

# 2024 DAYCARE INCOME & EXPENSE WORKSHEET

Business Name \_\_\_\_\_

SSN/Federal ID# \_\_\_\_\_

<b>Total Income</b>	\$ _____
Income from parents	_____
Govt. /food program pmts	_____
Other income (cash gifts, sale of equipment, etc)	_____

## Office in Home Expenses

Date Home Acquired \_\_\_\_\_

Total Cost \_\_\_\_\_

Total Square Footage of Home \_\_\_\_\_

Total hours spent on daycare  
(see below) \_\_\_\_\_

Mortgage Interest \_\_\_\_\_

Real Estate Taxes \_\_\_\_\_

Insurance \_\_\_\_\_

Repairs/Maintenance \_\_\_\_\_

Utilities (not exclusive to daycare use)

Electricity \_\_\_\_\_

Water/Sewer \_\_\_\_\_

Garbage \_\_\_\_\_

Cable TV \_\_\_\_\_

Internet/Phone \_\_\_\_\_

Other (specify) \_\_\_\_\_

## Expenses

Advertising \_\_\_\_\_

Insurance – Business \_\_\_\_\_

Tax & Accounting Fees \_\_\_\_\_

Office Supplies \_\_\_\_\_

Supplies \_\_\_\_\_

Taxes/Licenses \_\_\_\_\_

Travel/Entertainment \_\_\_\_\_

W-2 Wages Paid \_\_\_\_\_

Non-W-2 Wages Paid \_\_\_\_\_

## Other Expenses

Postage \_\_\_\_\_

Dues/Publications \_\_\_\_\_

Education \_\_\_\_\_

Gifts/Toys \_\_\_\_\_

Other (List): \_\_\_\_\_

\_\_\_\_\_

## Food Expenses – (number served times daily rate)

Breakfast \_\_\_\_\_ x \$1.65 = \_\_\_\_\_

Morning Snack \_\_\_\_\_ x \$0.93 = \_\_\_\_\_

Lunch \_\_\_\_\_ x \$3.12 = \_\_\_\_\_

Afternoon Snack \_\_\_\_\_ x \$0.93 = \_\_\_\_\_

Dinner \_\_\_\_\_ x \$3.12 = \_\_\_\_\_

## Hours of Operation

Daycare hours \_\_\_\_\_  
(hours open per day x days per week x weeks per year)

Cleaning hours \_\_\_\_\_

Bookkeeping \_\_\_\_\_

Planning/Preparation \_\_\_\_\_

## Standard Mile Deduction

Total Miles \_\_\_\_\_

Business Miles: \_\_\_\_\_

Other Miles \_\_\_\_\_

\*Do you have another vehicle  
for personal use? Y N

\*Do you have evidence to  
support your deduction? Y N

\*Is the evidence written? Y N

\*\*\*\*\*

## SIGNATURE – PLEASE SIGN

I certify that all the information listed is correct and complete, and may be relied upon to prepare my income tax returns.

Please list any business assets purchased or sold on another sheet, **AND** indicate if it is new or used.

\_\_\_\_\_  
(Taxpayer's Signature)

\_\_\_\_\_  
(Date)