

Name of Business: \_\_\_\_\_

Type: Daycare

Date started: \_\_\_\_\_

Gross Daycare Income \$ \_\_\_\_\_

Other Income \$ \_\_\_\_\_

**Expenses - DIRECT (Daycare only)**

Advertising \$ \_\_\_\_\_

Insurance –Daycare only \$ \_\_\_\_\_

Licenses \$ \_\_\_\_\_

Professional Services \$ \_\_\_\_\_

Office expenses \$ \_\_\_\_\_

Rent or Lease (Bldg, equip) \$ \_\_\_\_\_

Supplies \$ \_\_\_\_\_

Training, classes, seminars \$ \_\_\_\_\_

Food daycare only \$ \_\_\_\_\_

If using per diem # served daily times # kids

Snacks am \_\_\_\_\_ Snacks pm \_\_\_\_\_

Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

**OTHER EXPENSES** (list type and amount)DIRECT (Daycare Only)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

INDIRECT (Partial Daycare)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**FURNITURE AND EQUIPMENT** purchased for the business (list & include DATE of purchase)

Date: \_\_\_\_\_ Item: \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ Item: \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ Item: \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ Item: \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ Item: \_\_\_\_\_ \$ \_\_\_\_\_

**AUTOMOTIVE EXPENSES:** Year / Make / Model \_\_\_\_\_

Total miles driven # \_\_\_\_\_ Business # \_\_\_\_\_ Commuting # \_\_\_\_\_ Personal # \_\_\_\_\_

Actual Expenses: Gas \$ \_\_\_\_\_ Repairs \$ \_\_\_\_\_ Tabs \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Was vehicle available for personal use during off-duty hours? \_\_\_\_\_

Was the vehicle used primarily by a more than 5% owner or related person? \_\_\_\_\_

Is another vehicle available for personal use? \_\_\_\_\_ Do you have evidence of mileage in writing? \_\_\_\_\_

## HOUSE USE

Cost of Home \$ \_\_\_\_\_

Purchase date \_\_\_\_\_

Land Value \$ \_\_\_\_\_

Date started using for Daycare \_\_\_\_\_

Total area of home \_\_\_\_\_ sq ft

Area shared for daycare &amp; personal \_\_\_\_\_ sq ft

Area used exclusively for daycare \_\_\_\_\_ sq ft

Area NOT used for daycare \_\_\_\_\_ sq ft

# of days Open per year \_\_\_\_\_

# hours per year Spent on paperwork \_\_\_\_\_

Hours of operation: FROM \_\_\_\_\_ am TO \_\_\_\_\_ pm

## EXPENSES

## ENTIRE HOUSE

## DAYCARE AREA ONLY

Cleaning \$ \_\_\_\_\_

\$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

\$ \_\_\_\_\_

Repair and maintenance \$ \_\_\_\_\_

\$ \_\_\_\_\_

Utilities \$ \_\_\_\_\_

\$ \_\_\_\_\_

Other Expenses

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

## MAJOR IMPROVEMENTS

Date

Description of item

Amount

Home or Daycare area only

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

Other Daycare Related items not previously noted:
