# Home Office Expense Schedule

|  |  |
| --- | --- |
| **Client Name:** |  |

## Home Office Usage Details: for the year 1 July to 30 June

|  |  |  |  |
| --- | --- | --- | --- |
| No of months used for Business Purposes |  | Floor area of house |  |
| Average weekly hours used as a Home Office |  | Floor area of home office |  |

## Occupancy Expenses

## Note: You must be self-employed with a home-based business to claim occupancy expenses and your home office, workshop or studio must be a dedicated area separate from your domestic space.

|  |  |
| --- | --- |
| Rent |  |
| Mortgage interest |  |
| Council rates |  |
| Water rates |  |
| House insurance premium |  |
| Repairs for house as a whole (eg: roofing) |  |

## Running Expenses - Electricity:

|  |  |  |  |
| --- | --- | --- | --- |
| Total electricity bill $ |  | Percentage applicable to home office use % |  |

|  |  |
| --- | --- |
| **Total electricity expense for the year** |  |

## Running Expenses - Gas:

|  |  |  |  |
| --- | --- | --- | --- |
| Total gas bill $ |  | Percentage applicable to home office use % |  |

|  |  |
| --- | --- |
| **Total gas expense for the year** |  |

## Other Running Expenses:

|  |  |
| --- | --- |
| Cleaning |  |
| Depreciation - furniture |  |
| Depreciation – other than furniture |  |
| Leasing |  |
| Repairs to office furniture & equipment subject to apportionment |  |
| Other home office running expenses |  |