

Home Office Costs for Associations

The below example is based on a full-time employee working from home 40 hours per week.

Other staff who work solely from home on a part-time basis have this pro-rated based on their contracted hours.

Home office costs

Internet	\$21.92
Electricity, heating, lighting	\$24.00
Tea, coffee, etc	\$7.25
Total	\$53.17

Calculated as follows:

- **Internet.** We require staff working from home to maintain a highspeed fibre-based connection and we reimburse for the full cost of their internet. This weekly amount is based on a monthly fee of \$95 for a mid-tier unlimited fibre plan.
- **Electricity.** This is based on a harmonised monthly bill with an average of \$260 per month (higher in winter and lower in summer). We require them to utilise their lights, heating, electricity et al. for 40 hours per week.
 - This is 23% of the total time the home could be occupied, however when we adjust for lights and other services not being used during sleeping hours it is estimated to reflect 40% of the total power bill.
 - Particularly, given our duty is to ensure a healthy environment, which necessitates heating or cooling throughout the workday.
- **Tea, coffee, and refreshments.** In the office, we provide these refreshments. This is based on \$1.45 per day, five days per week, which allows for approximately two hot drinks with milk per day.

It might be something that needs to be revisited as electricity prices have all increased-on 1 April 2022. Internet is roughly the same and tea, coffee etc has also increased.

Workings of the home office costs are from [ace association of consulting and engineering association](#)