

Day Care Statement of Income And Expenses

Client Name: _____

Gross Income

Total Income from parents & subsidies

Expenses

Advertising and Promotion _____
 Business tax, Fees, Licenses, Dues, Memberships & Subscriptions _____
 Insurance _____
 Interest/Bank Charges _____
 Maintenance & Repairs (Equipment etc) _____
 Office Expenses _____
 Supplies (groceries consumed by the children, toys, craft supplies, games, special equipment) Provide receipts for items purchased over \$ 500.00 _____
 Legal, Accounting & Prof. Fees _____
 Wages (paid to assistant; include remittances, WCB.) _____
 Travel _____
 Cell Phone _____
 Telephone & Utilities (excluding home office: see below.) _____
 Field trips (including children's lunches) _____
 Other expenses: (list on back) _____
Total General Expenses: _____

Motor Vehicle Expenses: Report annual total. We will pro-rate according to mileage.

Year and make of Vehicle: _____

Mileage Start of Year _____ Mileage at End of Year _____
 Total Kms: _____ Business Use Kms. _____
 Lease start date: _____ Lease End Date: _____

Fuel (Gas, Propane, Oil) _____
 Maintenance & Repairs _____
 Insurance _____
 License & Registration _____
 Interest _____
 Leasing _____
 Parking _____

Total Motor Vehicle Expenses (to be pro-rated): _____

Home Office Expenses: Report annual Total. We will pro-rate according to square footage.

Square footage used by Business _____ Hours per day used for care _____
 Total Square Footage of Home _____ Days per year used for care _____

Heat _____
 Electricity _____
 Insurance _____
 Maintenance & Repairs _____
 Mortgage Interest _____
 Property Taxes _____
 Utilities (cable, extra phone features) _____

Total Home Office Expenses (to be pro-rated): _____