



HFB GROUP

26 October 2021

Bonita Green
PO Box 377
CALOUNDRA QLD 4551

Dear Bonita,

We have now completed your income tax return for the year ended 30 June 2021. The return has been prepared based on information that you have provided to us. Would you please review the return to ensure that the details are accurately presented, and contact us if you have any queries.

If you are satisfied that all items are true and correct, please sign and date where indicated.

Tax Position

Our tax estimate shows an **amount refundable** of **\$13,901.86**.

This has been calculated based on your **taxable income** of **\$75,160.00**.

Please note, this is an estimate only and is subject to ATO review. A Notice of Assessment will be issued by the ATO confirming your taxable income and providing you with the payment due date and the electronic payment details if applicable.

Matters for your Attention:

1. By signing this tax return, you are also agreeing to the terms and conditions of our HFB Engagement Agreement, which can be found on our website at www.hfbgroup.com.au/engagementagreement
2. Following is a Substantiation Guide – please take the time to read it.

Feedback

HFB is committed to providing you with outstanding client service. Keep an eye out for our customer satisfaction survey that will be sent to your email shortly.

If you have any questions or require further information, then please do not hesitate to contact us.

Yours sincerely,

Tim Davis

Samantha Sheriff

Shona Sherman

ACCOUNTING  SUPERANNUATION  FINANCIAL PLANNING  BUSINESS ADVISORY

146 Bloomfield St, Cleveland QLD 4163 | P.O. BOX 24, Cleveland QLD 4163
P 07 3286 1322 F 07 3286 3022 E team@hfbgroup.com.au W www.hfbgroup.com.au

HFB Accounting Pty Ltd | HFB Advisory Pty Ltd | HFB Super Pty Ltd
85 600 321 105 | 48 166 965 841 | 66 600 231 089

Liability limited by a scheme approved under Professional Standards legislation other than for acts or omissions of financial services licensees.

INDIVIDUAL TAX RETURNS SUBSTANTIATION REQUIREMENTS GUIDE

OUR SERVICES

DID YOU KNOW... THAT WE SPECIALISE IN:

- Business and Succession Planning
- Tax Planning
- Complex Tax Advice
- Business Structures
- Self-Managed Super Funds (SMSF) – set-up, administration, compliance, advice
- Business Planning & Advisory
- Financial Planning
- Portfolio Management
- Personal Risk Insurance & Buy/Sell Agreements

We are your one-stop shop for **specialist financial solutions** – and we are here to help you. Give us a call!

The Australian tax system relies on taxpayers self-assessing. This means you are responsible for working out how much you can declare and claim on your tax return. The records you need to keep depend on your personal circumstances. Generally, you must keep your written evidence for **five years** from the date you lodge your tax return. This guide will provide general advice to help you identify what records you need to keep.

MOTOR VEHICLE EXPENSES

You can choose one of two methods to work out your car expenses. The two methods are either:

- **Cents Per Kilometer (up to a maximum 5000km claim)**

You need to be able to demonstrate to the ATO if requested how you calculated the kilometers driven (such as by diary entries). Confirmation may also be requested by your employer to acknowledge that it was necessary for you to incur such expenditure in earning your income.

- **Log Book**

The ATO requires that you maintain written evidence for all expenses claimed and keep a valid log book substantiating the business-use percentage. For a logbook to be ATO compliant it must include all of the ATO mandated details and be kept for a period of at least 12 continuous weeks. The log book is valid for a period up to 5 years but you must also record opening and closing odometer readings for each year.

TRAVEL EXPENSES

A travel diary should be used by individuals wishing to claim a deduction for work related travel expenses. A travel diary is not required if the duration of the trip is less than six nights. Note that written evidence in the form of receipts or invoices are required regardless of the length of the trip. Modified requirements may apply if you received a travel allowance from your employer.

LAUNDRY

You can claim a deduction for the cost of buying and cleaning occupation-specific clothing, protective clothing and distinctive uniforms (such as with a logo). If the amount of your claims is greater than \$150, you must have written evidence, such as diary entries and receipts for your laundry expenses. If you don't need to provide written evidence, you may use an ATO approved reasonable basis to work out your claim.

