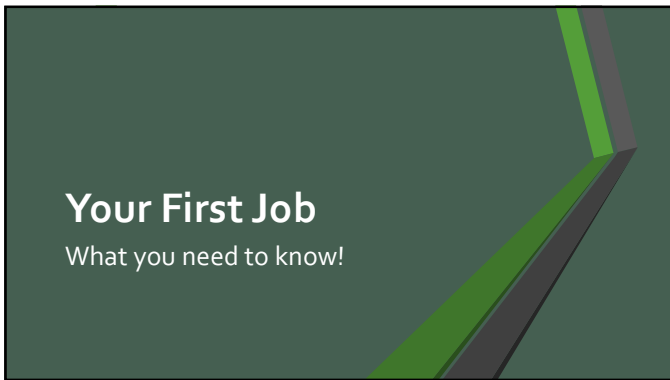
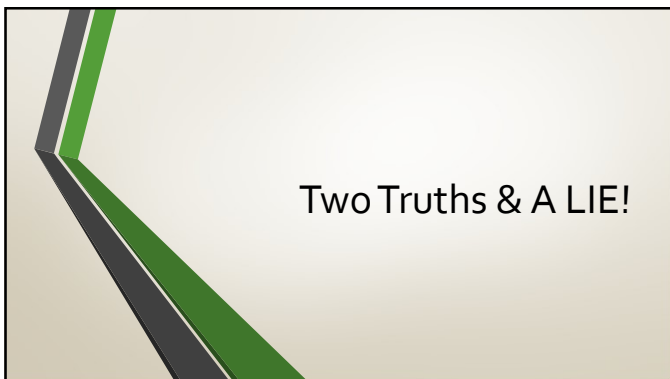




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2



3

PICK THE LIE

- **HANDS UP** – You can work at Target or Big W when you are 14 years old
- **HEADS** – A child of any age can work in a family business
- **TAILS** – People aged 13 & 14 are allowed to work in fast-food restaurants

4

- **HANDS UP** – You can work at Target or Big W when you are 14 years old **LIE – must be 15**
- **HEADS** – A child of any age can work in a family business **TRUE**
- **TAILS** – People aged 13 & 14 are allowed to work in fast-food restaurants **TRUE – must have parent permission**

5

PICK THE LIE

- **HANDS UP** – The minimum wage employers have to pay is dictated by the Government
- **HEADS** – If you are a casual employee, you are entitled to paid leave if you are sick
- **TAILS** – Not everyone who gets a job needs a Tax File Number

6

- **HANDS UP** – The minimum wage employers have to pay is dictated by the Government **TRUE**
- **HEADS** – If you are a casual employee, you are entitled to paid leave if you are sick **LIE**
- **TAILS** – Not everyone who gets a job needs a Tax File Number **TRUE**

7

PICK THE LIE

- **HANDS UP** – Not hiring someone based on their age, gender identity, sexuality or religion is against the law.
- **HEADS** – If you are discriminated against at work, you need to contact a lawyer.
- **TAILS** – Everyone has a right to a workplace free from bullying, sexual harassment and discrimination

8

- **HANDS UP** – Not hiring someone based on their age, gender identity, sexuality or religion is against the law. **TRUE**
- **HEADS** – If you are discriminated against at work, you need to contact a lawyer. **LIE – contact the Fair Work Commission**
- **TAILS** – Everyone has a right to a workplace free from bullying, sexual harassment and discrimination **TRUE**

9

PICK THE LIE

- **HANDS UP** – Every job is covered under an industry award
- **HEADS** – New employers need to provide you with a Fair Work Information Statement before you start.
- **TAILS** – You can be asked to do an unpaid trial when applying for a job.

10

- **HANDS UP** – Every job is covered under an industry award
LIE – some under registered agreements or National Employment Standards
- **HEADS** – New employers need to provide you with a Fair Work Information Statement before you start. **TRUE**
- **TAILS** – You can be asked to do an unpaid trial when applying for a job. **TRUE – but only for you to demonstrate you have the skills needed.**

11

Understand your contract

- What will your duties/role description be?
- Terms of employment
 - Casual
 - Permanent (part time or full time)
- Rate of pay – what award will you be covered by?

