



Chapter 1 to 5 extract from our ExPress notes for use with the current video.

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# **EXPRESS** Notes

## **ACCA Paper F6 (UK)**

### **Taxation (UK)**

For exams in 2011



the**exp**group.com

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## START About ExPress Notes

We are very pleased that you have downloaded a copy of our ExPress notes for this paper. We expect that you are keen to get on with the job in hand, so we will keep the introduction brief.

First, we would like to draw your attention to the terms and conditions of usage. It's a condition of printing these notes that you agree to the terms and conditions of usage. These are available to view at [www.theexpgroup.com](http://www.theexpgroup.com). Essentially, we want to help people get through their exams. If you are a student for the ACCA exams and you are using these notes for yourself only, you will have no problems complying with our fair use policy.

You will however need to get our written permission in advance if you want to use these notes as part of a training programme that you are delivering.

### **WARNING! These notes are not designed to cover everything in the syllabus!**

They are designed to help you assimilate and understand the most important areas for the exam as quickly as possible. If you study from these notes only, you will not have covered everything that is in the ACCA syllabus and study guide for this paper.

### Components of an effective study system

On ExP classroom courses, we provide people with the following learning materials:

- The ExPress notes for that paper
- The ExP recommended course notes / essential text or the ExPedit classroom course notes where we have published our own course notes for that paper
- The ExP recommended exam kit for that paper.
- In addition, we will recommend a study text / complete text from one of the ACCA official publishers, but we do not necessarily give this as part of a classroom course, as we think that it can sometimes slow people down and reduce the time that they are able to spend practising past questions.

ExP classroom course students will also have access to various online support materials, including:

- The unique ExP & Me e-portal, which amongst other things allows "view again" of the classroom course that was actually attended.
- ExPand, our online learning tool and questions and answers database

Everybody in the World has free access to ACCA's own database of past exam questions, answers, syllabus, study guide and examiner's commentaries on past sittings. This can be

an invaluable resource. You can find links to the most useful pages of the ACCA database that are relevant to your study on ExPand at [www.theexpgroup.com](http://www.theexpgroup.com).

## How to get the most from these Express notes

For people on a classroom course, this is how we recommend that you use the suite of learning materials that we provide. This depends where you are in terms of your exam preparation for each paper.

Your stage in study for each paper	These Express notes	EXP recommended course notes, or EXPedite notes	EXP recommended exam kit	ACCA online past exams
Prior to study, e.g. deciding which optional papers to take	<b>Skim through</b> the Express notes to get a feel for what's in the syllabus, the "size" of the paper and how much it appeals to you.	<b>Don't</b> use yet	<b>Don't</b> use yet	Have a <b>quick look</b> at the two most recent real ACCA exam papers to get a feel for examiner's style.
At the start of the learning phase	<b>Work through</b> each chapter of the Express notes <b>in detail</b> before you then work through your course notes.  Don't try to feel that you have to understand everything – just get an idea for what you are about to study.  <b>Don't make any annotations</b> on the Express notes at this stage.	<b>Work through in detail.</b> Review each chapter after class at least once.  Make sure that you understand each area reasonably well, but also make sure that you can recall key definitions, concepts, approaches to exam questions, mnemonics, etc.	Nobody passes an exam by what they have studied – we pass exams by being efficient in being able to prove what we know. In other words, you need to have effectively input the knowledge and be effective in the output of what you know. <b>Exam practice is key</b> to this.  Try to do at least one past exam question on the learning phase for each major chapter.	<b>Don't</b> use at this stage.

