



Payroll
& Salary
Packaging
Solutions

“The annual FBT return
is a complex and multi-faceted employer
obligation that requires technical
expertise and a managed approach.”

Outsource the preparation of your Fringe Benefits Tax return (Save time, money and **Reduce** risk)



FBT Return Solutions specialise in outsourcing FBT return preparation. Let us remove the burden of preparing your FBT return. We provide a fully outsourced solution that can be annual, six monthly, quarterly, bi-monthly or monthly depending on the size of your organization.



Our approach is comprehensive and includes the following:
Planning, Tax Savings Analysis, Compliance Risk Management, ATO Best Practice Preparation & Reporting, Review & Comparison, Lodgment and Recommendations.



When was your last Compliance Risk Assessment? Save the time and costs associated with a post lodgement review. We'll perform a risk and opportunities review as we prepare your FBT return and while we are in the deep-end.



Outsource not your thing? We can assist in other ways, including pre-lodgement review, obtaining ATO lodgement extensions, benefit structuring, salary packaging, technical advice, policies & procedures drafting & review, process implementation and compliance risk reviews.

Outsourcing = Significant Savings for you!

1

Your current annual FBT compliance cost

- Day to day compliance cost
- Reporting costs
- External Review and Lodgment
- FBT Software costs
- Training time & costs
- Internal Costs
= People costs + Equipment costs + Occupancy costs

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We estimate you'll save up to **70%** by outsourcing

Your costs without Outsourcing (100%)

Your savings (up to 70%) from Outsourcing

Your costs with Outsourcing (30%)

Here are examples of what our clients save by outsourcing:

FBT Return Compliance Costs - internal preparation	Indicative Costs		
	Single Return	3 - 5 Returns	6 - 10 Returns
FBT Return Preparation Internal Costs = Salary costs + On-costs + Equipment costs + Occupancy costs	\$15,000.00	\$30,000.00	\$50,000.00
External Review and Lodgment (Big 4 / second tier)	\$5,000.00	\$12,000.00	\$25,000.00
Day to day compliance internal cost	\$1,500.00	\$2,500.00	\$5,000.00
Adhoc external advice	\$2,000.00	\$4,000.00	\$7,000.00
Reporting costs	\$1,000.00	\$2,000.00	\$3,000.00
FBT Software costs	\$500.00	\$1,500.00	\$2,500.00
Training time & cost	\$1,500.00	\$2,500.00	\$3,500.00
Indicative total annual internal FBT Compliance cost	\$26,500.00	\$54,500.00	\$96,000.00
Indicative Annual Outsource Fee (Capped)	\$7,500.00	\$15,000.00	\$27,500.00
Indicative Total Savings	\$19,000.00	\$39,500.00	\$68,500.00

Note 1: all amounts are GST-exclusive

Three Year Pricing Special: Sign up for three years and you will save a further 20%

Contact us about outsourcing your 2017, 2018 and 2019 FBT returns, and you will save a further 20% on your annual FBT outsource fee

No job is too big or too small

FBT Outsourcing can be done on a periodic or annual basis – below are our suggested Outsource options

Outsourcing Periods	Return / Group Size	Outsource Options					
Bi-monthly	Large	Apr / May	Jun / Jul	Aug / Sep	Oct / Nov	Dec / Jan	Feb / Mar
Quarterly	Large / Medium	Apr / Jun		Jul / Sep	Oct / Dec		Jan / Mar
4-monthly	Medium	Apr / Jul		Aug / Nov		Dec / Mar	
6-monthly	Medium / Small	Apr / Sep			Oct / Mar		
Annual	Small	Apr / Mar					

What we give you

- A fully outsourced **FBT Return solution**
- **Preparation, review, lodgement and reporting**, all rolled in to one outsource agreement
- **Freedom** to focus on your core business tasks
- By outsourcing you **eliminate the once-a-year approach** to FBT compliance
- An **ATO approved** approach and confidence that any material issues giving rise to tax saving opportunities or exposures will be uncovered
- **Minimal effort and interruption** of your business and staff
- **Over 30 years' Australian experience** preparing, reviewing and lodging FBT returns, including 20 years combined Big 4 experience
- By outsourcing, we estimate you'll **save up to 80%** of your current costs
- **Day to day query service** gives you all year round access to our FBT technical experts
- We offer a **fixed capped annual fee** – no hidden extras
- Secure **client portal**
- A **dedicated email address**: clientname@fbtreturn.com.au

FBT Return Outsource Process

“We do everything for you except pay the ATO!”