12

Understand your contract

- Other entitlements or conditions of your employment e.g.
 - ✓ Start date, expected working days/hours
 - ✓ Allowances or reimbursements you might receive (for example for using your own car)
 - ✓ What you should wear
 - ✓ Access to your phone while working
 - ✓ Any trial or probation period rules
 - ✓ How the job can be terminated (by you or them)
 - ✓ How to formally accept the job

13

Information you may need to provide

- Personal data (full name, date of birth, address, bank details for pay to go to, next of kin/contact person)
- Complete a Tax File Number declaration form – may need a **Tax File Number**
- Complete Superannuation Choice form – provide **Superannuation Fund** details

14

What is a Tax File Number?

A personal reference number issued to all Australian workers by the Government

Helps the ATO to track taxpayers

- You only get one, you keep it for life.
- Must be kept safe!

Only give it to:

| | |
|---------------------|---------------------------------------|
| Your Employer | Your bank |
| Superannuation Fund | The ATO |
| Your Accountant | Government Agencies (i.e. Centrelink) |

15

Who needs a Tax File Number?

- Over 18 and working
- Under 18 and earning over \$18,200 per year (or \$350 per week)
- Any age – with other income over \$18,200 per year (such as investment income)

16

How to get a Tax File Number

It's FREE!

- Apply online if you are 15 or over and have a passport.
- Otherwise apply at the post office.

17

What is Superannuation (Super)?

Government system that helps people put away money throughout their working lives to fund their retirement.

- Employers must contribute money into your super fund over your working life
- You can also choose to contribute your own funds into super
- When you eventually retire, you will have money to live on!

18

Who needs a superannuation account?

- ✓ Over age 18 and working, or
- ✓ Under age 18 and working more than 30 hours in a week

- You can set up your own super fund account, or your employer can set up default fund.
- When choosing a fund, do some research. Speak to a trusted person (e.g. parent), google - top performing funds.
- Keep all your super savings in one account, give the same super fund details to each employer.

19

Managing Your Money
Adulting Tips!

20

Prepare a Budget

Estimate what costs you need to pay over a future period and make plans to ensure you will be able to afford them.

21

Expenses

| | | |
|---------------|--------------------------|---|
| RENT/BOARD | \$ 200 |  |
| FUEL | \$ 80 | |
| REGO | \$ 70 |  |
| INSURANCE | \$ 25 | |
| LOAN PAYMENTS | \$ 100 | |
| PHONE | \$ 30 | |
| CLOTHES | \$ 100 |  |
| FOOD | \$ 200 | |
| FUN | \$ 300 | |
| TOTAL | \$1105(per month) | |



22

Savings Goals

| | | |
|--------------|-------------------------|---|
| NEW CAR | \$ 250 |  |
| TRIP TO BALI | \$ 100 |  |
| TOTAL | \$350(per month) | |

23

Income

| | | |
|---------------|--------------------------|---|
| PART TIME JOB | \$ 2800 |  |
| BIRTHDAY CASH | \$ 50 |  |
| ALLOWANCE | \$ 200 |  |
| TOTAL | \$3050(per month) | |

24

Budget

| | |
|---------------------------|----------------------|
| INCOME | \$3050 |
| LESS EXPENSES | (\$1105) |
| LESS SAVINGS GOAL | (\$ 350) |
| BALANCE LEFT OVER! | <u>\$1595</u> |



25

Will you have enough to cover everything?

- **Yes?** Great! Consider saving the surplus funds. 😎
- **No?** Re-think your expenses or earn more income! 😞

26

Banking - Set yourself up for success

Choosing a bank – do some research

- › Do they have a branch near you? ATMs nearby?
- › Transaction and withdrawal fees? Setup fees?
- › How good is their banking app?

Setting up an account...

You'll need ID. While under 18, may need to take a parent or guardian with you.

27

Bank Accounts

1. SPENDING ACCOUNT 
2. SHORT TERM SAVINGS 
3. LONG TERM SAVINGS 

Consider having two or even three bank accounts.



28

Tip!

Don't have an EFTPOS card attached to your short-term or long-term savings account.



29

Credit Cards & Afterpay

DO YOUR RESEARCH!!



30


Tip!

It's easy to let the spending get away from you when you use credit facilities.

A better option is to save up for the things you want to buy!

31

Record Keeping



Set up a system so you are keeping track of important documents and information.