Your stage in study for each paper	These Express notes	EXP recommended course notes, or ExPeditate notes	EXP recommended exam kit	ACCA online past exams
Practice phase	<b>Work through</b> the Express notes again, this time <b>annotating</b> to explain bits that you think are easy and be brave enough to cross out the bits that you are confident you'll remember without reviewing them.	<b>Avoid reading through</b> your notes again. Try to focus on doing past exam questions first and then go back to your course notes/ Express notes if there's something in an answer that you don't understand.	This is <b>your most important tool</b> at this stage. You should aim to have worked through and understood at least two or three questions on each major area of the syllabus. You pass real exams by passing mock exams. Don't be tempted to fall into "passive" revision at this stage (e.g. reading notes or listening to CDs). Passive revision tends to be a waste of time.	Download the <b>two most recent real exam</b> questions and answers.  Read through the <b>technical articles</b> written by the examiner.  Read through the two most recent <b>examiner's reports</b> in detail. Read through some other older ones. Try to see if there are any recurring criticisms he or she makes. You must avoid these!
The night before the real exam	<b>Read through the Express notes in full.</b> Highlight the bits that you think are important but you think you are most likely to forget.	Unless there are specific bits that you feel you must revise, avoid looking at your course notes. Give up on any areas that you still don't understand. It's too late now.	<b>Don't</b> touch it!	Do a final review of the two most <b>recent examiner's reports</b> for the paper you will be taking tomorrow.
At the door of the exam room before you go in.	<b>Read quickly</b> through the full set of Express notes, focusing on areas you've highlighted, key workings, approaches to exam questions, etc.	<b>Avoid</b> looking at them in detail, especially if the notes are very big. It will scare you.	<b>Leave</b> at home.	<b>Leave</b> at home.

Our Express notes fit into our portfolio of materials as follows:

## Express Notes

Provide a base understanding of the most important areas of the syllabus only.



## Expedite Notes

Provide a comprehensive coverage of the syllabus and accompany our face to face professional exam courses



## Expert Notes

Provide detailed coverage of particular technical areas and are used on our Professional Development and Executive Programmes.

To maximise your chances of success in the exam we recommend you visit [www.theexpgroup.com](http://www.theexpgroup.com) where you will be able to access additional free resources to help you in your studies.



## START About The Exp Group

Born with a desire to be the leading supplier of business training services, the Exp Group delivers courses through either one of its permanent centres or onsite at a variety of locations around the world. Our clients range from multinational household corporate names, through local companies to individuals furthering themselves through studying for one of the various professional exams or professional development courses.

As well as courses for ACCA and other professional qualifications, our portfolio of expertise covers all areas of financial training ranging from introductory financial awareness courses for non-financial staff to high level corporate finance and banking courses for senior executives.

Our expert team has worked with many different audiences around the world ranging from graduate recruits through to senior board level positions.

Full details about us can be found at [www.theexpgroup.com](http://www.theexpgroup.com) and for any specific enquiries please contact us at [info@theexpgroup.com](mailto:info@theexpgroup.com).



Paper F6 has a comprehensive syllabus. These Express notes are designed to provide guidance on the core areas of the syllabus. Whilst we believe that the items contained herein have a strong chance of being examined, no guarantee can be provided as to what will be examined.

Taxation legislation can change rapidly. These notes are designed to provide assistance for students taking the F6 (UK) ACCA exam in 2011. These notes should not be used for any other purpose.

The ExP Group explicitly denies liability for any action taken as a result of using these notes. The ExP Group does not warrant in any form that these notes represent the tax legislation as at the date of reading of these notes.

## Chapter 2

## Income Tax – An Introduction



## START

### The Big Picture

Income tax is a key area and will be examined.



## KEY KNOWLEDGE

### Income Tax – An Introduction

Individuals who are UK tax resident will be taxed on their worldwide income.

The period of assessment is the tax year. The tax year runs from 6 April to 5 April. For example, the tax year 2010/11 runs from 6 April 2010 to 5 April 2011 (2009/10 runs from 6 April 2009 to 5 April 2010 and so on)

All of an individual's income arising in the tax year will be assessed in the tax year.



**KEY KNOWLEDGE**  
**Pro-forma Tax Computation – 2010/11**

This is the base document for calculating an individual's liability to income tax.

The pro-forma income tax computation is as follows:

**INCOME TAX COMPUTATION – 2010/11**

	<u>£</u>
Employment income	10,000
Trading income	25,000
Property income	5,000
Bank interest (x 100/80)	1,000
UK dividends (x 100/90)	<u>1,000</u>
<b>Total income</b>	<b>42,000</b>
Less: reliefs	<u>(2,000)</u>
<b>Net income</b>	<b>40,000</b>
Less: Personal allowance (PA)	<u>(6,475)</u>
<b>Taxable income</b>	<b><u>33,525</u></b>

Certain income is exempt from income tax including:

- Income from certain National Savings Products
- Income from Individual Savings Accounts (ISA)
- Gambling or betting winnings

**Personal Allowances (PA)**

Every tax payer is entitled to a PA. For 2010/11 this amount is £6,475. It is an income tax personal allowance and cannot be set against any other tax liability such as CGT.

