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Motor Vehicle Log Sheet



Month: Year: Registration: Department: Print Form

Table with columns: Date, Start, End, Odometer start, Odometer end, From, To, Purpose of Journey, etc.

Version 2 July 2012

Table with columns: Date of trip, Odometer Reading, Kilometres, Purpose of trip

Motor Vehicle Log Book table with columns: DATE OF TRIP, ODOMETER READING, KILOMETRES, BUSINESS PURPOSE OF TRIP, DRIVER NAME, DATE ENTERED, SIGNATURE

VEHICLE LOG BOOK and GOFAR tables

VEHICLE LOG BOOK form with fields for Name, Employee No., Vehicle Registration, and a table for trip details

How to sell a car log book.

Download your vehicle log book template from Synectic. No payments, no sign-ups, just a very handy template! Understanding the Low & Middle-Income Tax OffsetAs announced in this year's Budget, the Low and Middle-Income Tax Offset (LAMITO) has come into effect from 1 July, and this has led to some confusion regarding tax rates...

293 Tax?The Division 293 tax was introduced on 1 July 2012 for individuals with an annual income greater than a threshold of \$300,000, in an effort to...read more »Airbnb RentalIncomeWith the increase in people using the sharing economy to supplement their income, for instance with Airbnb and Stayz, it's helpful to keep in mind the tax implications these sorts...read more »Residents: Personal tax rates and thresholdsThese rates apply to individuals who are Australian residents for tax purposes. read more »Non-Residents: Personal tax rates Non-residents are not subject to the \$18,200 tax free threshold and are not required to pay the Medicare levy. read more »Weekly, Fortnightly & Monthly Tax TablesTo calculate the Pay As You Go (PAYG) withholding tax amount for your employees download the weekly, fortnightly or monthly tax tables below, depending on your agreed pay frequency. These schedules incorporate the...read more »Tax Return Lodgements 2020A list of lodgement dates applicable to tax returns for the 2019-2020 financial year is below:Individual Tax Returns -Individuals who lodge their own tax returns, the due date for the...read more »BAS Lodgements 2021-2022The lodgement program due dates for the 2021 - 2022 financial year are listed below for all quarterly and monthly activity statements, including PAYG withholding payments. Please note the different...read more »Tax Return Lodgements 2019A list of lodgement dates applicable to tax returns for the 2018 - 2019 financial year is below:Individual Tax Returns -Individuals who lodge their own tax returns, the due date...read more »Personal Tax Return ChecklistAll documents for your tax return can now be sent to us via your client portal, using the upload function. Please get in touch if you'd like instructions on how...read more »Tax Return Checklist for Rental Property IncomeIncome & Expenses:• Rental statements from property agents - these will include the rental income, property agent fees and commissions, and advertising expenses• Body corporate / strata fees*...read more »Requirements for BASBelow is a list of the detail required to be able to process BAS documentation for lodgement:Bank statements for the full BAS period - Make sure you have all the...read more »Spreadsheets - Business Income & ExpensesIt's not always necessary to purchase, install, create and update complicated accounting package programs when starting up a business. Sometimes a simple Excel spreadsheet can be more suitable, particularly with sole traders and...read more »Spreadsheet - Rental Property This spreadsheet is a useful tool for monitoring your rental property's income and expenses for your year end tax return. Keep track of your quarterly earnings and expenditure, as well as capital purchases...read more »Spreadsheet - Motor Vehicle ExpensesThis spreadsheet is a useful tool for monitoring and recording your motor vehicle expenses for your year-end tax return. Keep track of your quarterly expenditure, including lease payments and interest on loans...read more »Template - Motor Vehicle LogbookA logbook can help you get the most from your business or work-related motor vehicle use. Download this template so you can keep track of each business or work-related trip...read more »Share Register SpreadsheetThis spreadsheet is a useful tool for recording your share purchases, sales and transfers. Keep track of share values over time and record the details necessary for capital gain or loss calculations...read more »Consolidating your superThere are numerous benefits to keeping your super in one place. Apart from only paying one set of fees, you will also be able to keep track of your retirement...read more »Binding Beneficiaries NominationsUnder superannuation law, the Trustee of your super fund has the discretionary power to decide which of your dependents receives your super if you die before you retire. The law...read more »Downsizer Super ContributionsAdvice from financial planner Martin Reymont: Since 1 July 2018, eligible homeowners aged 65 years and older are able to contribute up to \$300,000 to their superannuation fund from the proceeds...read more »Template - Last Will & TestamentA Will is a legal document that clearly sets out your wishes for the distribution of your assets after your death. Having a clear, legally valid and up-to-date Will is...read more »10 Most Important Things for New Businesses1. Business PlanBefore you register for an ABN and start trading it is vital to sit down and flesh out the finer points of your business idea: Consider the different...read more »Company & Trust Set UpIf you decide on a company or trust structure for your new business AFYF can assist you in meeting the various legal, ATO and ASIC documentation necessary for registration and...read more »Registering a Business NameWhen you first get started in a business you should register your business name with ASIC. Registration of a business name lasts for either one or three years, depending on the...read more »Company & Partnership Agreements & Deeds When first setting up your partnership, company or trust there may be a requirement to draw up and sign an agreement or deed. These agreements can regulate the arrangements between