Important records to keep include:

- **Any work-related expense receipts** – keep for five years after you lodge your tax return.
- **Investment information** – e.g. share transaction, dividends, cryptocurrency trading – keep until five years after they are sold!
- **Copies of your bank statements**

32

Record Keeping

- **Car documents:**
 - ✓ Maintenance records & registration papers will be needed if you sell your car.
 - ✓ Insurance paperwork for if you have an accident.
- **Your tax file number and related tax documents**
- **Superannuation fund information**

Consider scanning and saving!

33

Record Keeping

KEEP THE ORIGINALS SAFE!

- Drivers licence
- Passport
- Birth Certificate



34

What The Tax?!



35

Two Truths & A LIE!

36

PICK THE LIE

- **HANDS UP** – If you have a Government student loan for uni or TAFE (HECS/HELP) you may have extra tax withheld from your pay
- **HEADS** – You get a tax refund each year when you do your tax return
- **TAILS** – The highest tax rate in Australia is 45%

37

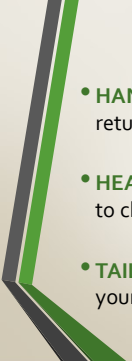
- **HANDS UP** – If you have a Government student loan for uni or TAFE (HECS/HELP) you may have extra tax withheld from your pay **TRUE – once you earn enough income**
- **HEADS** – You get a tax refund each year when you do your tax return **LIE – only if you have paid too much tax!**
- **TAILS** – The highest tax rate in Australia is 45% **TRUE**

38

PICK THE LIE

- **HANDS UP** – You can pay a small fee to lodge your tax return on MyGov
- **HEADS** – You need to have evidence of your work expenses to claim in your tax return
- **TAILS** – You can claim the work use of your mobile phone in your tax return

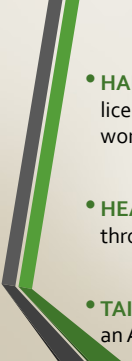
39



- **HANDS UP** – You can pay a small fee to lodge your tax return on MyGov **LIE – It's free!**
- **HEADS** – You need to have evidence of your work expenses to claim in your tax return **TRUE**
- **TAILS** – You can claim the work use of your mobile phone in your tax return **TRUE**


40

PICK THE LIE



- **HANDS UP** – You can't claim the cost of your driver's licence as a tax deduction in your tax return if you drive for work
- **HEADS** – Once you have lodged your tax return, you can throw away your receipts for deductions
- **TAILS** – If you are running a business, you need to apply for an Australian Business Number so the Government knows.

41



- **HANDS UP** – You can't claim the cost of your driver's licence as a tax deduction in your tax return if you drive for work **TRUE – you can't**
- **HEADS** – Once you have lodged your tax return, you can throw away your receipts for deductions **LIE**
- **TAILS** – If you are running a business, you need to apply for an Australian Business Number so the Government knows. **TRUE**

42

Australian Income Tax System

Federal Government collects income tax to fund:

- Social Security (welfare payments)
- Medicare
- National Defence

43

Tax Facts...

- Tax free threshold - \$18,200
- Progressive tax system (the more you earn, the higher your tax rate)
- Lowest tax rate – 16%
- Highest rate – 45%

44

2024/2025 Income Tax Rates

| Taxable income | Tax Rate |
|-----------------------|-----------------------|
| 0 – \$18,200 | Tax Free |
| \$18,201 – \$45,000 | 16% (16c in each \$1) |
| \$45,001 – \$135,000 | 30% (30c in each \$1) |
| \$135,001 – \$190,000 | 37% (37c in each \$1) |
| \$190,001 and over | 45% (45c in each \$1) |

45

Additional amounts

- Medicare Levy – Funds health care system (2% additional tax)
- HELP debt repayments – once you earn over \$54,435 for the year (as at 1 July 2024)

46

How do I pay income tax?

- **Your job** – employer withholds tax from your pay and sends it to the ATO.
- **Investment/business income** – you need to save for the tax yourself. Examples:

47

Lodge an Income Tax Return each year to work out:




Have I paid the right amount of tax?

- How much tax you owe
- How much tax you have already paid

Paid too much – get a refund
Not paid enough – get a bill

48

Do I have to lodge a tax return?