TELEPHONE AND INTERNET EXPENSES

You need to keep records for a four-week representative period in each income year to claim a deduction of more than \$50. These records may include diary entries, including electronic records, and bills. Evidence that your employer expects you to work at home will also help you demonstrate that you are entitled to a deduction. Additional ATO information on how to calculate your claim can be accessed here:

<https://www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/Other-work-related-deductions/Phone,-data-and-internet-expenses/>

WHEN YOU HAVE ACQUIRED OR DISPOSED OF AN ASSET

If you acquire or dispose of an asset which might be subject to capital gains tax (CGT), you should keep:

- Documents showing the dates you acquired an asset and the date the CGT event occurred such as:
 - contracts for the purchase or sale of an asset (such as real estate or shares)
 - dividend reinvestment statements from your unit trust or managed investment fund.

The above information is provided as a guide only and is not an exhaustive list of ATO requirements.

RIGHTS & OBLIGATIONS

The *Tax Agents Services Act 2009* requires us to advise you of your rights and obligations where we are acting for you on taxation matters. In relation to the taxation services provided:

- You are responsible for making all relevant information available to us in a complete and timely manner.
- Australia's income tax system is based on a self-assessment. The Commissioner is entitled to rely on any statements made. Where those statements are later found to be incorrect, the Commissioner may amend your assessments and, in addition to any tax assessed, you may also be liable for penalties and interest charges. The period of review is up to four years. Where the Commissioner forms an opinion of fraud or evasion, there is no limit for amending assessments.
- You are responsible for the accuracy and completeness of the particulars and information required to comply with the various taxation laws. We will use this information supplied in the preparation of your returns.
- You have an obligation to keep proper records that will substantiate the taxation returns prepared and satisfy the substantiation requirements of the various tax laws for at least 5 years. Failure to keep such records could result in claims being disallowed, additional tax being imposed, and the imposition of penalty or general interest charges.
- Your rights as a taxpayer include:
 - The right to seek a private ruling;
 - The right to object to an assessment by the Commissioner;
 - The right to appeal against an adverse decision by the Commissioner.

Certain time limitations may exist for you to exercise these rights. Should you wish to exercise these rights at any time you should contact us so that we can provide you with the relevant time frames and to discuss any additional requirements that may exist.

We are bound by the *Tax Agents Services Act Code of Conduct* which includes a duty to act lawfully and in the best interests of our clients, ensure the services we provide are provided competently, maintain our knowledge and skills, take reasonable care in ascertaining the state of your affairs where it is relevant to the work we are completing, and take reasonable care to ensure the tax laws are applied correctly.

PRIVACY & CONFIDENTIALITY

Our obligation to you

The *HFB Group* is compliant with the Privacy Act 1988 (Privacy Act). A copy of our privacy policy is available on our website, or on request to Shona Sherman, Director of HFB.

From time to time, we may be asked to provide copies of the financial statements, income tax returns or other information produced in the course of this engagement.

If we are requested to provide this information (including to a third party such as a financial institution), any one person subject to this engagement can provide this authorisation. For example, if one person subject to this engagement requests information regarding the company or individuals involved then we have authority to provide this information to them without seeking further authorisation.

ADDITIONAL SERVICES OFFERED BY THE HFB GROUP

Please contact our office if you are interested in any of the following services:

AUDIT SHIELD - PROFESSIONAL FEE INSURANCE

We offer access to an Audit Shield insurance service which provides for the payment of professional fees incurred if you are selected for an audit or investigation instigated by the ATO, or other relevant Australian Government authorities.

INCOME PROTECTION INSURANCE

Income protection premiums are generally tax deductible and can assist you with income payments if you are unable to work due to injury or illness. Stephen Wilson (our in-house Insurance specialist) would be more than happy to review your personal insurance, to ensure you are adequately covered.

ESTATE PLANNING

We take this opportunity to remind you of the importance of regularly reviewing your superannuation binding death nomination and current Will. These items can ensure that your estate planning wishes are followed and that an effective estate tax minimisation strategy is utilised.

