

Day Care Provider Organizer

Client _____

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expense for which you have been reimbursed, expect to be reimbursed, or are reimbursed.

	100%	partial		100%	partial
Ordinary Supplies			Major Purchases		
Advertising			Car Seats		
Assistants			Cribs		
Books & Magazines			High Chairs		
Business Tax			Riding Equipment		
Child proofing Devices					
Children working in business					
Continuing Education (Child care)			Swing sets/slides		
CPR Training			Purchases subject to business percent		
FOOD & Snacks			Computer Equipment		
Gifts to Children			Dishwasher		
Insurance: Day Care			Dryer		
License & Permits			Fencing		
Legal Fees			Refrigerator		
Accounting/Tax Preparation			Television		
Supplies: Art			VCR		
Supplies: Bottles, Formula, Diapers			Washer		
Supplies: Cleaning			Other		
Supplies Household					
Supplies: Laundry			Business use of home		
Supplies: Office			Business Square Feet		
Supplies: party			Total Square Feet		
Telephone: Cell			Business hours	See over	
Tickets, fees, Field Trips			Mortgage Interest	Provide Statement	
Toys			Property Taxes	Provide Statement	
Video Rentals			Home Insurance		
Other			Rent		
			Cleaning services		
Payroll; (please provide year end tax forms)			Gardener		
Payroll taxes (please provide year end tax forms)			Repairs		
			Pool service & Supplies		
			Utilities: Cable		
Auto expenses			utilities: Gas & Electric		
If using actual expense method use auto worksheet			OIL		
Business Mileage			Wood or pellets		
Total Mileage			Trash		
			Water		
Total Mileage					

PAUL DION CPA

Tel: 508-853-3292, 401-490-3193
 Fax: 508-630-9008, 401-537-9182

www.pauldioncpa.com

info@pauldioncpa.com

**Day Care Provider Organizer
Hours of operations**

Business hours

TO

	Hours	# days/ week or Month	X # weeks or Months	Total Hours
Hours of operations				
Setup				
Cleaning				
Telephone calls to Parents				
Interviews				
Bookkeeping/Recordkeeping				
Planning Activities				
Planning Meals				
Overtime (Parents Late)				
Children overnight				
Other				
Total hours				

Income	
Private Pays	
1099's from:	
Food Program Income	
Total Income	

Cost of Home	Major improvements
Original Purchase Price	
Closing Costs	
Improvements:	
Total Cost of Home	