-  Income > \$18,200
-  Income < \$18,200 but you have had tax withheld
-  You carried on a business

49

Important Dates

- Financial year ends – 30 June 2024
- Tax return due (if self-lodged) – 31 October 2024
- Tax return due (if using an accountant) – 15 May 2025



50

Tax Time Made Simple



51

Who can do your tax return:

1. Do it yourself via MyTax for free! 
2. Pay an Accountant/Tax Agent to do it for you 

52

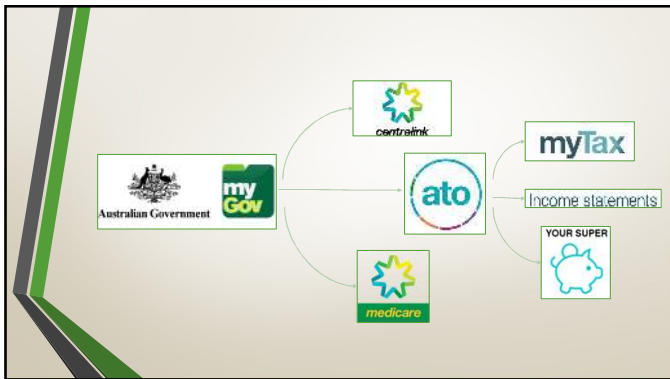
myGov = Government Online Portal

Brings all government services to one place, such as Centrelink, Medicare, and the Australian Tax Office.

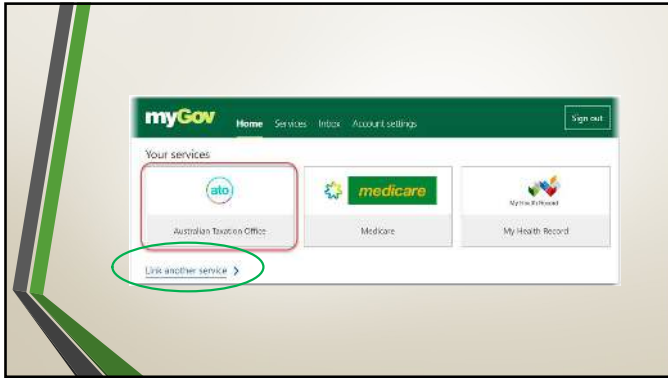


- Online, government-run service
- Accessed via your myGov account.
- Simple way for you to prepare and lodge your own tax return.

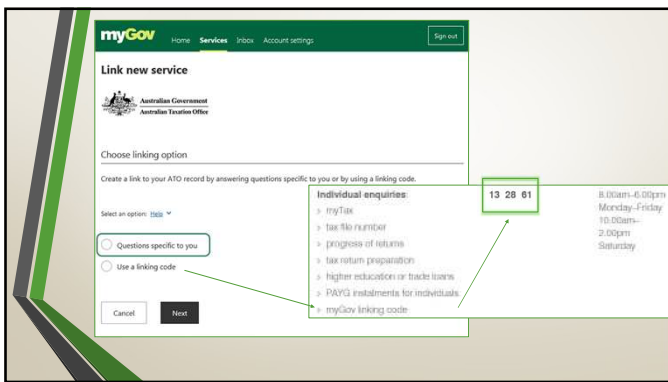
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What information do you need?

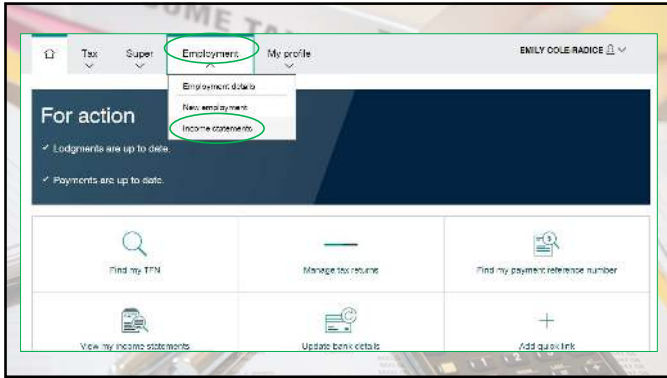
The short answer...not much really!