2021 TAX RETURN SUBSTANTIATION DECLARATION

Tax returns are assessed on a Self-Assessment basis. This means that the ATO may not check whether the information you have submitted is correct. We will make every endeavour to ensure that your return is prepared accurately and correctly, however we rely on you to ensure that all relevant information is disclosed to us.

I, Bonita Green, confirm that:

I have reviewed every page of the accompanying copy of the income tax return to which the attached Electronic Lodgment Declaration refers and confirm that all items are correct and that there are no omissions or misstatements.

Income:

If I am an Australian tax resident, you have advised me that I must declare income from all sources, in and out of Australia, including net capital gains received, for the year of income in my tax return.

Expenses:

You have advised me that to claim a work-related or other expense deduction I must demonstrate that I have incurred the expense for income producing purposes. In addition, you have advised me of the substantiation legislation that I must satisfy in relation to all deductible expenses, including car, travel, business, education and work-related expenses. You have informed me that I must OBTAIN ORIGINAL RECEIPTS and keep them for a minimum of five years from the date my return is lodged.

The receipts must contain the following details:

- name of supplier and amount of expense;
- nature of goods/services and date of the expenses (details I am able to personally record where not adequately noted by supplier);
- date of the document.

Apportionment:

Where items are used for both business/work-related and private purposes e.g. car, telephone, computer etc. I advise I have kept appropriate apportionment records to verify my business usage claim and that my employer will verify that it was necessary to incur such expenditure in earning my income. Further, I have instructed you to prepare the return based on my specific instructions on the understanding I will be able to produce such information to the satisfaction of the ATO in an audit situation.

Audits:

I further confirm that:

- I am aware that the procedures to follow if a document is lost or destroyed is to obtain a copy from the supplier;
- I may be required to substantiate or verify any income or expense item declared or claimed in my tax return in the event of an ATO audit;

I declare that:

- I have read and understood the tax return that has been prepared for me;
- I have disclosed and you have returned all my assessable income for the current income tax year;
- I have all receipts or documentation necessary to substantiate my work-related and other claims, and I will make them available if required by the Tax Office;
- All income declared, claims for deductions and tax offsets/rebates included in my return are based upon my specific instructions;
- You have explained what written income and expense evidence will typically be required during an audit and that penalties, interest and possible legal action may be applied if incorrect income or claims are identified by an audit.

Terms and Conditions:

- I acknowledge that an invoice will be issued for your services and I agree to pay this invoice in full.
- I acknowledge that further action may be taken to secure payment of overdue/outstanding accounts.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Individual Tax Return

2021

1 Jul 2020—30 Jun 2021

TFN Recorded

PART A ELECTRONIC LODGMENT DECLARATION (FORM I)

This declaration is to be completed where a taxpayer elects to use the Electronic Lodgment Service. It is the responsibility of the taxpayer to retain this declaration for a period of five years after the declaration is made, penalties may apply for failure to do so.

Privacy

The ATO is authorised by the *Taxation Administration Act 1953* to request your tax file number (TFN). We will use your TFN to identify you in our records. It is not an offence not to provide your TFN. However, you cannot lodge your income tax form electronically if you do not quote your TFN.

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to ato.gov.au/privacy

Electronic Funds Transfer — Direct Debit

Where you have requested an EFT direct debit some of your details will be provided to your financial institution and the Tax Office's sponsor bank to facilitate the payment of your taxation liability from your nominated account.

| Tax File Number | Name | Year |
|-----------------|--------------------|------|
| TFN Recorded | Green, Bonita Ilma | 2021 |

Declaration — I declare that:

- the information provided to my registered tax agent for the preparation of this tax return, including any applicable schedules is true and correct, and
- the agent is authorised to lodge this tax return.

