>STATIONERY</b>	✓	
Diaries, log books, pens, papers etc.		
<b>SUBSCRIPTIONS</b>		
Publications if a direct connection between publication and income earned by taxpayer	✓	
Professional associations. Maximum of \$42 if no longer gaining assessable income from that profession.	✓	
Sports club		✗
<b>SUN PROTECTION</b>	✓	
Claims for sunglasses, hats and sunscreen allowed for taxpayers who work outside.		
<b>SUPERANNUATION CONTRIBUTIONS</b>	✓	
Claims allowed in respect of employees of your business. Personal superannuation contributions. To claim your deduction, you need to provide acknowledgement from your superannuation fund that you have submitted an intention to claim form with them.		
No deduction is available for interest on borrowed monies used to finance deductible personal superannuation contributions.		
<b>TAX AGENT FEES</b>	✓	
(Deduction can be claimed in the income year the expense is incurred)		
Travel and accommodation expenses if for travel to a tax agent or other recognised tax adviser to obtain tax advice, have returns prepared, be present at an audit or object to an assessment.		
Cost of other incidentals if incurred in having tax return prepared, lodging an objection or appeal or defending an audit.		
<b>TECHNICAL + PROFESSIONAL PUBLICATIONS</b>	✓	
<b>TELEPHONES + OTHER TELECOMMUNICATIONS EQUIPMENT</b>		
Including mobiles, pagers and beepers. Cost of telephone calls (related to work purposes)	✓	
Installation or connection (depreciable if dedicated to earning business income)		✗
Rental charges (if 'on call' or required to use on regular basis)	✓	
Silent telephone number.		✗

ITEM	YES	NO
<b>TOOLS</b>	✓	
Work related only. If cost is \$300 or less.		
If cost more than \$300, the amount would be depreciable, and the amount deductible equals to the decline in value.		
<b>TRAUMA INSURANCE</b>		✗
If benefits capital in nature.		
<b>TRAVEL EXPENSES</b>		
Including public transport, motor vehicles and motor cycles, fares, accommodation, meals and incidentals for travel between home and work.		✗
Where employee has no usual place of employment (e.g. travelling salesperson).	✓	
If 'on call'		✗
If you're working before leaving home (e.g. doctor giving instructions over phone from home. Note that this applies in limited circumstances only).	✓	
Must transport bulky equipment (e.g. builder with bulky tools) and no reasonable place to leave at work. (Under scrutiny by the ATO currently)	✓	
Travel from home (which is a place of business) to usual place of employment		✗
Travel from home to alternate work place (for work-related purposes) and return to normal work place (or directly home)	✓	
Travel between normal work place and alternate place of employment (or place of business) and return (or directly home)	✓	
Travel between two work places	✓	
Travel in course of employment: See Substantiation rules at Section 12.210	✓	
Travel accompanied by relative (may be allowed if relative is also performing work-related duties)		✗
<b>UNION + PROFESSIONAL ASSOCIATION FEES</b>	✓	
<b>VACCINATIONS</b>		✗
<b>WATCH</b>		✗
Unless job specific such as a nurse's fob watch.		

## FOR MORE INFORMATION

If you'd like more information on any of the above items, please feel free to contact us today.



**Phone:** (03) 7035 3501

**Email:** admin@futureadvisory.com.au