



STS
ACCOUNTING
GROUP

e-guides

8 EXPENSES YOU SHOULD CLAIM WHEN WORKING FROM HOME.



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#1 HEATING COOLING & LIGHTING BILLS

Whether you're keeping yourself cool to work during summer, or warm in the winter. Heating and cooling are expenses you can definitely claim whilst working from you.

You also need light to see what you're doing!

That means that you can claim a proportion of the various household utility bills that relate to the time you spend working in your home office.

However, you can't claim for times where your home office area is being used for other purposes, and you can't claim for the elements of your bills that are incurred in the remainder of your home.



#2 COSTS OF CLEANING YOUR HOME WORKING AREA

Any expenses you incur to keep your home office clean are able to be claimed. This includes cleaning products and a percentage of other items such as your vacuum cleaner bags.



#3 DEPRECIATION OF HOME OFFICE FURNITURE & FITTINGS

If you create a home office space with furniture such as a desk, shelving or cupboards, you can claim a deduction for the decline in value of that furniture to the extent that it relates to your work activity. That's likely to lead to a write-off of the cost over a period of several years (the "effective life" of the asset).

#4 DEPRECIATION OF OFFICE EQUIPMENT AND COMPUTERS

If you purchase items of technology for use in your home office, you can depreciate them over their life and claim a deduction each year for the work-related element.

Items that could be depreciated as home office expenses include computers, laptops, tablets, mobile phones, and printers.



#5 COSTS OF REPAIRING HOME OFFICE EQUIPMENT, FURNITURE & FURNISHINGS

For any costs incurred to maintain or repair your equipment, furniture or furnishing, damaged through work activity, can be claimed, in proportion to the work-related activity.

#6 SMALL CAPITAL ITEMS OF EQUIPMENT LESS THAN \$300

Small capital items such as furniture and computer equipment costing less than \$300 can be written off in full immediately. So they don't need to be depreciated.

If you're self-employed, you may be able to immediately write-off equipment costing up to \$20,000.

#7 PRINTER INK & STATIONERY

Printing at home? Computer consumables, like printer ink, are a common expense people forget. Stationery can be claimed in reasonable use amounts.

#8 MOBILE & INTERNET EXPENSES

And last, but certainly not least, mobile phone and internet costs can also be claimed, however, again, only the proportion related to the use. You must be able to validate your usage.



SO HOW DO YOU MAKE A CLAIM?

There are three ways you can choose to calculate your additional running expenses:

SHORT CUT METHOD

The shortcut method allows you to claim a rate of 80 cents per working hour for all additional running expenses.

FIXED-RATE METHOD

You can claim all of the following:

- a rate of 52 cents per work hour for heating, cooling, lighting, cleaning and the decline in value of office furniture,
- the work-related portion of your actual costs of phone and internet expenses, computer consumables, stationery, and
- the work-related portion of the decline in value of a computer, laptop or similar device.

ACTUAL COST METHOD

Claim the actual work-related portion of all your running expenses, which you need to calculate on a reasonable basis.

NEED HELP?

The team at STS Accounting Group is here to assist you with making the most of your claims. Give us a call today. Just one conversation may change the future of your finances.

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