partners...read more »Invoicing - What to IncludeInvoices can be hand-written, carbon copies or computer generated from programs like Xero or MYOB, but they all need to include certain details. For businesses registered for GST invoices need...read more »Family (Discretionary) Trusts - Pros & ConsYou can use a family (discretionary) trust to facilitate investments, hold assets or as structure to facilitate the operation and ownership of a business. Trusts are often favoured for asset...read more »BAS Lodgement Dates 2017-2018The lodgement program due dates for the 2017 - 2018 financial year are listed below for all quarterly and monthly activity statements, including PAYG withholding payments. Please note the different...read more »Requirements for BASBelow is a list of the detail required to be able to process BAS documentation for lodgement:Bank statements for the full BAS period - Make sure you have all the...read more »Business PlanningA business plan is an essential tool in starting up your business. It allows you to set a clear direction for your business, to communicate planning objectives and strategies to...read more »Reviewing your Small BusinessReviewing your small business practices and position is an integral part of running a business, particularly as it expands.Below is a checklist put together by the ATO to help you...read more »Checklist for Employers1. Check Fair Work conditions Before you employ someone, you should read through the National Employment Standards as set out by Fair Work to ensure you can meet the necessary requirements...read more »Weekly, Fortnightly & Monthly Tax TablesTo calculate the Pay As You Go (PAYG) withholding tax amount for your employees download the weekly, fortnightly or monthly tax tables below, depending on your agreed pay frequency. These schedules incorporate the...read more »Job Descriptions with Various TemplatesThe job description should be the very first step in the recruitment process. It provides a support for writing job advertisements, specifying necessary qualifications, interviewing candidates, planning job training and...read more »Contracts & Letters of Offer with Example TemplatesContracts or letters of offer are important aspects when hiring a new employee as they outline the terms and conditions of the job being offered.Try to include as much detail...read more »Letters of Appointment & ExampleA letter of appointment is another aspect of the recruitment process that the employer should complete to confirm the details of employment. It generally only needs to be a short...read more »Understanding the Low & Middle-Income Tax OffsetAs announced in this year's Budget, the Low and Middle-Income Tax Offset (LAMITO) has come into effect from 1 July, and this has led to some confusion regarding tax rates...read more »Simplifying the Process of Investing in SharesGuide to Exchange Traded Funds (ETFs) and Listed Investment Companies (LICs)If you are looking to invest in the share market and want a range of diversified investments that spread your...read more »ATO Focus on Shares & Capital GainsThis year, the ATO has announced it will be focusing on taxpayers who have sold or transferred shares and the amounts reported as capital gains or losses or their tax...read more »Redraw Facilities vs Offset AccountsFirst Home BuyerAs a first home buyer, getting your head around all the different loan products and features can be tricky. In this article, we explain two of the key...read more »End of Financial Year Prep - Businesses & EmployersEquipmentIf you are thinking of upgrading or purchasing new business-related equipment soon, you can do this before 30 June and include the cost as a deduction on the 2018 tax...read more »End of Financial Year Prep - IndividualsSuper Contributions The threshold this year for pre-tax or concessional super contributions is \$25,000. This includes the 9.5% super guarantee contributed by an employer and any salary sacrifice contributions made...read more »Personal Superannuation ContributionsAdvice from financial planner Martin Reymont:Currently almost all taxpayers can make a private, personal contribution into their superannuation fund and claim the contribution as a personal deduction in their tax...read more »Changes to Trading Names RegisterIn May 2012 a new national business name register was introduced through ASIC, replacing the trading name registers previously managed separately by each state and territory. There has been a...read more »Budget 2018 HighlightsBudget night 2018 has brought with it some unexpected announcements and a few predicted proposals by the government. At the moment all of the below are still proposals and have...read more »Budget 2018 - Changes Affecting Business TaxpayersExtension to the \$20,000 instant asset write off The government will extend the current instant asset write-off (or accelerated depreciation) for small business entities by a further 12 months to...read more »Budget 2018 - Changes Affecting Individual TaxpayersPersonal Income Tax PlanThe government has announced a three-step Personal Income Tax plan, that will be introduced over 7 years. Step 1 is targeted tax relief to low and middle-income earners...read more »ATO Focus on Work-Related ExpensesThis year the ATO is paying close attention to the work-related deductions included on individual tax returns. Before you include claims for work-related expenses you need to make sure they...read more »Changes to the Small Business Super Clearing HouseThe way you access the Small Business Superannuation Clearing House (SBSCH) has now changed. As of 26th February, the SBSCH is only available for access through one of the ATO...read more »Focus on Motor Vehicle ClaimsDue to a crackdown by the ATO on motor vehicle claims, we are encouraging all clients who claim motor vehicle use in their tax returns to make sure they have...read more »Changes to Rental Property DeductionsChanges have been made to the allowable deductions for rental properties.The changes are two fold and take affect from the 1 July 2017:Depreciation:• Tax deductions for the decline in value...read more »Understanding the Medicare Levy, Medicare Levy Surcharge, Private Health Care Rebate & the