



Employee Benefit Tracking Template

FBT Compliance | Australia
hashmicro.com

Prepared By: [Name]

FBT Year: [1 Apr – 31 Mar]

Date: [DD/MM/YYYY]

1. DOCUMENT INFORMATION

Employer / Company Name

ABN

FBT Year

1 April [YYYY] – 31 March [YYYY]

Department / Division

Prepared By

Date Prepared

2. EMPLOYEE REGISTER

Emp. ID	Employee Full Name	Position / Title	Department	Employment Type	State	Benefits Eligible (Y/N)	Start Date	Notes
EMP-001				Full-Time / Part-Time / Contractor		Y / N		
EMP-002				Full-Time / Part-Time / Contractor		Y / N		
EMP-003				Full-Time / Part-Time / Contractor		Y / N		
EMP-004				Full-Time / Part-Time / Contractor		Y / N		
EMP-005				Full-Time / Part-Time / Contractor		Y / N		

EMP-006	Full-Time / Part-Time / Contractor	Y / N
EMP-007	Full-Time / Part-Time / Contractor	Y / N
EMP-008	Full-Time / Part-Time / Contractor	Y / N
EMP-009	Full-Time / Part-Time / Contractor	Y / N
EMP-010	Full-Time / Part-Time / Contractor	Y / N

3. BENEFIT TRACKING LOG — ALL EMPLOYEES

Emp. ID	Employee Name	Benefit Type	Benefit Description	Date Provided	Frequency	Taxable Value (\$)	Type (1/2)	Business Use %	Private Use %	Employee Contribution (\$)	Net Taxable Value (\$)	Status	Notes
					Once / Weekly / Monthly / Annually	\$	1 / 2	%	%	\$	\$	Active / Ceased / Exempt	
					Once / Weekly / Monthly / Annually	\$	1 / 2	%	%	\$	\$	Active / Ceased / Exempt	
					Once / Weekly / Monthly / Annually	\$	1 / 2	%	%	\$	\$	Active / Ceased / Exempt	
					Once / Weekly / Monthly / Annually	\$	1 / 2	%	%	\$	\$	Active / Ceased / Exempt	
					Once / Weekly / Monthly	\$	1 / 2	%	%	\$	\$	Active / Ceased /	

								Monthl y / Annua l									d / Exem pt
								Once / Weekl y / Monthl y / Annua l	\$	1 / 2	%	%	\$	\$			Active / Cease d / Exem pt
								Once / Weekl y / Monthl y / Annua l	\$	1 / 2	%	%	\$	\$			Active / Cease d / Exem pt
								Once / Weekl y / Monthl y / Annua l	\$	1 / 2	%	%	\$	\$			Active / Cease d / Exem pt
								Once / Weekl y / Monthl y / Annua l	\$	1 / 2	%	%	\$	\$			Active / Cease d / Exem pt

4. BENEFIT TRACKING BY TYPE

Benefit Type	No. of Employees	Total Occurrences	Total Taxable Value (\$)	Total Employee Contributions (\$)	Net Taxable Value (\$)	Exempt Amount (\$)	Reportable (Y/N)
Car Benefits			\$	\$	\$	\$	Y / N
Car Parking			\$	\$	\$	\$	Y / N
Meal Entertainmen t			\$	\$	\$	\$	Y / N
Living Away From Home (LAFHA)			\$	\$	\$	\$	Y / N
Expense Payment Benefits			\$	\$	\$	\$	Y / N
Housing Benefits			\$	\$	\$	\$	Y / N
Loan Benefits			\$	\$	\$	\$	Y / N

Property Benefits	\$	\$	\$	\$	Y / N
Residual Benefits	\$	\$	\$	\$	Y / N
Minor / Exempt Benefits	\$	\$	\$	\$	N / Exempt
TOTAL	\$	\$	\$	\$	

5. PER-EMPLOYEE BENEFIT SUMMARY

Emp. ID	Employee Name	No. of Benefits	Total Taxable Value (\$)	Total Employee Contributions (\$)	Net Taxable Value (\$)	Grossed-Up Value (\$)	RFBT Reportable (Y/N)	RFBT Amount (\$)	Notes
			\$	\$	\$	\$	Y / N	\$	
			\$	\$	\$	\$	Y / N	\$	
			\$	\$	\$	\$	Y / N	\$	
			\$	\$	\$	\$	Y / N	\$	
			\$	\$	\$	\$	Y / N	\$	
			\$	\$	\$	\$	Y / N	\$	
			\$	\$	\$	\$	Y / N	\$	
			\$	\$	\$	\$	Y / N	\$	
			\$	\$	\$	\$	Y / N	\$	
			\$	\$	\$	\$	Y / N	\$	
			\$	\$	\$	\$	Y / N	\$	
			\$	\$	\$	\$	Y / N	\$	

6. USAGE DETAILS — BUSINESS VS PRIVATE BREAKDOWN

Emp. ID	Employee Name	Benefit Type	Total Usage / Value (\$)	Business Use %	Business Amount (\$)	Private Use %	Private Amount (\$)	Evidence Held (Y/N)	Evidence Type	Notes
			\$	%	\$	%	\$	Y / N	Logbook / Invoice / Declaration / Other	

			\$	%	\$	%	\$	Y / N	Logbook / Invoice / Declaration / Other
			\$	%	\$	%	\$	Y / N	Logbook / Invoice / Declaration / Other
			\$	%	\$	%	\$	Y / N	Logbook / Invoice / Declaration / Other
			\$	%	\$	%	\$	Y / N	Logbook / Invoice / Declaration / Other
			\$	%	\$	%	\$	Y / N	Logbook / Invoice / Declaration / Other
			\$	%	\$	%	\$	Y / N	Logbook / Invoice / Declaration / Other
			\$	%	\$	%	\$	Y / N	Logbook / Invoice / Declaration / Other
			\$	%	\$	%	\$	Y / N	Logbook / Invoice / Declaration / Other

7. CEASED & CHANGED BENEFITS LOG

Emp. ID	Employee Name	Benefit Type	Original Start Date	Change / Cessation Date	Reason	Taxable Value at Change (\$)	Pro-Rata Adjustment (\$)	Updated Net Taxable Value (\$)	Notes
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Resigned / Changed Role / Benefit

\$

\$

\$

	Removed / Other			
	Resigned / Changed Role / Benefit Removed / Other	\$	\$	\$
	Resigned / Changed Role / Benefit Removed / Other	\$	\$	\$
	Resigned / Changed Role / Benefit Removed / Other	\$	\$	\$
	Resigned / Changed Role / Benefit Removed / Other	\$	\$	\$
	Resigned / Changed Role / Benefit Removed / Other	\$	\$	\$
	Resigned / Changed Role / Benefit Removed / Other	\$	\$	\$
	Resigned / Changed Role / Benefit Removed / Other	\$	\$	\$

8. BENEFIT TRACKING CHECKLIST

Checklist Item	Done (Y/N)	Responsible	Notes
All employees providing benefits have been identified			
Benefit types correctly categorised per ATO guidelines			

Dates of benefit provision
recorded for all entries

Business vs private usage
documented with evidence

Employee contributions
recorded and receipts
retained

Minor benefit exemptions
reviewed (< \$300 per benefit)

Ceased / changed benefits
updated in register

RFBT amounts identified for
STP / payment summaries

Benefit log reconciled to
payroll and expense records

9. SIGN-OFF

HR Manager	Finance Manager	Approved By
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____