

Byfields Newsletter

August / September 2020



Fremantle Fishing Boat Harbour

COVID-19 has certainly dominated the news during the last few weeks as parts of Australia experience a surge in new cases. Premier Mark McGowan has pushed back the easing of restrictions in WA until at least August 29. A final decision on whether we can move to Phase 5 on that date will be made about a week beforehand.

On a lighter note, the new financial year has arrived (where did last year go?). The ATO has seen a dramatic increase in the number of people lodging their tax returns early this year to get the benefit of a \$1,080 tax offset. However, a lot of people have received smaller refunds than they were expecting due to uncertainty as to what could and couldn't be claimed.

Home office, mobile phone and travel expenses are some of the most commonly forgotten deductions so remember to keep details of these expenses (along with other expenses like donations) before sending in your records so that you receive the highest refund (or the lowest amount payable) as possible.

Contents

Building Bonus Grants .	1
Congratulations on 10 Years of Service with Byfields.....	1
Energy Efficient Communities Program – Small Business Grants..	2
Land Tax Assistance for Landlords.....	3
Thinking of a PC upgrade?	3
JobKeeper Payments Exempt from Payroll Tax	4
Reconstructing Your Tax Records	4
Government Payments	5
Key ATO Dates for August & September 2020.....	5

Building Bonus Grants

The introduction of two \$20,000 grants aim to promote investment in the WA residential market and stimulate jobs in the construction industry.

The grants will be paid to eligible applicants who

- ◆ enter into a contract to build a new home on vacant land or
- ◆ enter into an off-the-plan contract to purchase a new home as part of a single-tier development on a strata plan or other land survey type



between 4 June 2020 and 31 December 2020.

An extension to the existing [off-the-plan duty rebate scheme](#) has also been announced. The scheme now extends to contracts entered into between 4 June 2020 and 31 December 2020 for the purchase of a new unit or apartment, in a multi-tiered development, that is already under construction.

The grants and rebate scheme are available for owner-occupiers and investors, Australian-citizens and foreign persons, and natural persons, corporations and trustees.

The Government anticipates these offerings will provide incentive for those interested in a new home to play a key part in building our State. For example, it will provide incentive for FIFO workers to make the move to Western Australia and build a new home.

These grants and the rebate scheme are different to the [Australian Government's HomeBuilder grant](#) announced on 4 June 2020.

Congratulations on 10 Years of Service with Byfields

Byfields would like to recognise and congratulate Sherly Sanjaya (Perth office) who has achieved 10 years of continued service with the firm.



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Energy Efficient Communities Program – Small Business Grants



The Energy Efficient Communities Program – Small Business Grants provides small businesses with grants from \$5,000 up to \$20,000 to improve their energy efficiency. Grants may be used for equipment and component improvements, energy audits, feasibility studies and/or energy use and emission monitoring.

Applications opened on 6 July 2020 and **close on 26 August 2020**.

Overview

The objective of this grant opportunity is to support small businesses to save energy through:

- ◆ replace existing equipment with higher efficiency equipment
- ◆ install or replace a component/s to help an existing system run more efficiently
- ◆ carry out energy audits
- ◆ carry out monitoring of energy usage and emissions

There is an estimated \$9.06 million available for this grant opportunity, with a maximum of three projects funded per electorate. It is expected that there will be a high level of interest for this grant opportunity and it will likely be oversubscribed. This means an eligible application will not automatically be approved. Grants will be approved according to meeting eligibility criteria, submission time and date and distribution across federal electoral divisions.

- ◆ The maximum grant amount is \$20,000
- ◆ The maximum project period is 18 months

You can use your grant for one or more of the following:

- ✓ replacing existing equipment with higher efficiency equipment
- ✓ installing or replacing a component to help an existing system run more efficiently (for example installing a variable speed drive on a pump, or installing automatic controls on energy using equipment, or installing a modulating burner on a boiler)
- ✓ energy audits
- ✓ investment feasibility studies for energy efficiency upgrades
- ✓ monitoring of energy consumption and emissions

What are the eligibility criteria?

