

## DAYCARE REVENUE AND EXPENSES

PROVIDER'S NAME: \_\_\_\_\_

<b>REVENUE</b>	Office Use
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FROM CLIENTS:		
FROM FOOD PROGRAM:		
FROM OTHER DAYCARE SOURCES: <b>Please Attach Detail</b>		

<b>OPERATING EXPENSES</b>
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CATEGORY	SUBCATEGORY	\$ AMOUNT	Office Use
ADVERTISING	BUSINESS CARDS		
	OTHER:		
BAD DEBTS			
CONTRACT LABOR	NAMES		
CONTINUING PROFESSIONAL	EDUCATION AND EXPENSES		
FOOD AND CONSUMABLES (100% DAYCARE)			
FOOD AND CONSUMABLES SHARED			
NON-FOOD GROCERY STORE ITEMS			
GIFTS:	CLIENT CHILDREN: <b>Limit \$25 per Child</b>		
	CLIENT PARENTS		
INSURANCE:	ADDITIONAL LIABILITY FOR DAYCARE		
	SELF EMPLOYED HEALTH INSURANCE		
	OTHER:		
LICENSES AND LICENSING REQUIREMENTS	OCCUPATIONAL LICENSE		
	HRS		
	INSPECTIONS		
	OTHER:		

## Operating Expenses Continued

BUSINESS LOAN INTEREST			
OFFICE EXPENSE:	GENERAL SUPPLIES		
	COMPUTER SUPPLIES		
	POSTAGE		
	INTERNET SERVER		
	REFERENCE BOOKS & PUBLICATIONS		
	SOFTWARE		
	OTHER:		
DAYCARE ORGANIZATION DUES			
SUPPLIES:	DAYCARE SUPPLIES @ 100%		
	DAYCARE SUPPLIES - SHARED		
	HOUSEHOLD SUPPLIES @ 100%		
	HOUSEHOLD SUPPLIES - SHARED		
	ACTIVITY DAYS		
	CRAFTS AND ARTS		
	EDUCATIONAL SUPPLIES & CURRICULUM		
	FIRST AID SUPPLIES		
	PHOTO OR VIDEO SUPPLIES & PROCESSING		
	OTHER:		
PARTIES AND DECORATIONS FOR DAYCARE			
OTHER EXPENSES	BANK CHARGES		
	CELL PHONE		
	FIELD TRIPS		
PLEASE LIST AND/OR EXPLAIN			

## Facility Expenses

RENT			
MORTGAGE INTEREST	MORTGAGE 1		
	MORTGAGE 2		
	POINTS ON PURCHASE		
PROPERTY OR REAL ESTATE TAXES			
INSURANCES	HOMEOWNERS OR HAZARD INSURANCE		
	FLOOD INSURANCE		
	MORTGAGE INSURANCE		
	HOMEOWNERS ASSOCIATION		
REPAIRS	100% DAYCARE REPAIRS		
	GENERAL INTERIOR REPAIRS		
	GENERAL EXTERIOR REPAIRS		
OTHER:			
MAINTENANCE:	100% DAYCARE		
	GENERAL INTERIOR		
	GENERAL EXTERIOR		
	LAWN		
	POOL		
	PEST		
OTHER:			
RENOVATIONS:	100% DAYCARE		
	OTHER:		

### Facility expense Continued

UTILITIES; TOTAL EACH FOR THE ENTIRE 12 MONTHS OF THE YEAR!

ELECTRICITY		
WATER		
SEWER OR WATER/SEWER		
GARBAGE		
CABLE		
PHONE (EXTENDED SERVICE ONLY)		
SECURITY SERVICE		
NATURAL GAS/HEATING OIL		
OTHER:		
OTHER:		

### Major Purchases

SMALL TOOLS	(SHARED COSTING LESS THAN \$100 EACH)	
SMALL TOYS	(100% DAYCARE COSTING LESS THAN \$100 EACH)	
SMALL TOYS	(SHARED TOYS COSTING LESS THAN \$100 EACH)	
SMALL APPLIANCES	(COSTING LESS THAN \$100 <u>EACH</u> )	
SMALL EQUIPMENT	(100% DAYCARE COSTING LESS THAN \$100 EACH)	
SMALL EQUIPMENT	(SHARED COSTING LESS THAN \$100 EACH)	

