DAY CARE INCOME and E	XPENS	SE WOF	RKSHEET		YEAR
YOUR NAME				SS# or Federal I	D #
NAME OF DAY CARE BUSINESS					
ADDRESS (if different than your residenc	e)			. 	
How many months was this business in o Were you still in business on December 3	peration du			onths 🔲 <i>on</i> From	mTo NO □
	▼ı	DAY CAR	E INCOME ▼		
INCOME DIRECTLY FROM PARENTS			F00	D-PROGRAM PAYMENTS	
PAYMENTS FROM GOVERNMENT AGENCIES			To	otal received	
CASH GIFTS FROM PARENTS			A:	mount for your children	
SALES OF EQUIPMENT USED FOR DAY CARE	AND		A.I	mount for others	
DEDUCTED IN THE PAST			O:	ther income	
OFFICE IN HOME (if licensed, or not requ	ired to be)		If your work hou	rs are irregular, you may	claim the hours that you
Date Home Acquired			advertise as bus	iness hours as long as yo s at least some days duri	ou actually care for children
Total Cost				with "Time In" and "Time	
Cost of Land	•		In addition to th	e hours spent on Day C	are, you may claim the tim
			spent on Day Ca	are related jobs such as:	
Cost of Improvements					children
Square Footage of Home				cleaning up after	children
Square Footage Used for Day Care (regularly)				food preparation	
Square Footage Used for Day Care (exclusively)				<u> </u>	
	100%			record keeping	
HOME RELATED EXPENSES	Day Care	Partial		planning and pre	naration
Real Estate Taxes				planning and pro	paration
Mortgage Interest		··-		other (specify)	
Casualty Loss					
Electricity					
Heat					
Insurance - General Policy					
Insurance - Day Care Rider				DAY CARE hour	s per day
Repairs/Maintenance					
Water/Sewer/Garbage/Cable TV				Number of days children were in	during the year when
Rent Paid - if you are a renter				·	al of hours for Year
Other (specify)		•			
If you operated your day care business out of call for additional worksheet.				AUDIT, THESE RECORDS \	VILL BE REQUIRED.
AUTO EXPENSE: Keep records of mileage	for Day Ca	re meetings	, shopping trips for	FOOD	
supplies, banking, education, taking children h If you take expense on mileage basis complete line	ome, to doc	tor or to ever	its.	Your total grocery bill (in a	n audit, you must-
Year & Make of Auto (Bring in purchase/sales papers)				prove a reasonable amount spent for personal.	
2. Date Purchased: Month, Date, Year				Amount spent on Day Care	
3. Ending Odometer Reading: December 31				IRS has used the federal food program allowance to determine cost of food provided to the children. List below the number of	
Beginning Odometer Reading: January 1 Total Miles Driven: Line 3 less Line 4				all meals served during year in your home, not just those	
 Total Miles Driven: Line 3 less Line 4 Total Day Care Miles in Line 5 (do you have e 	vidence to su	pport?)		reimbursed - plus cost of me	als purchased in a restaurant, etc.
7. Daily Round Trip Miles (if Day Care not in you		· · · · <u> · · · · · · · · · · · · ·</u>		BREAKFAST	Total Count
8. Parking and Tolls				LUNCHES	Total Count
9. Licenses and Taxes (Not Sales Tax)				DINNERS MORNING SNACKS	Total Count Total Count
10. Interest [continue below if you take actual ex11. Gasoline, oil, lube, repairs, tires, batteries, ins				AFTERNOON SNACKS	Total Count
 Gasoline, oil, lube, repairs, tires, batteries, ins Lease (fair market value at time of lease \$ 				Cost of Meals Purchased in	Restaurant
13. Other	•			1	www.saukrapidsforms.com

DAY CARE BUSINESS EXPENSES (continued) www.paper.ads, UTILITIES & TELEPHONE:

ADVERTISING/PROMOTION: Newspaper ads, business cards, Day Care I-shirts/sweatshirts, etc. AUTO EXPENSE (see other side)	have ax) Sec. & count ss. ttens, ssn. en. supplies oyees — g of ge will are was
EMPLOYEE BENEFITS: Health insurance purchased for employees	have ax) Sec. & count ss. ttens, ssn. en. supplies oyees — g of ge will are was
Personal phone (base phone cost not deduct for employees in the property of	have ax) Sec. & count es. ttens, ssn. en. supplies oyees — g of ge will are was
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, holiday or birthday cards, Day Care record books, calendars PENSION PLANS: for employees RENT: Building (if Day Care not in home) Toy rental EEPAIRS and MAINTENANCE SUPPLIES: Household cleaning supplies, hand soap, tissues, paper towles, paper cups, piates, disposable cutlery, etc. Activity or children's supplies, games, toys, crayons, craft liems. TAXES: Real estate Payroll (your share Soc. Sec., Medicare) Federal unemployment TRAVEL & ENTERTAINMENT: Costs for entertainment of parents, tickets to events, etc. DOCUMENT WHO, WHEN, WHY MAJOR PURCHASES and iMPROVEMENTS (Computers, office equipment, funishings) Extra extension (phone options for Day Care Uning distance costs for Day Care WAGES (bring you copy of W-2s/941s if they he been filed) Wages to spouse (subject to payroll tar. Children-under 16 filed was been filed) Wages to spouse (subject to payroll tar. Children-under 16 filed was posses (subject to payroll tar. Children-under 16 filed was posses (subject to payroll tar. Children-under 16 filed was posses (subject to payroll tar. Children-under 16 filed was posses (subject to payroll tar. Children-under 16 filed was posses (subject to payroll tar. Children-under 16 filed was posses (subject to payroll tar. Children-under 16 filed was posses (subject to payroll tar. Children-under 16 filed was posses (subject to payroll tar. Children-under 16 filed was posses (subject to payroll tar. Children-under 16 filed was posses (subject to payroll tar. Children-under 16 filed was posses (subject to Payroll tar. Children-under 16 filed was posses (subject to Payroll tar. Children-under 16 filed was posses (subject to payroll tar. Children-under 16 filed was posses (subject to Sec. Medicar tax. Other was posses (subject to Payroll tar. Chi	have ax) Sec. & count es. Itens, ssn. en. supplies oyees — g of ge will are was
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corporations) for rent, interest, or services rendered to you in your you with his/her Social Security Number.	pient does not famisir
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