Important

The tax law imposes heavy penalties for giving false or misleading information.

| Signature | Date |
|-----------|------|
| | |

PART D TAX AGENTS CERTIFICATE (SHARED FACILITIES USERS ONLY)

| Client Ref | Agent Ref No. | Contact Name | Contact No. |
|------------|---------------|------------------------|-------------|
| GREB02 | 24805968 | HFB Accounting Pty Ltd | 0732861322 |

Declaration — I declare that:

- I have prepared this tax return in accordance with the information supplied by the taxpayer
- I have received a declaration made by the taxpayer that the information provided to me for the preparation of this document is true and correct, and
- I am authorised by the taxpayer to lodge this tax return and any applicable schedules that are attached.

| Agent's Signature | Date |
|-------------------|------|
| | |

Individual Tax Return

2021

1 Jul 2020—30 Jun 2021

TFN Recorded

PART B ELECTRONIC FUNDS TRANSFER CONSENT

This declaration is to be completed when an electronic funds transfer (EFT) of a refund is requested and the tax return is being lodged through the electronic lodgment service (ELS).

This declaration must be signed by the taxpayer prior to the EFT details being transmitted to the Tax Office. If you elect for an EFT, all details below must be completed.

Important

Care should be taken when completing EFT details as the payment of any refund, including any family tax benefit, will be made to the account specified.

Agent Ref No.

24805968

Account Name

BONITA ILMA GREEN

Authorisation

I authorise the refund to be deposited directly to the account specified.

| Signature | Date |
|-----------|------|
| | |

Individual Tax Return**2021**

1 Jul 2020—30 Jun 2021

TFN Recorded

Taxable income

| | | |
|--|--------------------|--------------------|
| Total income | \$101,645.00 | |
| Less total deductions and applied losses (L1) | \$26,485.00 | |
| Taxable income | | \$75,160.00 |
| Tax on taxable income | | \$14,894.00 |
| Less non-refundable tax offsets | Calculated | Used |
| Non-refundable | | |
| Low and middle income tax offset | \$1,080.00 | \$1,080.00 |
| Non-refundable carry forward | | |
| Total non-refundable tax offsets | \$1,080.00 | \$1,080.00 |
| Subtotal | | \$13,814.00 |
| Less refundable tax offsets | Calculated | Used |
| Franking credits | \$29,424.00 | \$13,814.00 |
| Total refundable tax offsets | \$29,424.00 | \$13,814.00 |
| Plus Other Liabilities | Calculated | Used |
| Medicare levy | \$1,503.20 | |
| Medicare Liability | | \$1,503.20 |
| Excess private health insurance entitlement | | \$204.94 |
| Total other liabilities | | \$1,708.14 |
| Assessed tax payable (includes other liabilities) | | \$1,708.14 |
| Less remainder of refundable tax offsets | | \$15,610.00 |
| Amount refundable | | \$13,901.86 |

Disclaimer

This estimate is only a guide and should not be taken as taxation, financial or investment advice. Our calculation is based on the information you have supplied and current legislation, proposals and information provided by the Australian Tax Office.

There are numerous factors that may affect the accuracy of this assessment including but not limited to:

- changes in tax legislation and Australian Tax Office practices and rulings;
- any prior year tax assessments that may be applicable; and
- adjustments relating to other Government Departments eg the Department of Human Services.

Do not rely on this estimate to make any decisions until you have received a notice of assessment from the ATO and/or obtained professional advice.

Individual Tax Return**2021**

1 Jul 2020—30 Jun 2021

TFN Recorded

YOUR NAME

| Title | Given Name | Family Name | Other Name |
|-------|------------|-------------|------------|
| MRS | Bonita | Green | Ilma |

| Suffix | Date of Birth |
|--------|---------------|
| | 06/11/1956 |

| Are you an Australian Resident? | Australian residency start date | Australian residency end date |
|---------------------------------|---------------------------------|-------------------------------|
| Yes | | |

Has part of your name changed since completing your last tax return?
No

YOUR POSTAL ADDRESS

| PO Box 24 | |
|-----------|----------|
| Cleveland | |
| State | Postcode |
| QLD | 4163 |

YOUR HOME ADDRESS

| 29 King Street | |
|----------------|----------|
| SHELLY BEACH | |
| State | Postcode |
| QLD | 4551 |

| Country — if not Australia | Country — if not Australia |
|----------------------------|----------------------------|
| | |

Has your postal address changed since completing your last tax return?