### DEPRECIABLE ITEMS COSTING OVER \$100 WITH A LIFE GREATER THAN 3 YEARS

DESCRIPTION	DATE	AMOUNT

## DAYCARE AUTO MILEAGE and EXPENSE SUMMARY

### MAIN BUSINESS VEHICLE - VEHICLE 1

DESCRIPTION:		LEASE: \$	
DATE OF PURCHASE OR LEASE:		PURCHASE \$	
DATE DISPOSED OR SOLD:			

### TOTAL MILES FOR THE ENTIRE YEAR

ODOMETER READING AT THE BEGINNING OF THE YEAR \_\_\_\_\_

ODOMETER READING AT THE END OF THE YEAR \_\_\_\_\_

TOTAL MILES FOR THE YEAR \_\_\_\_\_

### BUSINESS MILEAGE CALCULATION

	# OF MILES	# OF TRIPS	TOTAL
GROCERY STORE 1	x	=	
GROCERY STORE 2	x	=	
CONVENIENCE STORE	x	=	
TOY STORE	x	=	
BANK	x	=	
COMPUTER STORE	x	=	
OFFICE SUPPLY STORE	x	=	
WAREHOUSE STORE	x	=	
	x	=	
	x	=	
	x	=	
	x	=	
<b>TOTAL BUSINESS MILES</b>			

**EXPENSES FOR THE ENTIRE YEAR**

GAS/OIL	
REPAIRS	
MAINTENANCE	
INSURANCE	
TAG	
LOAN INTEREST	
AAA OR OTHER AUTO CLUB	
PARKING	
INSPECTIONS	
TIRES	
CAR RENTAL	
BATTERY	
TOTAL EXPENSES	

**DAYCARE AUTO MILEAGE and EXPENSE SUMMARY**

**SECONDARY BUSINESS VEHICLE - VEHICLE 2**

DESCRIPTION:		LEASE: \$	
DATE OF PURCHASE OR LEASE:		PURCHASE \$	
DATE DISPOSED OR SOLD:			

**TOTAL MILES FOR THE ENTIRE YEAR**

ODOMETER READING AT THE BEGINNING OF THE YEAR \_\_\_\_\_

ODOMETER READING AT THE END OF THE YEAR \_\_\_\_\_

TOTAL MILES FOR THE YEAR \_\_\_\_\_

**BUSINESS MILEAGE CALCULATION**

	# OF MILES	# OF TRIPS	TOTAL
GROCERY STORE 1	x	=	
GROCERY STORE 2	x	=	
CONVENIENCE STORE	x	=	
TOY STORE	X	=	
BANK	X	=	
COMPUTER STORE	X	=	
OFFICE SUPPLY STORE	X	=	
WAREHOUSE STORE	X	=	
	X	=	
	X	=	
	X	=	
	X	=	
TOTAL BUSINESS MILES			

**EXPENSES FOR THE ENTIRE YEAR**

GAS/OIL	
REPAIRS	
MAINTENANCE	
INSURANCE	
TAG	
LOAN INTEREST	
AAA OR OTHER AUTO CLUB	
PARKING	
INSPECTIONS	
TIRES	
CAR RENTAL	
BATTERY	
TOTAL EXPENSES	

TIME CALCULATION

DESCRIPTION	NUMBER OF HOURS PER DAY	NUMBER OF DAYS PER WEEK	NUMBER OF WEEKS LAST YEAR	TOTAL	OFFICE USE
CHILD CARE HOURS					
SETUP/TEARDOWN					
COOKING AFTER HOURS					
CLEANING AFTER HOURS					
INTERIOR MAINTENANCE					
EXTERIOR MAINTENANCE					
RECORD KEEPING					
LESSON PLANNING					
TELEPHONE CONSULTATIONS					
COMPUTER RESEARCH TIME					
INTERVIEWS					
Other					



## SPACE CALCULATION

SPACE CALCULATION	ROOM DESCRIPTION	LENGTH WIDTH	TOTAL SQ. FT.	100% or SHARED	OFFICE USE
LIVING ROOM					
FAMILY ROOM					
DINING ROOM					
KITCHEN					
LAUNDRY ROOM					
MASTER BEDROOM					
MASTER BATH					
BEDROOM 2					
BEDROOM 3					
BEDROOM 4					
BEDROOM 5					
BATHROOM 2					
BATHROOM 3					
GARAGE					
SCREENED ROOM					
OFFICE (100%)					
Other					