The PA is deducted from an individual's income to give taxable income.

From 2010/11 the PA is reduced for individuals with income >£100,000.

The reduction is based on adjusted net income (ANI).

Adjusted Net Income:

Net income	X
Less: gross gift aid donations	X
Less: gross personal pension contributions	<u>X</u>
ANI	<u>X</u>

If ANI is >£100,000, the PA is reduced by  $50\% \times (\text{ANI} - £100,000)$ . Therefore, individuals with ANI >£112,950 do not get a PA.

### Personal Age Allowances (PAA)

Individuals who are aged  $\geq 65$  years old are entitled to a PAA (in effect, a higher rate of PA).

Individuals aged 65 – 74: 2010/11 PAA = £9,490

Individuals aged  $\geq 75$ : 2010/11 PAA = £9,640

The PAA is given in full in the year the individual becomes 65 or 75.

The PAA is aimed to protect elderly people with lower incomes. If however a person who is entitled to a PAA has ANI above £22,900 (2010/11) the PAA is reduced by:

$$50\% \times (\text{ANI} - £22,900)$$

The PAA can never be reduced to less than the standard PA (£6,475) but note that if an individual has ANI > £100,000 there will be a reduction in the PA as mentioned above.

### Income Tax Liability and Income Tax Payable

Once the **taxable income** has been calculated, the income tax liability can be calculated. Note that taxable income is after Personal Allowances.

The rate of income tax depends on the type of income.

Employment income, trading income, property income and bank interest (i.e. all income except dividends) are taxed at the following rate for 2010/11:

Basic rate	£1 to £37,400	20%
Higher rate	£37,401 to £150,000	40%
Additional rate	£150,001 and above	50%

Income tax on Dividend income is either at 10%, 32.5% or 42.5%.

The summarised income tax rates are:

	<b>Other income</b>	<b>Saving income *</b>	<b>Dividend income</b>
£1 to £37,400	20%	20%	10%
£37,401 to £150,000	40%	40%	32.5%
£150,001 and above	50%	50%	42.5%

*(these rates will be provided in the exam)*

\* Note that special rates of tax may apply to savings income if it is in the first £2,440 of income.

Chapter 3

# Income Tax – Employment Income



## The Big Picture

Employment income represents all income and benefits an individual receives from his or her employment.



## KEY KNOWLEDGE Income Tax – Employment Income

### Earnings

Earnings are taxed on the receipts basis. i.e. the amount of earnings received in the tax year. There are special rules for directors to prevent them manipulating the receipt date.

“Earnings” include salaries, wages, bonuses and benefits received by an individual.

As an example, if an individual receives a salary of £20,000 and benefits of £6,500 his total employment income will be £26,500. This figure then goes to the income tax computation.

## Benefits

Benefits are regularly tested at Paper F6.

**Exempt** benefits include:

- One mobile phone.
- Relocation and removal expenses up to £8,000.
- Employer funded training (if training relevant for the job).
- Staff canteen or restaurant (provided it's made available to all employees)

The calculation of the taxable benefit is reduced proportionally if the benefit is provided for only part of the tax year.

In most cases, contributions towards the provision of the benefit are deducted in the calculation of the benefit.

### Assessable benefit – Living Accommodation

An employee provided with living accommodation as a result of his employment and which is not exempt job related accommodation would be assessed as follows:

#### Benefit

All properties	Higher of: 1. Annual value of the accommodation (figure will be given in the exam). 2. The rent paid by the employer.
Additional charge for "expensive properties"	(Cost* minus £75,000) x official rate of interest (interest rate will be provided in the exam).

\* If the employer acquired the property more than 6 years before providing it to the employee the market value when first provided to the employee should be used rather than cost.