YOUR CONTACT DETAILS

| Mobile number | Day time contact number | Email address |
|---------------|-------------------------|---------------|
| | 07 32861322 | |

YOUR BANKING INFORMATION (EFT DETAILS)

Deduct fee from refund
No

| BSB Number | Account Number | Account Name | Financial Institution Name |
|------------|----------------|-------------------|----------------------------|
| 734090 | 509961 | BONITA ILMA GREEN | WESTPAC BANK |

CONTACT NAME

Full Name
Samantha Sheriff

TAX AGENT CONTACT DETAILS

| Tax Contact | Agent Ref Number | Contact Number |
|------------------------|------------------|----------------|
| HFB Accounting Pty Ltd | 24805968 | 0732861322 |

Income

| | Tax withheld | Income |
|--------------------------------|--------------|---------------------|
| TOTAL TAX WITHHELD | | |
| TOTAL SUPPLEMENT INCOME | | \$101,645.00 |
| TOTAL INCOME | | \$101,645.00 |

Deductions

| | | | |
|------------|--|---|--------------------|
| D10 | COST OF MANAGING TAX AFFAIRS | | |
| | Other expenses incurred in managing your tax affairs | M | \$1,485.00 |
| | TOTAL SUPPLEMENT DEDUCTIONS | Items D11 to D15 | \$25,000.00 |
| | TOTAL DEDUCTIONS | | \$26,485.00 |
| | SUBTOTAL | TOTAL INCOME less TOTAL DEDUCTIONS | \$75,160.00 |
| | Taxable income | | \$75,160.00 |

Income tests

| | | | |
|------------|--|----------|--------|
| IT1 | TOTAL REPORTABLE FRINGE BENEFITS | | |
| | Employers exempt from FBT under section 57A of the FBTA 1986 | N | \$0.00 |
| | Employers not exempt from FBT under section 57A of the FBTA 1986 | W | \$0.00 |
| IT2 | REPORTABLE EMPLOYER SUPERANNUATION | T | \$0.00 |
| IT3 | TAX-FREE GOVERNMENT PENSIONS | U | \$0.00 |
| IT4 | TARGET FOREIGN INCOME | V | \$0.00 |
| IT5 | NET FINANCIAL INVESTMENT LOSS | X | \$0.00 |
| IT6 | NET RENTAL PROPERTY LOSS | Y | \$0.00 |
| IT7 | CHILD SUPPORT YOU PAID | Z | \$0.00 |
| IT8 | NUMBER OF DEPENDENT CHILDREN | D | 0 |

Medicare levy related items

| | | | |
|-----------|---|-----------|---|
| M1 | MEDICARE LEVY REDUCTION OR EXEMPTION | M2 | MEDICARE LEVY SURCHARGE |
| | Reduction based on family income | | For the whole period 1 July 2020 to 30 June 2021, were you and all your dependents including your spouse—if you had any—covered by private patient HOSPITAL cover? |
| | Number of dependent children and students | Y | E Yes |
| | Exemption categories | | |
| | Full 2.0% levy exemption – number of days | V | Number of days NOT liable for surcharge |
| | Half 2.0% levy exemption – number of days | W | A 365 |

Private health insurance policy details

PROVIDER INFORMATION 1

| | | | | | |
|--------------------------|----------|----------|--|----------|---------|
| Health insurer ID | B | HIF | Membership number | C | 150400 |
| Your rebatable component | J | \$316.00 | Your Australian Government rebate received | K | \$79.00 |
| Benefit code | L | 30 | Tax claim code | | C |

PROVIDER INFORMATION 2

| | | | | | |
|--------------------------|----------|------------|--|----------|----------|
| Health insurer ID | B | HIF | Membership number | C | 150400 |
| Your rebatable component | J | \$2,137.00 | Your Australian Government rebate received | K | \$625.00 |
| Benefit code | L | 35 | Tax claim code | | C |

Spouse details – married or de facto

YOUR SPOUSE'S NAME

| | | |
|---------------------------|----------|------------|
| First given name | | Richard |
| Other given names | | Stephen |
| Surname or family name | | Green |
| Date of birth | K | 4 Apr 1956 |
| Your spouse's gender | | Male |
| Your spouse has residency | | |

