

DAY CARE INCOME AND EXPENSE WORKSHEET

NAME _____ YEAR _____

DAY CARE INCOME

Gross income from day care \$ _____ Federal food reimbursement \$ _____

OFFICE IN HOME – IF LICENSED

Date home acquired		Real estate taxes	
Total cost		Interest	
Cost of land		Casualty loss	
Cost of improvements		Electricity	
Square footage of home		Heat	
Square footage used for day care		Water/sewer/garbage/cable TV	
Number of days during year children were in your care		Insurance – general policy Day care rider	
Number of hours per day		Repairs/maintenance – general Because of day care	
If hours vary, total of hours for year		Rent paid – if you are a renter	
Other			

Be sure to include storage areas, basement, garage or storage sheds when figuring are used.

Keep a daily log with “TIME IN” and “TIME OUT”. In addition to the hours spent on Day Care you may claim the time spent on Day Care related jobs such as:

- _____ cleaning up after children
- _____ food preparation
- _____ record keeping
- _____ planning and preparation
- _____ other (specify)
- _____
- _____ Day Care hours per day
- _____ **TOTAL HOURS PER DAY**

IN CASE OF AN AUDIT THESE RECORDS WILL BE REQUIRED!

AUTO EXPENSE

Keep records of mileage for day care meetings, shopping for supplies, groceries, or to events, etc.

If you take expense on mileage basis complete the following lines	Auto 1	Auto 2	Auto 3	
Year & make of auto (bring in purchase/sales papers in year of purchase)				
Date purchased				
Total miles driven				
Total day care miles in above line				

ADVERTISING/PROMOTION – Newspaper ads, business cards,		LEGAL & PROFESSIONAL – Day care only, Attorney or accountant fees	
EDUCATION – Workshop registration, books, supplies		GIFTS – For day care children, Christmas, Easter, birthday, etc.	
OFFICE SUPPLIES – Postage, stationery, pens, pencils, small office equipment, Christmas or birthday cards, day care record books, calendars, etc.		SUPPLIES – Household cleaning supplies, hand soap, tissues, paper towels, paper cups, plates, disposable knives, forks, spoons, games, toys, supplies, crayons, etc.	
TELEPHONE –		LAUNDRY & CLEANING – Professional cleaning of furniture, carpeting, drapes.	
TRAVEL & ENTERTAINMENT – Party cost for children and/or parents, tickets to events, etc. Document who, when and why.		INTEREST – On items used for day care only	
FOOD – Your total grocery bill. In an audit, it is important to prove a reasonable amount was spent for personal.		CLOTHES – For day care children, caps, mittens, diapers, etc	
Amount spent on day care		BANK CHARGES/OVERDRAFTS – Business account only. Cost of printing checks and service charges.	
List below the number of all meals served during the year in your home, not just those reimbursed. BREAKFAST Total count LUNCHES Total count DINNERS Total count MORNING SNACKS Total count AFTERNOON SNACKS Total count		REPAIRS - Other than your home, related to damage by day care children. Document with photos and how it happened.	
		DUES & PUBLICATIONS – Day care license, association dues, day care magazines for you or day care children.	
DOCUMENT THESE NUMBERS DAILY		OTHER EXPENSES – not listed elsewhere	
COSTS OF MEALS PURCHASED IN RESTAURANT, ETC			

How many months was this business in operation during the year?

From _____ to _____

MAJOR PURCHASES AND IMPROVEMENTS

Item purchased	Date of purchase	Cost including

CHECK LAST YEAR'S DEPRECIATION FORM TO SEE IF ALL ITEMS ARE CURRENT