To be eligible you must:

- ✓ have an Australian business number (ABN)
- ✓ have an annual turnover of less than \$10 million based on Business Activity Statements from the previous 12 months

and be one of the following entities:

- ✓ a company incorporated in Australia
- ✓ a partnership
- ✓ a co-operative
- ✓ a sole trader

The program can only accept applications:

- ◆ where you can confirm that you are authorised undertake your project as described (for example, within your leasing arrangements)
- ◆ where you can demonstrate that you will use appropriately licensed tradespeople to install equipment, where applicable
- ◆ that include a supplier declaration (see template at Appendix C of the grant opportunity guidelines)
- ◆ that provide the mandatory attachments
- ◆ where you certify, if you have ceased operating as a result of bushfires or COVID-19, that you intend to resume operating as a business in the future

The program can't waive the eligibility criteria under any circumstances.

Applying

For more information and to apply for the grant, visit [Energy Efficient Communities Program](#).



Land Tax Assistance for Landlords

In April 2020, the Western Australian Government established the Land Tax Assistance for Landlords program to help commercial landlords and their small business tenants who have been financially affected by the COVID-19 pandemic.

The program provides landlords, who provide rent relief to their small business tenants, with partial compensation through a grant that is linked to their land tax obligations. Assistance will be provided through a capped grant program of \$100 million. Grants will be awarded on a first come, first served basis to encourage landlords to quickly

negotiate rent reductions with eligible tenants.

Landlords whose applications are successful (terms and conditions apply) will receive payments equivalent to 25 per cent of their land tax bill for 2019-20 (including the Metropolitan Region Improvement Tax (MRIT) component) that relates to eligible tenants.

Landlord eligibility

- ❖ To be eligible to receive the grant payment, landlords must meet the following criteria:
- ❖ Each property included in the application must be valued at \$300,000 or more (at unimproved value) or be subject to land tax.
- ❖ Each tenant must be a small business that has experienced at least a 30 per cent drop in turnover due to the impact of COVID-19 and they must confirm this in writing to you.
- ❖ The tenant's rent must have been fully waived for three months or equivalent (i.e. 50 per cent over six months) starting from a date between 1 March 2020 and 31 August 2020.
- ❖ Landlords will not seek to recover the waived rent (in whole or in part) during or at the end of the three month period and will not increase any outgoing charges for a period of six months.
- ❖ There must be a valid tenancy agreement between the landlord and tenant in place.

Applying for the grant

[Online applications are now open.](#)

Once landlords have registered for an account they will be asked to provide details of their business (including a copy of their Land Tax Notice of Assessment for 2019-20) and details of their eligible tenants.

Following an approvals process, payment to successful applicants is expected to be made within six weeks of the date of their application.

For more information, visit [Small Business Development Corporation](#).

Thinking of a PC upgrade?

Need a PC upgrade!

Still running Windows 7?

For a limited time Byfields is offering a complete PC package to help take the hassle out deciding what to buy and having to set it up.

For a ready-to-go solution you get a HP MiniPC with:

- ✓ Intel i7 CPU
- ✓ 16GB Memory
- ✓ 512GB solid state drive
- ✓ 9 x USB port
- ✓ 2 x DisplayPort (supports dual screens)
- ✓ Built in WIFI
- ✓ Windows10 Professional
- ✓ Keyboard and mouse
- ✓ ASUS 23" Full HD IPS LED monitor.
- ✓ 12 month subscription to Microsoft 365 Personal (1User1Device)
- ✓ Setup and configuration

All this for **\$2000** (inc GST).

If the time is now to upgrade then don't wait. This offer is for a short time only – **until 31 August 2020** – as stocks are strictly limited.

For more information please contact your nearest Byfields office and ask to speak to the IT Manager, Mike Cornforth.



JobKeeper Payments Exempt from Payroll Tax

Wages that you pay that are subsidised by the Australian government's JobKeeper scheme are exempt from payroll tax and should not be included in your payroll tax returns.

However, any amounts you pay above the \$1,500 per fortnight subsidy are taxable and must be declared in your returns.

What to do if you have included JobKeeper as taxable wages

If you have entered JobKeeper payments incorrectly, you can adjust your return in Revenue Online provided that the financial year has not been previously reconciled.

When modifying returns, make sure you complete the entire process including the Confirmation screen.

If you need to modify a return for a reconciled financial year, contact the Department of Finance on 9262 1300 or make an [online payroll tax enquiry](#).