NDIS LevyThe Medicare levy, Medicare Levy Surcharge, the Private Health Care Rebate and the new NDIS Levy are all items administered via the taxation system that are affected as your level...read more »Stepping Out ProgramThe Royal Commission into Childhood Sexual Abuse has raised awareness of a terrible side to humanity but, at the same time, shown the resilience of those who speak out. While...read more »Changes to the 457 Visa ProgramThe Temporary Work (Skilled) visa (subclass 457), also known as the 457 visa program, is a visa for foreign citizens. It lets a skilled worker travel to Australia to work...read more »Residents: Personal tax rates and thresholdsThese rates apply to individuals who are Australian residents for tax purposes. read more »Non-Residents: Personal tax rates Non-residents are not subject to the \$18,200 tax free threshold and are not required to pay the Medicare levy. read more »Rental PropertiesPurchasing a rental propertyWhen purchasing a financed rental property you may consider:• The interest on the debt is deductible in contrast to the interest on the debt for your main...read more »Motor Vehicle DeductionsSince 1 July 2015 there are only two methods available for claiming a deduction for motor vehicle expenses:Logbook, orCents per kilometre All motor vehicle claims need to be supported by...read more »Private Health Insurance Rebate The private health cover rebate changed on the 1st July 2015:Most people were receiving a standard 30% rebate on their premiums, either taken along the way as reduced premiums or...read more »Understanding PAYG InstalmentsWhat are PAYG Instalments?Pay As You Go (PAYG) instalments is a system for making regular payments towards your expected income tax liability. It generally only applies if you earn business...read more »Investment Properties - things to do, items to keepWhen purchasing a property for investment purposes or changing the status of your main residence to an investment property there are several important steps you should take and documents you...read more »Division 293 Tax ExplainedWhat is Division 293 Tax?The Division 293 tax was introduced on 1 July 2012 for individuals with an annual income greater than a threshold of \$300,000, in an effort to...read more »Airbnb Rental IncomeWith the increase in people using the sharing economy to supplement their income, for instance with Airbnb and Stayz, it's helpful to keep in mind the tax implications these sorts...read more » Motor Vehicle DeductionsSince 1 July 2015 there are only two methods available for claiming a deduction for motor vehicle expenses:Logbook, orCents per kilometre All motor vehicle claims need to be supported by documentation & written evidence, which could take the form of a diary note or logbook. Our recommendation is that you should compile a logbook for all business-related motor vehicle use. Generally the logbook method can provide a greater benefit than the ATO rate on the cents per kilometre method. Cents Per Kilometre MethodIf you use the cents per kilometre method you can only claim a maximum of 5,000 business-related kilometres travelled per vehicle. The ATO sets the rate each year, which is currently 72 cents per kilometre for the 2020-21 financial year. Previously, it was 68 cents per kilometre for the 2018-19 and 2019-20 financial years. This method does not allow you to claim any of the running costs of the car or the depreciation of the car's value. You will need to provide evidence of how you calculated your business-related kilometres. Log Book Method Under the logbook method you can claim the business-use percentage of all running costs and depreciation on the vehicle, based on the logbook records of your car's usage. The business-use percentage is the percentage of kilometres you travel in your car for business-related purposes. Keeping a logbook makes it easy to calculate your business-use percentage for your tax return claim, and it also allows you to substantiate your claim by providing the necessary evidence required by the ATO. A logbook must be kept for a minimum and consecutive 13 week period. Once the logbook is completed it remains valid for 5 years, unless your work circumstances or your car-use changes significantly. What to Record in the LogbookThe logbook should detail:The opening odometer reading for the start of the 13 week periodFor each business-related trip:Date of tripDestination to and fromDistance travelled in kilometresPurpose, e.g. client meeting, site visit, etcThe closing odometer reading for the end of the 13 week periodYou can buy a logbook from most stationery stores or newsagents, or use our spreadsheet template available to download here. There are now also a number of apps available for recording logbook details, including the myDeductions tool provided by the ATO. The myDeductions app can be downloaded here or through the Apple App Store. What Trips are DeductiblePlease note you cannot claim the cost of travelling between your home and your place of business. If your home is your place of business, you can generally claim the cost of trips you make between your home and other places. If you made the trip for business purposes. Examples of what trips may be deductible are below:Office or place of work to sites, meetings or other business activities (e.g. post office, bank) - deductibleOffice or place of work to other places of work - deductibleSites, meetings or other business activities to home - deductibleHome to office or place of work - not deductibleOffice or place of work to home - not deductibleWhat Car Costs are Deductible If you choose to use the log-book method you will also need to keep records, such as receipts, bank statements or written evidence, of all your car running costs each year. These costs can include, but are not limited to:FuelRepairs and servicingInsuranceRegistrationInterest on a motor vehicle loan or hire purchase agreementLease paymentsDepreciation for financed or hire purchased vehicles up to the luxury car tax limit. There is no depreciation on leased vehiclesYou can download a spreadsheet to record all the above motor vehicle expenses from our website here. 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