



The CFO's FBT Cheat Sheet

Know what triggers FBT before it costs you

Note: General guidance only and not tax advice. Please check your approach with your tax adviser for your circumstances

1

Vehicles

FBT risks when:

- Employees can use company cars privately
- Commute to and from work
- Logbook missing or expired

Simple mental check: "Could they drive it on the weekend?"

2

Meals & Entertainment

FBT risks when:

- Staff lunches, drinks, celebrations, sporting events
- Christmas parties and team events
- Gift cards and staff rewards

*Simple mental check: "Who was there and how often?
Did they receive a benefit or perk?"*

3 Travel

FBT risks when:

- Personal days added to work trips
- Family travel paid by the business
- Leisure activities covered by work

Simple mental check: "Would this be deductible if the employee paid it?"

4 Expenses & Reimbursements

FBT risks when:

- Personal expenses reimbursed - eg: school fees, health insurance, internet
- Mixed personal and business claims: staff reimbursement and company cards
- No supporting documentation

Simple mental check: "Was this for work?"

5

Gifts and Perks

FBT risks when:

- Gift cards over \$300
- Regular staff perks
- Repeated small gifts that add up

Simple mental check: "Is this a thank-you or an entitlement?"

6 Parking & Other Benefits

FBT risks when:

- Free or subsidised parking near paid lots or onsite parking: eg Toll
- Interest-free employee loans
- Paid memberships or subscriptions: gym memberships

Simple mental check: "Would the ATO expect tax on this?"



Why FBT gets messy

Issues usually come from:

- Lack of record keeping. Eg missing receipts
- No attendee tracking
- Rebuilding data after March 31
- Mixing personal and business

FBT is easier when the data already exists.