### Assessable benefit – motor cars

This is one of the most common benefits provided to employees and is examined on a regular basis.

Benefit:

**List price when new x "relevant %".**

Note the list price is the published brochure price when the car was first registered.

The relevant % depends on the CO2 emissions of the car with the broad concept being that the more un-environmentally friendly the car is the higher the tax charge.

For petrol cars the % is calculated as follows:

<u>CO2 emissions</u>	<u>% (for petrol cars)</u>
≤75 grams	5%
76 - 120 grams	10%
121 to 130 grams	15%
Each complete 5 grams above 130 grams	Add an additional 1% to the 15% up to a maximum of 35%.

For diesel cars 3% is added to the figures above but the maximum is still 35%.



**EXAMPLE 1**  
**Petrol Car**

John is provided with a petrol car with a list price of £22,000 and CO2 emissions of 147 grams. He makes a contribution of £100 per month for the use of the car.

**Answer 1:**

Percentage:

Base %	15%
Plus 1% for each complete 5 grams of CO2 above 130 grams (i.e. 130 to 145 = 3%)	3%
Relevant %	18%
% x list price = 18% x £22,000	£3,960
Less contributions (£100 x 12 months)	(£1,200)
Taxable benefit	£2,760

Note that the benefit present when a car is provided is inclusive of servicing and maintenance costs but does not include any private fuel that is paid for by the employer.

### Assessable benefit – private fuel

Some employers may pay all or part of the private fuel bill of an employee. The provision of fuel for private use is a separate benefit from the provision of a car.

The benefit is calculated as follows:

**“Relevant %” as calculated for the car benefit x “base figure”.**

For 2010/11 the base figure is £18,000 and will be given in the exam.

Using the previous example, if the individual had been provided with fuel for private use the calculation of the benefit for the provision of private fuel would be:

(“Relevant %” as calculated for the car benefit x “base figure”) =

$$18\% \times £18,000 = £3,240.$$

### Assessable benefit – private use of vans

The benefit for the private use of a van is a flat rate scale of £3,000 pa.

### Private use of employer’s assets

For private use of assets other than cars, vans and mobile phones (which have different rules) the general rule is that the benefit is:

**20% of an asset’s market value at the time it was first provided.**

### Gift of asset – no previous private use.

If an employer buys an asset and then it is given to an employee the benefit is the cost of the asset to the employer.

### Gift of asset – after previous private use

If an asset has been used by an employee and then given to him the benefit is calculated as follows:

Higher of:

1. The market value of the asset when gifted.
2. The market value of the asset when first made available less the benefits assessed on the individual during the time the individual used it but didn’t own it.



Note that a person can receive both employment income (e.g. he has a part time job) and trading income (e.g. he has a part-time business whereby he trades by selling items on eBay)

### Badges of trade

This is the term which refers to various tests (or badges) to ascertain whether a particular transaction that an individual undertakes is a capital item (and hence treated under CGT) or a trading item (and hence treated under income tax).

Badges:

1. Subject matter – are the items that were transacted typically items that are used for trading?
2. Frequency of transactions – the more often the transaction is undertaken the more likely it is that the item will be trading.
3. Length of ownership – a shorter period of ownership is more likely to indicate trading.
4. Profit motive – a clear indication to make a profit may indicate a trading item.
5. Supplementary work and marketing – additional work undertaken on the items to make them more marketable may indicate trading.
6. Method of acquisition – an involuntary acquisition of the item (e.g. through inheritance) may indicate capital.

### Basis of assessment

An individual who is self employed must prepare accounts. These accounts can be for whatever accounting period end that he chooses. The accounts are then adjusted for tax purposes to get the trading income figure (see adjustment of accounting profit section below).

The trading income figure is then assessed on the individual using the **current year basis** rules. This is where the trading income assessed in a tax year is the amount in the 12 month accounting period ending in that tax year.

For example, an individual that prepares accounts to 31 December and has adjusted trading income of £35,000 for the year ended 31 December 2010 would have trading income of £35,000 in the tax year 2010/11.

### Adjustment of the accounting profit

An individual's accounts must be adjusted to obtain the tax adjusted trading profit.