1 Getting to know your FBT Return and your business

- Review of prior year FBT return and workpapers
- Review of GL structure, employee expense process and procedures & policies
- Planning and documentation
- Documented mapping process
- Designated email address
- Regular status checks
- Agreed timetable
- Agreed deliverables and format
- Stakeholder buy in

Our aim is to understand your business and the benefits provided to your employee.

2 Preparing your FBT Return

- Meetings with all relevant stakeholders regarding the provision of FBT related data
- Full work-paper preparation
- Detailed GL review
- Expense analysis review
- Fleet FBT report review
- Identify and sourcing individual employee declarations and review thereof
- Consideration of alternate methodologies
- Claiming exemptions, reductions, concessions
- Managing key mobility & relocation time limits – temporary accommodation, home sale & purchase, 12 month LAFH rule
- Cars – SFM, OCM, cents per KM, exemption and hire cars
- Managing Logbook and Car Parking register time limits
- Car Parking – identification and valuation
- Preparation of all employer declarations and elections

3 Review, Lodgment and Reporting

- ATO FBT lodgement extension (if required)
- FBT return lodgment
- Entity level reporting
- Cost Centre reporting
- Employee Reportable Summary reporting
- Payroll Tax reporting
- Work Cover premium reporting
- Entertainment adjustments for GST & Income Tax
- Excess contribution reports
- Remuneration reporting
- Comparative analysis
- Process improvement recommendations
- Customised reporting as needed

Our approach is to support clients all year round, not just at the FBT reporting time.

Management Team



Paul Mather - Outsource Director
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- Paul is a renowned FBT specialist and has significant experience in managing FBT compliance for large corporate groups
- Serves on a number of FBT committee's and panels, including the ATO's Small Business Stewardship Group, a member of the ATO's former NTLG FBT Sub-Committee Liaison Group from 2005 to 2013
- 10 years Big 4 experience with EY and over 20 years Public Practice experience
- Founder of the Employer Obligations Association of Australia - www.eoaa.com.au
- Member of CAANZ



Anton Mihoc – Outsource Director
anton.mihoc@fbtsolutions.com.au
0466 746 601

- Anton is a highly regarded FBT advisor with over 12 years experience managing FBT compliance, particularly whilst at PwC & KPMG's specialist FBT teams
- Anton has managed large scale FBT compliance programs for various organisations, ranging from Government to some of Australia's largest public and private companies across various industries
- Member of CPA Australia



Ron Sergeant – Outsource Manager
ron.sergeant@fbtsolutions.com.au

- Ron is a CPA and FTIA with a wide range of tax and FBT experience in large corporate and professional services areas
- Prior to this, Ron was a Senior Investigation Officer with the Australian Taxation Office auditing taxpayers' records to ensure compliance matters were met

Who we are

We are a specialist FBT Consulting and Compliance Practice with over 20 years of experience assisting corporates & non-profit organisations in all industry sectors.

We are registered tax agents and regularly present to clients and industry leaders on topical FBT issues and developments.

Our FBT Outsourcing service provides an independent assessment of your compliance, associated systems and processes to identify and reduce risk and uncertainty.

Paul Mather

Outsource Director & Registered Tax Agent
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Get in touch

For further information on our FBT Return Outsourcing Solutions or to discuss the potential savings, please contact:

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CHARTERED ACCOUNTANTS
AUSTRALIA + NEW ZEALAND



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