The ATO will prefill:

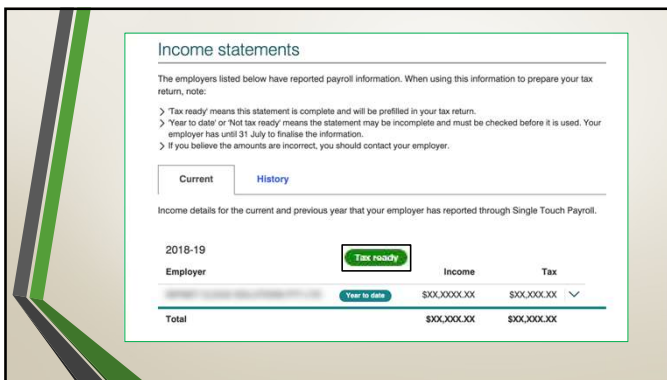
- ❖ Income from your employers
- ❖ Interest on your bank accounts
- ❖ Government payments e.g., Youth Allowance
- ❖ Private health insurance details

But, you will need receipts and other expense information to manually enter your tax deductions.

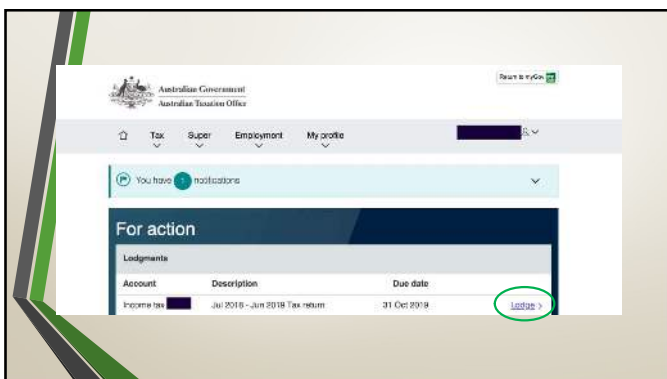
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59



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The myTax Process...

1. Verify your contact and bank details.
2. Select the items that apply to you.
3. Enter your tax deductions.
4. Review tax return and view estimated tax refund or payable.
5. Tick declaration box, then Lodge.



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After lodging my own taxes and getting back \$26,493

- ❖ You don't need to be an expert to use myTax
- ❖ It has built-in checks to prevent simple errors.
- ❖ You can save at any time and come back later.

Feel confident having a go at your own tax return using myTax if your situation is straight forward!

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myTax or Accountant?


myTax

- 😊 Completely free
- 😊 Provides clear instructions
- ⌚ Time-consuming & difficult for some
- 😞 May miss out on tax deductions or misinterpret ATO rules

Accountant

- 😊 Receive professional advice to minimise the tax you need to pay.
- 😊 Tax Agent fees are tax deductible in your next tax return.
- 😞 You pay for this service.

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Tax Deductions

What are they and how can they help?

64

What is a tax deduction?


- An expense you paid during the year
- Used in your tax return to reduce your taxable income
- Reduces your income tax.



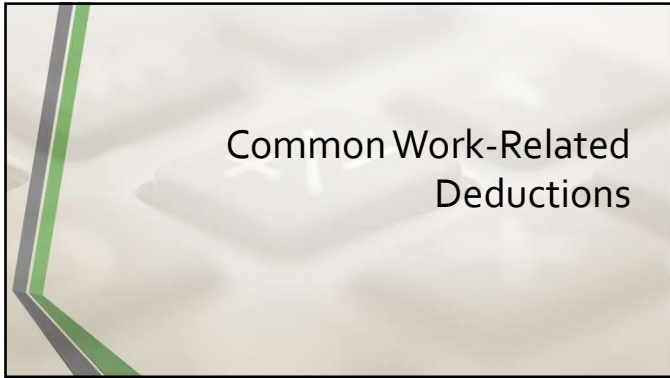
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To claim an expense as a deduction:

1. Must be an **allowable deduction**
2. You must have **spent the money** yourself and not been reimbursed.
3. The expense is directly **related to earning your income**.
4. You have **records to prove it** (usually receipts)



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Work Clothes

Three main types of clothing deductions:

1. Occupation specific – e.g. chef's pants
2. Protective Clothing – examples:
 - Steel cap boots
 - High-vis clothing
 - Sun protection
3. Uniform (with registered logo)

Purchasing & Washing





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Work Clothes

All other "regular" clothing is NOT tax deductible, even if your employer requires you to wear it.

- Suits
- Black pants
- Jeans
- Socks
- Sneakers.



69

Tools & Equipment

You can claim for tools and equipment you buy, used for work.