PERIOD YOU HAD A SPOUSE – MARRIED OR DE FACTO

| | | |
|---|----------|-----|
| Did you have a spouse for the full year | L | Yes |
| Did your spouse die during the year? | | No |

THIS INFORMATION RELATES TO YOUR SPOUSE'S INCOME

| | | |
|---|----------|-------------|
| Your spouse's taxable income (excluding FHSS released amounts) | O | \$99,823.00 |
| Your spouse's taxable income | | \$99,823.00 |
| Your spouse's assessable FHSS released amounts | | |
| Your spouse's section 98 trust income – not included in spouse's taxable income | T | |
| Distributions to your spouse on which family trust distribution tax has been paid | U | |
| Your spouse's total reportable fringe benefits amount | | |
| Employers exempt from FBT under section 57A of the FBTAA 1986 | R | \$0.00 |
| Employers not exempt from FBT under section 57A of the FBTAA 1986 | S | \$0.00 |
| Amount of any Australian Government pensions and allowances received by your spouse in the year of the return | P | |
| Amount of any exempt pension income received by your spouse in the year of the return | Q | |
| Spouse reportable superannuation contributions | A | \$0.00 |
| Spouse reportable employer superannuation contributions | | \$0.00 |
| Spouse deductible personal superannuation contributions | | |

| | | |
|--|----------|---------------------|
| Your spouse's tax-free government pensions | B | \$0.00 |
| Your spouse's target foreign income | C | |
| Your spouse's foreign income | | |
| Your spouse's exempt foreign employment income | | |
| Your spouse's net investment loss | D | \$0.00 |
| Your spouse's net financial investment loss | | \$0.00 |
| Your spouse's net rental property loss | | \$0.00 |
| Child support your spouse paid | E | \$0.00 |
| Your spouse's taxed element of a SLS zero tax rate | F | |
| Your spouse's total ATI amount | | \$99,823.00 |
| Your spouse's rebate income | | \$99,823.00 |
| Your spouse's assessable income | | \$101,644.00 |

Supplementary section

13 PARTNERSHIPS AND TRUSTS

Non-primary production

| | | |
|--|----------|--------------------|
| Distribution from partnerships less foreign income | O | \$0.00 |
| Share of net income from trusts less capital gains, foreign income and franked distributions | U | (\$200.00) |
| Franked distributions from trusts | C | \$98,081.00 |
| Net non-primary production amount | | \$97,881.00 |

Share of credits from income and tax offsets

| | | |
|---|----------|-------------|
| Share of franking credit from franked dividends | Q | \$29,424.00 |
|---|----------|-------------|

18 CAPITAL GAINS

| | | |
|---|----------|----|
| Did you have a capital gains tax event during the year? | G | No |
|---|----------|----|

Prior year losses brought forward

| | |
|--------------------------------------|--------|
| Net capital losses from collectables | \$0.00 |
| Other net capital losses | \$0.00 |

Losses carried forward

| | |
|--------------------------------------|--------|
| Net capital losses from collectables | \$0.00 |
| Other net capital losses | \$0.00 |

19 FOREIGN ENTITIES

| | | |
|--|----------|----|
| Did you have either a direct or indirect interest in a controlled foreign company CFC? | I | No |
|--|----------|----|

| | | |
|---|----------|----|
| Have you ever, either directly or indirectly, caused the transfer of property—including money—or services to a non-resident trust estate? | W | No |
|---|----------|----|

20 FOREIGN SOURCE INCOME AND FOREIGN ASSETS OR PROPERTY

| | | |
|---|----------|----|
| During the year did you own, or have an interest in, assets located outside Australia which had a total value of AUD\$50,000 or more? | P | No |
|---|----------|----|

21 RENT

| | | | |
|--------------------------------|----------|-----------------------|---------------------|
| Gross rent | P | \$7,593.00 | |
| Interest deductions | Q | \$498.00 | |
| Capital works deductions | F | \$77.00 | |
| Other rental deductions | U | \$3,254.00 | |
| Net rent | | P less (Q + F + U) | \$3,764.00 |
| TOTAL SUPPLEMENT INCOME | | Items 13 to 24 | \$101,645.00 |

