

SUN CREST TAX SERVICE LLC
 3112 SOUTHWAY DR
 ST. CLOUD, MN 56301
 (320)253-3160

DAY CARE INCOME and EXPENSE WORKSHEET Tax Year _____

PROVIDERS NAME _____

NAME OF DAYCARE _____

ADDRESS _____

FEDERAL IDENTIFICATION # _____

DAY CARE INCOME

GROSS INCOME FROM DAY CARE PARENTS \$ _____
FOOD PROGRAM REIMBURSEMENT \$ _____
COUNTY (STATE OF MN) 1099 INCOME \$ _____

HOME OFFICE:	Amount	UTILITIES:	Amount
Date Home Acquired		Electricity	
Total Cost (Not loan Amt)		Gas	
Cost of Land		Water/sewer/refuse	
Cost of Improvements since Acquired		Wood	
Sq. Footage of Home		City refuse bags	
Sq. Footage used for daycare <small>(Do not consider only the amt. qualifying to be licensed)</small>		Cable TV	
Real Estate Taxes		Internet	
Mortgage Interest		General Repairs	
Home Insurance		100% Repairs Due to Daycare	
Rent paid (If Renter or Utilities Rent)		Other (specify)	
Other (specify)			

Keep a calendar for documentation of the number of hours that you are doing business items for the daycare. The more specific and accurate your records, the fewer taxes by increasing your deduction you will pay. The number of hours spent in business has a tremendous impact on the TIME/SPACE PERCENTAGE when computing the amount of costs you are allowed to deduct for using your home for business:

** IRS has ruled that you are allowed to include hours spent for the areas below which are not directly related to the care of children.

CHILD CARE HOURS: (The best method is to record daycare hours on a calendar.)		
		NOTES:
Cleaning up before/after children Arrive /Leave:		
Food preparation after hours:		
Record Keeping		
Craft and Plan preparation:		
Parent Interviews:		
Contract & Licensing hours:		
ACTUAL DAYCARE HOURS PER DAY:		
TOTAL NUMBER OF DAYCARE DAYS		

BUSINESS EXPENSES ALLOWED

Advertising (include bus. donations, shirts)		Office Supplies	
Bank Charges/Overdrafts/Blank checks		Toy Rental	
D.C. Clothes (Snow suits, spare clothing)		Supplies 100% Daycare Shared Supplies (toilet paper, paper towels, general supplies)	
Dues & Publications (Assn. Dues, Clubs)		Taxes (Payroll, Unemployment)	
Seminars & Training		Cell Phone	
Relicensing Fee			
Legal & Professional (Acct/Tax Fees & Lawyer)		Laundry & Cleaning	
Toys (Include Holiday gifts for your own children that are placed in the daycare)		Gifts (Limited to \$25 per D.C. child & parent)	
Interest (Credit card on D.C. purchases)		Travel/Entertainment	
Wages (Contract labor, Providers child, etc.)		Meals (50% deductive for provider @ meetings)	
Day Care Equipment (Large muscle toys, crib, highchairs)			
Electronics (X-Box, Ipod, Ipad)		Entertainment: Hulu/Netflix/Redbox	
Day Care Insurance (include cost of home Ins. Rider)			

Meal Count	Breakfast	Lunch	Snack	Dinner	Extra Snacks
Reimbursed					
Unreimbursed					
Total					

MAJOR PURCHASES AND IMPROVEMENTS

DESCRIPTION	DATE PURCHASED		COST + SALES TAX		DAYCARE USE %
	Date		Amount		%

VEHICLE EXPENSES

			NOTES:
1. Make, Model and Year of Auto			
2. Purchase Date (mm/dd/yy)			
3. Beginning Odometer Reading – Jan 1			
4. Ending Odometer Reading – Dec 31			
5. Total Miles Driven (Personal & Business)			
6. Total Business Miles			
7. Interest (Acquire from Banking Inst.)			
8. Licenses			
9. Gas, oil, repairs, insurance, wash, etc.			
10. Lease (Lease start date)			