Examples:


- Calculators & Stationery
- Computers and software
- Desks, chairs and lamps
- Filing cabinets and bookshelves
- Hand tools – spanners, hammers and screwdrivers.
- Power tools – grinders and sanders.
- Protective items - Hard hats, safety glasses, sunglasses, and sunscreens.




*Apportion for any private use

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Work related use of your car

- **CAN'T** claim kilometres driven from home to work and back. 
- **CAN** claim travelling:
 - From one work site to another
 - From work to meetings and back
 - Between two different jobs




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Work related use of your car


Two methods of claiming:

1. Log book method
 - 12 week log book, keep all receipts.
2. Cents per KM method (up to 5000kms)
 - Must keep records of kms – eg diary entries.




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Other deductible expenses include:




WORK RELATED USE OF YOUR PHONE




WORKING FROM HOME EXPENSES



UNION FEES



SEMINARS



SUBSCRIPTIONS

73


Expenses you CAN'T claim a deduction for:

- Conventional clothing
- Personal grooming
- Reading glasses
- Medical expenses
- Food & drink
- Driving to and from work
- Fines (e.g. speeding, parking)
- Social functions
- Child care
- Drivers license
- Newspapers



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Keep your receipts!



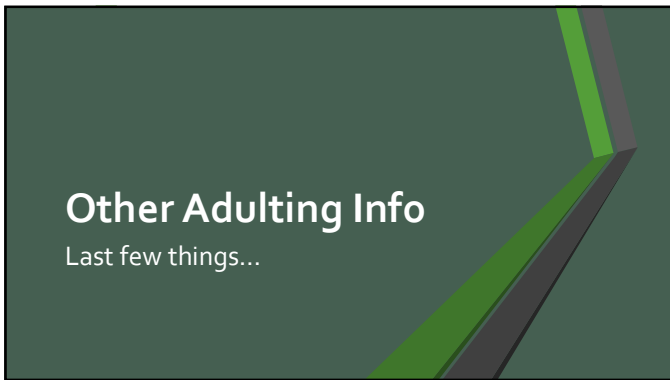
For 5 YEARS

Scanned and saved is fine

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76



77



78

Consider getting professional advice about...

- The best business structure
- Registrations
- Insurance
- Tax compliance obligations



79

"Cashies"



BLACK MARKET

- Goods & services or employment paid for in cash
- No receipts or official paperwork
- Done to avoid tax, super and other employment costs

Don't do it, it's illegal!

80

Government Support




Australian Government offer support services for young people.

- Health
- Study/Education
- Getting into the workforce
- Parenting
- Community support

81

Financial Support

- Youth Allowance
- JobSeeker
- Rent Assistance
- ABSTUDY



Apply via Centrelink to see if you are eligible

82

Security & Scams

Scam = deceives you into providing personal or financial information so they can steal from you.

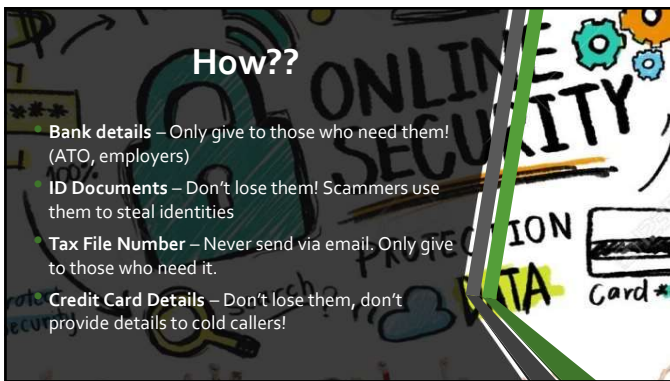
Be aware and keep your information safe!



83

How??

- Bank details – Only give to those who need them! (ATO, employers)
- ID Documents – Don't lose them! Scammers use them to steal identities
- Tax File Number – Never send via email. Only give to those who need it.
- Credit Card Details – Don't lose them, don't provide details to cold callers!



84

If it sounds too good to be true, it probably is!

- "It's an amazing opportunity to make easy money"
- Someone you've never met needs your help (or money)
- Emails/texts with links – don't click them (possible phishing scams)
- Someone asks you to pay in an unusual way (e.g. iTunes cards)

If you think you have been a victim, act quickly! Contact your bank ASAP

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Check the Desborough Accountants website for:

Notes from this presentation
Some handy links
desborough.com.au

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Questions



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