

DAYCARE INCOME and EXPENSE WORKSHEET

TAX YEAR _____

NAME _____ SSN: _____

NAME OF DAYCARE BUSINESS _____

ADDRESS (if different than your residence) _____

FEDERAL IDENTIFICATION NUMBER _____

DAY CARE INCOME

GROSS INCOME FROM DAY CARE \$ _____

FEDERAL FOOD REIMBURSEMENT \$ _____

SALES OF EQUIPMENT PARTIALLY OR TOTALLY DEDUCTED FROM INCOME IN THE PAST

Kind of Property	Date Sold	Gross Sales Price	Sales Expense	Date Acquired	Cost

OFFICE IN HOME

Date of Home Acquired	
Total Cost	
Cost of Land	
Cost of Improvements	
Square Footage of Home	
Square Footage Used for Daycare	
No. of Days During Year Children Were In Your Care	
No. Hours per Day*	
If Hours Vary, Total Hours for Year*	
Real Estate Taxes	
Mortgage Interest	
Casualty Loss	
Electricity	
Heat	
Insurance- General Policy	
Day Care Rider	
Repairs/Maintenance- General	
Because of Daycare	
Water/Sewer/Garbage	
Rent paid- if you are a renter	
Other (Specify)	

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

Keep a daily log with "TIME IN" and "TIME OUT"

In addition to the hours spent on daycare you may claim the time spent on daycare 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 Daycare meetings, shopping for supplies, groceries, taking children home, to doctor, or to events, etc.

If you take expense on mileage basis complete lines 1-10	Auto 1	Auto 2	Auto 3
1. Year & Make of Auto			
2. Date of Purchase			
3. Beginning Odometer Reading- Jan 1			
4. Ending Odometer Reading- Dec 31			
5. Total Miles Driven- Line 4 less Line 3			
6. Total Day Care Miles in Line 5			
7. Daily Round Trip Miles- if day care NOT in your home			
8. Parking and Tolls			
9. Licenses and Taxes (Not Sales Tax)			
10. Interest			
Continue below if you take actual expense. (Must use actual expense if ACRS depreciation has been taken.)			
11. Gasoline, Oil, Lube, Repairs, Tires, Batteries, Insurance, Supplies, Wash, Wax, Anti-freeze, etc.			
12. Other			

Business Expenses Continued

Advertising- newspaper ads, business cards, Day care t-shirts/sweatshirts \$ _____

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, association fees, day care magazines for you or day care children \$ _____

Education- workshop registration, books, supplies \$ _____

Food- Your total grocery bill \$ _____

In an audit, it is important to prove a reasonable amount was spent for personal

Amount spent on Day Care \$ _____

In some cases IRS has been using the federal food program allowance to determine cost of food provided the children. List below the number of all meals served during the year, not just those reimbursed

Breakfasts _____

Lunches _____

Dinners _____

Morning Snacks _____

Afternoon Snacks _____

these numbers should be **DOCUMENTED** daily

Gifts- for daycare children and true employees- Christmas, Easter, Birthdays, etc. \$ _____

***Interest**- on items used for daycare only \$ _____

Laundry & Cleaning- professional cleaning of furniture, carpeting, drapes- Only a percentage will be allowed unless you can show that daycare was 100% responsible for cleaning \$ _____

***Legal & Professional**- Day Care only- attorney or accounting fees \$ _____

Office Supplies- postage, stationery, pens, pencils, small office equipment, x-mas or birthday cards, daycare record books, calendars, etc. \$ _____

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

How many hrs did you and/or spouse devote to this bus during the year?

From _____ to _____

MAJOR PURCHASES AND IMPROVEMENTS

Item purchased

CHECK LAST YEARS DEPRECIATION FROM TO SEE IF ALL ITEMS ARE CURRENT

*1099's- Amounts of \$600 or more paid to individuals (not corporations) for rent, interest, or services rendered to you in the course of your business require that income statements be filed by payor. Non filing penalty is \$50 each recipient

You are required to withhold 20% of the payment if recipient does not furnish you with his/her Social Security Number. -Due Date of form is January 31

W-9's (request for payee's Social Security Number) are available.

***Rent**- building (if day care not in home) \$ _____

Toy rental \$ _____

DVD/Movies- for day care children \$ _____

***Repairs**- Other than your home- related to damage by daycare children- Document with photo and how it \$ _____

Supplies- cleaning supplies, paper products, etc. \$ _____

Taxes- Real Estate (if daycare not in home) \$ _____

Payroll: Your share of FICA \$ _____

Federal Unemployment \$ _____

State Unemployment \$ _____

Telephone: business line cost if you have one \$ _____

base phone charge- personal phone \$ _____

extra extension cost for day care \$ _____

long distance costs for day care \$ _____

Travel & Entertainment- party costs for children and/or parents,k tickets to events, etc. \$ _____

DOCUMENT WHO, WHEN, WHY, etc.

Uniforms- furnished to employees and for yourself \$ _____

Wages Bring your copy of W-2's/941's if they have been filed

Wages to spouse \$ _____

Wages to children under 18 \$ _____

Other Wages \$ _____

Other Expenses not listed elsewhere \$ _____