

## 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	<input style="width: 100%; height: 24px;" type="text"/>
	Mortgage interest	<input style="width: 100%; height: 24px;" type="text"/>
	Council rates	<input style="width: 100%; height: 24px;" type="text"/>
	Water rates	<input style="width: 100%; height: 24px;" type="text"/>
	House insurance premium	<input style="width: 100%; height: 24px;" type="text"/>
	Repairs for house as a whole (eg: roofing)	<input style="width: 100%; height: 24px;" type="text"/>
	<b>Total occupancy costs</b>	<b>0</b>

### 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	<input style="width: 100%; height: 24px;" type="text"/>
	Depreciation - furniture	<input style="width: 100%; height: 24px;" type="text"/>
	Depreciation – other than furniture	<input style="width: 100%; height: 24px;" type="text"/>
	Leasing	<input style="width: 100%; height: 24px;" type="text"/>
	Repairs to office furniture & equipment subject to apportionment	<input style="width: 100%; height: 24px;" type="text"/>
	Other home office running expenses	<input style="width: 100%; height: 24px;" type="text"/>
	<b>Total running expenses</b>	<b>0.00</b>