

Day Care Provider

CLIENT _____ TAX YEAR _____

The purpose of this worksheet is to help you organize your tax information regarding your daycare activities and other expenses.

Remember that for an expense to be deductible, it must be considered an “ordinary and necessary” expense. You may include all the applicable expenses. DO NOT include expenses for which you have been **reimbursed, expect to be reimbursed, or are reimbursable**.

Pascarella & Pyrch-Bowlan Accounting Group, LLC’s staff will still need all the supporting documentation.

Ordinary Supplies

Advertising	
Books & Magazines	
Business Tax	
Child Proofing Devices	
Continuing Education (Child Care)	
CPR Training	
Food & Snacks	
Insurance: Bond	
Insurance: Business	
Insurance: Liability	
License & Permits	
Payroll: Wages	
Payroll: Taxes	
Professional Fees: Legal	
Professional Fees: Tax Preparation	
Repairs	
Replacements	
Supplies: Art	
Supplies: Bottles, Formula, Diapers	
Supplies: Cleaning	
Supplies: Household	
Supplies: Laundry	
Supplies: Office	
Supplies: Party	
Telephone: Cell	
Telephone: Home	
Telephone: Pager	
Tickets, Fees, etc. – Field Trips	
Toys	
Video Rentals	
Other	
Other	
Other	
Total	

Major Purchases

Car Seats	
Cribs	
High Chairs	
Riding Equipment	
Swing Set/Slides	
Other	
Other	
Other	
Total	

Purchases (Subject to % of Business Use)

Computer Equipment	
Dishwasher	
Washer/Dryer	
Refrigerator	
Television/VCR	
Total	

Home Office Expenses

Home Mortgage Interests	
Property Taxes	
Insurance	
Rents	
Cleaning Service/Gardening	
Maintenance & Repairs	
Pool Services & Supplies	
Utilities: Cable	
Utilities: Water, Gas, Electric, Trash	
Other	
Other	
Other	
Total	

Reminder: Please provide us with all of your incorporation paperwork, bylaws, partnership agreements, or operating agreements.

Other Information