Reconstructing Your Tax Records

If your records have been damaged, destroyed or lost, there are a number of ways you can reconstruct them.

Documents the ATO holds

The Australian Taxation Office (ATO) can re-issue or supply copies of tax documents such as:

- ◆ income tax returns
- ◆ income statements and payment summaries
- ◆ activity statements
- ◆ notices of assessment.

If you have lost your tax file number (TFN), you can still access your tax information. Phone the ATO on 1800 806 218 – you can use other information to verify your identity, such as your:

- ◆ date of birth
- ◆ address details
- ◆ bank account details.

Documents you can access in ATO online services

The quickest and easiest way to access and print copies of your tax documents is by using the ATO's online services linked via myGov. You can review and print your:

- ◆ lodged income tax returns from 2010 onward
- ◆ notice of assessments from 2010 onward
- ◆ income statements, if your employer reports through Single Touch Payroll (STP)
- ◆ lodged activity statements (sole traders only).

Documents held by others

Your employer or payer should have copies of your payment summaries. Your bank should be able to provide you with bank records.

If your employer reports your income and super information through STP, you can access a copy of your income statement through ATO online services via myGov.

Your registered agent may also have copies of your records.

Your bank may charge you a fee for replacing bank records and providing any other information or service to help you to reconstruct records. You can claim a deduction in the income year that those fees are charged.

Substantiating your claims

If you are unable to substantiate claims made in your tax returns or activity statements because your records have been lost or destroyed, the ATO can accept the claim without substantiation if it is not reasonably possible to obtain the original documents.

Self-managed super funds

If you have a self-managed super fund (SMSF), you have to keep certain records. If you have lost these records the ATO will consider a request for additional time to meet your reporting obligations. Where possible, the ATO will make available information that your SMSF previously reported.

For superannuation enquiries phone the ATO on 13 10 20.

Government Payments



Australian Government

The past year has seen some new Government payments made to both businesses as well as employees.

It is important that these Government payments are treated correctly in your tax return so that you are assessed correctly by the Australian Taxation Office (ATO).

As a Business

A number of Australian Government, state and territory government grants and payments have been made available to businesses in response to recent natural disasters and COVID-19. Only those grants and payments that are assessable income will need to be included.

These payments include:

- ✓ fuel tax credits or product stewardship (oil) benefit
- ✓ wine equalisation tax producer rebate
- ✓ JobKeeper payments (COVID-19)
- ✓ Supporting Apprentices and Trainees wage subsidy (COVID-19)
- ✓ excise refund scheme for alcohol manufacturers
- ✓ grants, such as an amount you receive under the Australian Apprenticeships Incentives Program
- ✓ subsidies for carrying on a business.

Do not include the following grants and payments:

- ✗ cash flow boost payments (COVID-19) (non -assessable, non-exempt income)
- ✗ government grants and payments that are tax free.

As an Employee

It is important to include any government payments that you receive in your tax return. This year there are new types of payments for many Australians.

You need to include JobKeeper and JobSeeker payments in your tax return.

JobKeeper payments are treated the same as your usual salary or wages from your employer. If you receive JobKeeper as an employee, it will be included on your income statement as either salary and wages or as an allowance, depending on your circumstances. The ATO will automatically include this information from your income statement in your tax return for you.

JobSeeker payments (paid by Services Australia) will automatically be included in your tax return at the Australian Government allowances and payments section by early July. If you lodge your tax return before this information is included, you will need to include the amount of JobSeeker you received at the 'Australian Government allowances and payments' section of your tax return. If you received a one-off or regular payment after being temporarily stood down due to COVID-19, you need to include these in your return. The ATO will automatically include this information from your income statement in your return for you.

Key ATO Dates for August & September 2020

AUGUST

June quarter activity statements lodged electronically (payment and lodgement)	11 August
July monthly activity statements (payment and lodgement)	21 August
Taxable payments annual report	28 August

SEPTEMBER

Applications close for superannuation guarantee amnesty	7 September
August monthly activity statements (payment and lodgement)	21 September

For a full list of ATO due dates, go to www.ato.gov.au/Business/Reports-and-returns/Due-dates-for-lodging-and-paying/Due-dates-by-month/.