Deductions**D12 PERSONAL SUPERANNUATION CONTRIBUTIONS**

Did you provide your fund (including a retirement savings account) with a notice of intent to claim a deduction for personal superannuation contributions, and receive an acknowledgement from your fund? Yes

| | | | |
|------------------------------------|----------|-------------------------|--------------------|
| Deductions claimed | H | \$25,000.00 | |
| TOTAL SUPPLEMENT DEDUCTIONS | | Items D11 to D15 | \$25,000.00 |

Tax offsets

| | |
|-------------------------------------|--|
| TOTAL SUPPLEMENT TAX OFFSETS | Items T3, T4, T6, T7, T8 and T9 |
|-------------------------------------|--|

Rental schedule — 2/18 Troubridge Street, MT GRAVATT EAST QLD 4122

| Address | Town/City | State | Postcode |
|------------------------|-----------------|-------|----------|
| 2/18 Troubridge Street | MT GRAVATT EAST | QLD | 4122 |

| | |
|---|------------|
| Name of property | |
| Date property first earned rental income | 24/03/2020 |
| Number of weeks property was rented this year | 52 |
| The number of weeks the property was available for rent this year | 52 |
| Entity's % ownership | 50 |
| Has the loan for the property been renegotiated this year? | No |

| Acquisitions and Disposal | Date | Amount |
|---|-------------|--------------|
| Acquisition | 03 Feb 2020 | \$553,000.00 |
| Disposal | | |
| Capital gain/loss on sale of this property | | |
| Value of capital allowances (depreciation on plant) recouped on the sale of the property | | |
| Value of capital works deductions (special building write-off) recouped on the sale of the property | | |

Owners

| Name | TFN | Percentage |
|--------------------|--------------|-------------|
| Green, Bonita Ilma | TFN Recorded | 50% |
| Green, Richard | TFN Recorded | 50% |
| | | 100% |

Income / Expenses

| Income | | Gross | My share |
|--------------------------|----------|--------------------|-------------------|
| Rental income | A | \$15,187.00 | \$7,593.50 |
| Gross rent | C | \$15,187.00 | \$7,593.50 |
| Expenses | | | |
| Body corporate fees | E | \$2,550.00 | \$1,275.00 |
| Borrowing expenses | F | \$395.00 | \$197.50 |
| Council rates | H | \$1,618.00 | \$809.00 |
| Interest | L | \$996.00 | \$498.00 |
| Legal fees | N | \$485.00 | \$242.50 |
| Pest control | O | \$350.00 | \$175.00 |
| Repairs | Q | \$481.00 | \$240.50 |
| Capital works deductions | R | \$155.00 | \$77.50 |
| Water | U | \$629.00 | \$314.50 |

| | | | |
|-----------------------|----------|-------------------|-------------------|
| Total expenses | W | \$7,659.00 | \$3,829.50 |
| Total net rent | X | \$7,528.00 | \$3,764.00 |

Partnership and trust worksheet

Name of Trust Distributed from: R & B Green Trust

PRIMARY PRODUCTION

Share of net income from trusts L

Deductions relating to Distribution from partnerships and Share of net income from trusts X

Net primary production amount

NON-PRIMARY PRODUCTION

Share of net income from trusts less capital gains, foreign income and franked distributions –
Managed investment scheme income

Share of net income from trusts less capital gains, foreign income and franked distributions – other
income

Share of net income from trusts less capital gains, foreign income and franked distributions U

Franked distributions from trusts relating to investments

Franked distributions from trusts – other

Franked distributions from trusts C

Managed investment scheme deductions relating to amounts shown at U and C

Other deductions relating to distributions shown at O, U and C

Other deductions relating to amounts shown at O, U and C Y

Net non-primary production amount

Trust share of net small business income less deductions attributable to that share E

SHARE OF CREDITS FROM INCOME AND TAX OFFSETS

Share of credit for tax withheld where Australian business number not quoted P

Share of franking credit from franked dividends Q

Share of credit for TFN amounts withheld from interest, dividends and unit trust distributions R