#### Tax adjusted trading profit

Net profit per accounts			28,000
Add:	Disallowed expenditure	5,000	
	Taxable trading income not included in accounts	<u>4,250</u>	
			<u>9,250</u>
			37,250
Less:	Income included within the accounts but not taxable as trading income	1,000	
	Expenditure not in the accounts but allowable as a trading deduction	250	
	Capital allowances	<u>3,000</u>	
			<u>(4,250)</u>
Tax adjusted trading profit			<u>33,000</u>

### Disallowable expenditure

General rule – Only expenditure incurred wholly and exclusively for the purposes of the trade is allowable.

Some of the more common forms of **disallowable** expenditure include:

- Capital expenditure
- Depreciation or amortization charges
- Appropriations (withdrawals) of funds from the business by the sole trader
- Excessive salary paid to a sole trader's family member
- 3<sup>rd</sup> party entertaining (note that employee entertaining is allowable)
- The write off of a non-trade debt
- Subscriptions that are not related to the trade
- Gifts to customers are disallowable unless they satisfy all of the following:
  - Cost less than £50 per recipient per year
  - The gift is not food, drink or tobacco
  - The gift carries the name, logo or advert for the business



### Plant and Machinery (P&M)

P&M includes a number of items. The most common ones found in the exams include:

- Machinery
- Vehicles (cars and lorries)
- Computers (hardware and software)
- Office furniture and equipment
- Moveable partitioning

### Writing down allowance (WDA)

An annual WDA of 20% is given on a reducing balance basis.

### Annual Investment Allowance (AIA)

The AIA is a 100% allowance for the first £100,000 spent on P&M by a business in its 12 month accounting period.

- Available to all businesses.
- Not available on cars.
- For accounting periods >12 months or <12 months (long or short accounting periods), the £100,000 is pro-rated.
- If a business spends more than £100,000 in a 12 month period, the first £100,000 is eligible for AIA and the balance is eligible for WDA.

### Motor cars – purchased on or after 6 April 2009

Cars purchased on or after 6 April 2009 are treated according to their CO2 emissions.

Cars do **not** qualify for AIA. However, any expenditure on a low emission car (i.e. CO2 ≤110g/km) will qualify for a First Year Allowance of 100% instead of the WDA.

<u>CO2 Emissions</u>	<u>Treatment</u>
≤110g/km	100% FYA
111 – 160 g/km	Include in general pool (no AIA or FYA)
≥160 g/km	Eligible for 10% WDA (part of special rate pool)

### Motor cars – purchased before 6 April 2009

Cars purchased before 6 April 2009 are treated according to their cost.

AIA's are **not** available on cars.

Cars costing £12,000 or less:

These are included in the general pool.

Cars costing more than £12,000:

These are classified as "Expensive cars" and are kept outside of the general pool and instead are shown in a separate column for each expensive car.

The maximum WDA for an expensive car is £3,000 pa.

Once the written down value of the car is below £15,000 the WDA is calculated as 20% of the balance.

Note that the car always remains in the separate column even when the balance falls below £12,000.

### Private use assets

If the sole trader uses an asset partly for business purposes and partly for private purposes, the asset is kept in a separate column and only the business proportion of the asset is eligible for capital allowances.

Note that private use assets are only present for individuals. Companies never have private use assets in their calculation as companies never use assets privately!

### Industrial Buildings Allowance (IBA)

IBAs are given on industrial buildings.

### Qualifying buildings

The most common examples of industrial buildings include:

- Factories
- Warehouses
- Drawing office for preparing plans for manufacturing operations

The following are not industrial buildings and therefore do not qualify for IBAs or capital allowances on plant & machinery:

- Private living accommodation such as houses and apartments.
- Shops, showrooms and offices

Non-industrial items can be included if they are part of an industrial building and the proportion of the cost of the building that relates to non-industrial is 25% or less.

Note that land does not qualify for IBAs. Any costs for preparing the land for building however are eligible for IBAs.

### IBA for industrial buildings

For 2010/11 the rate of IBA is 1% straight line basis. The IBA is given if the building is in industrial use on the last day of the accounting period.