

# DAY CARE INCOME and EXPENSE WORKSHEET

YEAR \_\_\_\_\_

YOUR NAME \_\_\_\_\_ SS# or Federal ID # \_\_\_\_\_

NAME OF DAY CARE BUSINESS \_\_\_\_\_

ADDRESS (if different than your residence) \_\_\_\_\_

How many months was this business in operation during the year? 12 Months  OR From \_\_\_\_\_ To \_\_\_\_\_

Were you still in business on December 31st? YES  NO

## ▼ DAY CARE INCOME ▼

INCOME DIRECTLY FROM PARENTS _____	FOOD PROGRAM PAYMENTS: _____
PAYMENTS FROM GOVERNMENT AGENCIES _____	Total received _____
CASH GIFTS FROM PARENTS _____	Amount for your children _____
SALES OF EQUIPMENT USED FOR DAY CARE AND IN THE PAST _____	Amount for others _____
	Other income _____

### OFFICE IN HOME (if licensed, or not required to be)

Date Home Acquired	
Total Cost	
Cost of Land	
Cost of Improvements	
Square Footage of Home	
Square Footage Used for Day Care (regularly)	
Square Footage Used for Day Care (exclusively)	

If your work hours are irregular, you may claim the hours that you advertise as business hours as long as you actually care for children all of those hours at least some days during the year.

Keep a daily log with "Time In" and "Time Out" entries.

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

\_\_\_\_\_ Number of days during the year when children were in your care

\_\_\_\_\_ If hours vary, total of hours for Year

HOME RELATED EXPENSES	100% Day Care	Partial
Real Estate Taxes		
Mortgage Interest		
Casualty Loss		
Electricity		
Heat		
Insurance - General Policy		
Insurance - Day Care Rider		
Repairs/Maintenance		
Water/Sewer/Garbage/Cable TV		
Rent Paid - if you are a renter		
Other (specify)		

If you operated your day care business out of more than one location, call for additional worksheet.

IN CASE OF AN AUDIT, THESE RECORDS WILL BE REQUIRED.

### AUTO EXPENSE: Keep records of mileage for Day Care meetings, shopping trips for supplies, banking, education, taking children home, to doctor or to events.

- If you take expense on mileage basis complete lines 1-10
- Year & Make of Auto (Bring in purchase/sales papers) \_\_\_\_\_
  - Date Purchased: Month, Date, Year \_\_\_\_\_
  - Ending Odometer Reading: December 31 \_\_\_\_\_
  - Beginning Odometer Reading: January 1 \_\_\_\_\_
  - Total Miles Driven: Line 3 less Line 4 \_\_\_\_\_
  - Total Day Care Miles in Line 5 (do you have evidence to support?) \_\_\_\_\_
  - Daily Round Trip Miles (if Day Care not in your home) \_\_\_\_\_
  - Parking and Tolls \_\_\_\_\_
  - Licenses and Taxes (Not Sales Tax) \_\_\_\_\_
  - Interest [continue below if you take actual expense] \_\_\_\_\_
  - Gasoline, oil, lube, repairs, tires, batteries, insurance, etc. \_\_\_\_\_
  - Lease (fair market value at time of lease \$ \_\_\_\_\_)
  - Other \_\_\_\_\_

### FOOD

Your total grocery bill (in an audit, you must prove a reasonable amount spent for personal. \_\_\_\_\_)

Amount spent on Day Care \_\_\_\_\_

IRS has used the federal food program allowance to determine cost of food provided to the children. List below the number of all meals served during year in your home, not just those reimbursed - plus cost of meals purchased in a restaurant, etc.

BREAKFAST Total Count \_\_\_\_\_

LUNCHES Total Count \_\_\_\_\_

DINNERS Total Count \_\_\_\_\_

MORNING SNACKS Total Count \_\_\_\_\_

AFTERNOON SNACKS Total Count \_\_\_\_\_

Cost of Meals Purchased in Restaurant \_\_\_\_\_



## BUSINESS EXPENSES (continued)

ADVERTISING/PROMOTION: Newspaper ads, business cards, Day Care t-shirts/sweatshirts, etc. AUTO EXPENSE (see other side) EMPLOYEE BENEFITS: Health Insurance purchased for employees INSURANCE: Business Liability INTEREST:        on items used for day care only Paid to financial institution Day Care only credit card LEGAL & PROFESSIONAL: Day Care only attorney or accountant fees OFFICE SUPPLIES: Postage, stationery, pens, pencils, small office equipment, Christmas or birthday cards, Day Care record books, calendars PENSION PLANS: for employees RENT:                Building (if Day Care not in home) Toy rental VCR/movies REPAIRS and MAINTENANCE SUPPLIES:        Household cleaning supplies, hand soap, tissues, paper towels, paper cups, plates, disposable cutlery, etc. Activity or children's supplies, games, toys, crayons, craft items. TAXES:            Real Estate Payroll (your share, Soc. Sec., Medicare) Federal Unemployment State Unemployment TRAVEL & ENTERTAINMENT: Costs for entertainment of parents, tickets to events, etc. DOCUMENT WHO, WHEN, WHY	UTILITIES & TELEPHONE Telephone (business line - if you have one) Personal Phone (base phone cost not deductible) Extra Extension (phone options for Day Care) Long Distance costs for Day Care WAGES        (bring your copy of W-2s/941s if they have been filed) Wages to spouse (subject to Payroll tax) Children under 18 (not subject to Soc.Sec. and Medicare tax) Other Wages BANK CHARGES/OVERDRAFTS: Business account only - cost of printed checks, service charges. CLOTHES: For Day Care children - caps, mittens, diapers, etc. DUES & PUBLICATIONS: Day Care license, assn. dues, Day Care magazines for you or children. EDUCATION: Workshop registration, books, supplies FOOD: (see other side) GIFTS: For Day Care children and true employees - Christmas, Easter, birthday, etc. LAUNDRY & CLEANING: Professional cleaning of furniture, carpeting, drapes: only a percentage will be allowed unless you can show that Day Care was 100% responsible for cleaning. Directly related to Day Care Partially related to Day Care UNIFORMS: Furnished to employees and for yourself. OTHER EXPENSES (not listed elsewhere)    
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## MAJOR PURCHASES and IMPROVEMENTS

(Computers, office equipment, furnishings)

Item Purchased	Date Purchased	Cost	Item Purchased	Date of Purchase	Cost

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

\*1099s: Amounts of \$600.00 or more paid to individuals (not corporations) for rent, interest, or services rendered to you in your business, require information returns to be filed by payer.  
 - Nonfiling penalty can be \$150 each recipient.

- You are required to withhold 31% of the payment if recipient does not furnish you with his/her Social Security Number.
- Due date of form is January 31.

Name	Address	Social Security #	Amount	Purpose of Payment

W-9s (Request for Payee's Social Security Number) are available.

I certify that the amounts shown are true and correct \_\_\_\_\_

please sign