Credit for TFN amounts withheld from payments from closely held trusts M

Share of credit for tax paid by trustee S

Share of income from trusts

Share of credit for amounts withheld from foreign resident withholding A

Share of National rental affordability scheme tax offset B

Name of Trust Distributed from R & B Green Trust

PRIMARY PRODUCTION

Share of net income from trusts L

Deductions relating to Distribution from partnerships and Share of net income from trusts X

Net primary production amount

NON-PRIMARY PRODUCTION

Share of net income from trusts less capital gains, foreign income and franked distributions –
Managed investment scheme income \$0.00

| | | |
|---|----------|--------------------|
| Share of net income from trusts less capital gains, foreign income and franked distributions – other income | | (\$200.00) |
| Share of net income from trusts less capital gains, foreign income and franked distributions | U | (\$200.00) |
| Franked distributions from trusts relating to investments | | \$0.00 |
| Franked distributions from trusts – other | | \$98,081.00 |
| Franked distributions from trusts | C | \$98,081.00 |
| Managed investment scheme deductions relating to amounts shown at U and C | | |
| Other deductions relating to distributions shown at O, U and C | | |
| Other deductions relating to amounts shown at O, U and C | Y | |
| Net non-primary production amount | | \$97,881.00 |
| Trust share of net small business income less deductions attributable to that share | E | \$0.00 |
| SHARE OF CREDITS FROM INCOME AND TAX OFFSETS | | |
| Share of credit for tax withheld where Australian business number not quoted | P | |
| Share of franking credit from franked dividends | Q | \$29,424.00 |
| Share of credit for TFN amounts withheld from interest, dividends and unit trust distributions | R | |
| Credit for TFN amounts withheld from payments from closely held trusts | M | |
| Share of credit for tax paid by trustee | S | |
| Share of income from trusts | | |
| Share of credit for amounts withheld from foreign resident withholding | A | |
| Share of National rental affordability scheme tax offset | B | |

Rental schedule worksheets — 2/18 Troubridge Street, MT GRAVATT EAST...

Q REPAIRS

| Description | Amount |
|----------------|-----------------|
| Aircon repairs | \$185.00 |
| General | \$212.00 |
| Shelving | \$84.00 |
| Total | \$481.00 |

Worksheets

18 CAPITAL GAINS

Net capital losses from collectables

| Description | Amount |
|-----------------------------------|---------------|
| Prior year losses brought forward | \$0.00 |
| Total | \$0.00 |

Other net capital losses

| Description | Amount |
|-----------------------------------|---------------|
| Prior year losses brought forward | \$0.00 |
| Total | \$0.00 |

D10 OTHER EXPENSES INCURRED IN MANAGING YOUR TAX AFFAIRS

| Description | Amount |
|-------------------|-------------------|
| Howe Ford & Boxer | \$1,485.00 |
| Total | \$1,485.00 |

D12 DEDUCTIONS CLAIMED

| Fund name | Account number | Deduction claimed | Fund ABN | Fund TFN |
|-------------------------|----------------|--------------------|-------------|----------|
| Richbon Retirement Fund | | \$25,000.00 | 39415306294 | 0 |
| Total | | \$25,000.00 | | |

Asset Depreciation for period 1 Jul 2020 to 30 Jun 2021

Rental - 2/18 Troubridge Street, MT GRAVATT EAST QLD 4122

| Date Purchased | Description | Type | Cost | Cost Limit | OWDV | Balancing adjustments | | | | Method / Rate % | Decline in value | Bus. Use % | Business Decline | CWDV |
|-----------------------------------|-----------------------------|------|--------------|------------|--------------|-----------------------|----------------|------------|------------|-----------------|------------------|------------|------------------|--------------|
| | | | | | | Date | Disposal Value | Assessable | Deductible | | | | | |
| R CAPITAL WORKS DEDUCTIONS | | | | | | | | | | | | | | |
| 06/04/2020 | Security Doors Installation | BLD | 5,040 | | 5,010 | | | | | PC/2.50 | 126 | 100.00 | 126 | 4,884 |
| 02/12/2020 | Screens | BLD | 1,996 | | | | | | | PC/2.50 | 29 | 100.00 | 29 | 1,967 |
| | Total | | 7,036 | | 5,010 | | | | | | 155 | | 155 | 6,851 |