

Day Care Provider Organizer

Client _____

Ordinary Expenses		Major Purchases	
Advertising		Car Seats	
Assistants		Cribs	
Books & Magazines		High Chairs	
Business Tax		Swing sets/slides	
Child proofing Devices		Other:	
Children working in business			
Continuing Education (Child care)			
CPR Training		Purchases subject to business percent	
FOOD & Snacks			Total Cost
Gifts to Children			Biz Use %
Insurance: Day Care		Dishwasher	
License & Permits		Dryer	
Legal Fees		Washer	
Accounting/Tax Preparation		Refrigerator	
Supplies: Art		Television	
Supplies: Bottles, Formula, Diapers		Fencing	
Supplies: Cleaning		Cell Phone	
Supplies Household		Computer Equipment	
Supplies: Laundry		Other:	
Supplies: Office			
Supplies: party		Payroll	
Office Phone		Payroll & Payroll taxes; (provide payroll report)	
Tickets, fees, Field Trips			
Toys		Auto expenses	
Video Rentals		Provide Bill of Sale	
Other:		Year, Make and Model	
		Date Placed in Service	
		# of Business Miles	
		# of Personal Miles	
		Mileage Log	yes or no

Day Care Provider Organizer Hours of operations

Business 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 Made:		
Total Cost of Home		

Home Office

Sq Ft of Office	
Sq fT of Home	
Real Estate Taxes	
Mortgage Interest	
Insurance	
Repairs/Maintence	
Utilities	
Taxes	
Rent	