

# DAY CARE PROVIDERS INCOME & EXPENSES

## GROSS INCOME

Income	
Food Subsidy	

## EXPENSES

<b>ADVERTISING</b> –Newspaper ads, business cards, etc.	
<b>BANK CHARGES</b> – Business Account Only	
<b>CLOTHES</b> – For Day Care Children – Caps, Mittens, Diapers, Etc.	
<b>DUES &amp; PUBLICATIONS</b> – Day Care License, Association Dues, Day Care Books & Magazines	
<b>FOOD</b> – Actual Amount Spent on Food For Day Care	
<b>OR</b> – In some cases Internal Revenue Service has used Federal Food Program allowance to determine cost of food. List the number of all meals provided during the year.	<b>BREAKFASTS</b>
	<b>LUNCHES</b>
	<b>DINNERS</b>
	<b>SNACKS</b>
<b>GIFTS</b> –For Day Care Children, Christmas, Birthdays, Etc.	
<b>INTEREST</b> – On Loans, Credit Cards, Used Exclusively For Day Care	
<b>LEGAL &amp; PROFESSIONAL</b> –Day Care Only – Attorney or Accounting Fees	
<b>OFFICE SUPPLIES</b> – Postage, Stationery, Pens, Pencils, Greeting Cards, Calendars, Record Books, Etc.	
<b>SUPPLIES</b> – Cleaning Supplies, Hand Soap, Tissues, Paper Goods, Games, Toys, Art Supplies, Etc.	
<b>BABYSITTERS, AIDES, HELPERS</b>	
<b>AUTO EXPENSES – SEE OTHER SIDE FOR COMPLETE DETAIL</b>	

## MAJOR PURCHASES – Cribs, Strollers, Playground Equipment, Etc.

ITEM	DATE OF PURCHASE	COST

## BUSINESS USE OF HOME

Date Home Acquired	
Date Converted To Business Use	
Sq. Ft. Of Total Living Space	
Sq. Ft. Of Office Space	
Cost Of Home	
Cost Of Improvements	
Repairs / Maintenance To Office Space	
Utilities (DO NOT INCLUDE PHONE)	
Heat & Electricity	
Water	
Trash	
Insurance (HOMEOWNERS OR RENTERS)	
Mortgage Interest	
Real Estate Taxes	
Apartment Rent	

- A Day Care Provider may take an office in home deduction for the use of their home for business.
- Since you and your family live there the use must be prorated for business and personal use.
- The proration is calculated by comparing the total hours you spend on day care to the number of hours in a year.
- When considering the hours spent on Day Care include hours advertised as open for business, hours spent on preparation, clean up, and record keeping.

Number of Days Open for Business	
Number of Hours Per Day Spent on Day Care	

# AUTOMOBILE EXPENSES FOR DAY CARE PROVIDERS

- You may be allowed a deduction for the use of your car in day care.
- Your deduction will be cents per mile of business use or the business percentage of actual expenses.
- Generally if you are using your car less than 50% of its total use for Day Care business the cents per mile deduction will be best for you.
- Keep records of the business use – a logbook showing where you went, the purpose of the trip, and the distance in miles is the best way to keep the record.
- Business miles include mileage for day care meetings, shopping for day care supplies or groceries, taking children home, to the doctor, school, or other events.

## AUTOMOBILE EXPENSES

- Have written evidence to support all car expense deductions ~ Fill in the following information for each business vehicle
- If more than one business vehicle – separate mileage and expense information and list the information for *each* vehicle.
- You have the choice of deducting the greater of actual car expenses (prorated for business use) OR a cents per business mile deduction. Both methods require the information about mileage
- If you use the cents per mile deduction you do not have to list your actual expenses except for the license tabs and car loan interest. ~ You will be entitled to the business portion of the deduction for license tabs and car loan interest with either method

## MILEAGE INFORMATION

	CAR #1	CAR #2
<b>Total Miles Driven All Year</b> <small>(Difference Between Odometer Reading At Beginning &amp; End Of Year)</small>		
<b>Business Miles</b> <small>(Picking up supplies, driving to the bank, transporting children, etc.)</small>		
<b>Auto License Tabs</b>		
<b>Car Loan Interest</b> <small>(Call Bank Or Loan Company For Info And Bring To Your Appointment)</small>		
<b>Parking Fees</b>		

## EXPENSES FOR THE USE OF YOUR CAR *(to be filled out if using actual expense method)*

	CAR #1	CAR #2
<b>Gas, Oil</b>		
<b>Tune-ups, Repairs</b>		
<b>Insurance</b>		
<b>Washing &amp; Waxing</b>		
<b>Auto Club</b>		
<b>Lease Payments</b>		
<b>New Car Purchase Price</b>		
<b>Date of Purchase</b>		
<b>Sales Tax Paid on New Car</b>		