

# DAYCARE REVENUE AND EXPENSES

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TIME PERIOD: \_\_\_\_\_

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

## REVENUE

\*\*\* FROM CLIENTS: \_\_\_\_\_

\*\*\* FROM FOOD PROGRAM: \_\_\_\_\_

\*\*\* FROM OTHER DAYCARE SOURCES: **Please Attach Detail** \_\_\_\_\_

## OPERATING EXPENSES

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: _____	_____	_____
BUSINESS LOAN INTEREST		_____	_____
OFFICE EXPENSE:	GENERAL SUPPLIES	_____	_____
	COMPUTER SUPPLIES	_____	_____
	POSTAGE	_____	_____
	INTERNET SERVER	_____	_____
	REFERENCE BOOKS & PUBLICATIONS	_____	_____
	SOFTWARE	_____	_____
	OTHER: _____	_____	_____
*** DAYCARE ORGANIZATION DUES		_____	_____
PARTIES AND DECORATIONS FOR DAYCARE		_____	_____
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: _____	_____	_____
OTHER EXPENSES - PLEASE LIST AND/OR EXPLAIN	BANK CHARGES	_____	_____
	CELL PHONE	_____	_____
	FIELD TRIPS	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____



# DAYCARE AUTO MILEAGE and EXPENSE SUMMARY SHEET

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## 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 END OF THE YEAR		
ODOMETER READING AT THE BEGINNING OF THE YEAR		
TOTAL MILES FOR THE YEAR		

### BUSINESS MILEAGE CALCULATION

	# OF MILES	X	# 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	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
			TOTAL BUSINESS MILES		

### EXPENSES FOR THE ENTIRE YEAR

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

# DAYCARE AUTO MILEAGE and EXPENSE SUMMARY SHEET

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## 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 END OF THE YEAR		
ODOMETER READING AT THE BEGINNING 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		=	
_____		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	
TOLLS	
PARKING	
INSPECTIONS	
TIRES	
CAR RENTAL	
BATTERY	
_____	
_____	
_____	
<b>TOTAL EXPENSES</b>	

