

Gecko's Payroll Audit Cheat Sheet

Single Touch Payroll (STP) is an Australian government initiative that streamlines payroll reporting for employers by requiring them to report employees' salaries, wages, PAYG withholding, and superannuation information directly to the Australian Taxation Office (ATO) each time they process a payroll. This real-time reporting system reduces administrative burdens and improves compliance by automating data transmission through compatible payroll software. Employers must ensure that their software is STP-enabled, and the ATO receives accurate and up-to-date payroll information with each pay run.

What is a Reimbursement?

- Exact compensation paid for actual expense incurred
- Paid in arrears as repayment for expense
- Not assessable income to the employee
- Employee CANNOT claim as a deduction
- Do not report reimbursements

What is an Allowance?

- A specifically identified amount paid in addition to an agreed salary
- Covers cost or compensation for condition of employment
- Paid regardless of expense incurred
- Generally assessable income to employee
- Paid in advance as part of payroll
- May be tax deductible
*Claim can only be for the amount spent

Allowances exempt from PAYGW and Superannuation up to ATO threshold 2024-2025

- Cents per km to ATO threshold – 88c
- Laundry – \$150 per year
- Overtime Meal Allowance \$37.65
- Domestic and overseas travel – [Click here](#)

There are 2 allowances that you don't need to report at W1 on your BAS and are exempt from PAYG and SGC

- Overtime Meal Allowance up to \$37.65
- Travel Allowance up to the threshold



Best practice is to setup a separate General Ledger Code (GL) for Workers Compensation payments, setup new pay item/pay category and map this to the new GL account in your software.

Relax, We've Got Your Finances Covered! Our simple, efficient, and accurate BAS Checklist makes payroll and compliance easy.

- Simple Solutions: Automate STP Phase 2 effortlessly.
- Efficient Compliance: Stay on top of BAS and Super deadlines.
- Accurate Reporting: Maintain flawless bookkeeping.



Key Dates for BAS and Super

Business Activity Statement (If lodging with a BAS Agent)

Monthly Due Dates

- Due on the 21st of each month

Quarterly Due Dates

- Oct – Dec due 28th of February
- Jan – Mar due 26th of May
- Apr – Jun due 25th of August
- Jul – Sep due 25th of November

Super

Due through financial software
(this date may change)

- 20th of January
- 20th of April
- 20th of July
- 20th of October

Due for lodgement and payment
via ATO clearing house

- 28th of January
- 28th of April
- 28th of July
- 28th of October

*Payment MUST be in employees
super account no later than the 28th

Other Key Dates for Tradies

TPAR

- Due 28th of August

STP Finalisation

- Due 14th of July

Q Leave Workers Service Returns Due

- Due 31st of July

Workcover QLD

- Wage Declarations due 31st of August
- Pay premium in full by the 16th September to receive a discount
- Final payment for premium due in full by the 30th September

