

Home Daycare Worksheet

Use of home--Hours used for day care (include set up and clean up time) Tax Year _____
 Hours per day _____ Days per week _____ Weeks per year _____

Did you change the square footage of your home or the space used ONLY for child care? If so, please explain: _____

EXPENSES	TOTAL HOME	OFFICE PORTION Do Not Fill In
Mortgage Interest (enter 100%)		
Real Estate Taxes (enter 100%)		
Homeowners Insurance (enter 100%)		
Repairs or Maintenance to whole home		
Electricity (enter 100%)		
Heat (enter 100%)		
Exterior Painting (enter 100%)		
Other (explain)		
Furnace/Septic cleaning		
Expenses relating DIRECTLY to the daycare portion ONLY (if you have a separate room)	Do Not Fill In	OFFICE ONLY Portion
Repairs		
Painting and Decorating		
Other (explain)		

Home IMPROVEMENTS	DATE	COST

Meals—If you are reimbursed for meals, please give us the Windham Child Care meal reimbursement report. We will use the standard meal rates unless you prefer to keep track of groceries. ACTUAL FOOD USED IN DAYCARE MUST BE TRACKED—NOT HOUSEHOLD TOTALS.

Income:

Meals you DID NOT get reimbursed for:

Breakfasts: _____
 Lunches: _____
 Dinners: _____
 Snacks: _____ (up to three per child per day)

Private Pay: \$ _____
 State Pay: \$ _____
 Meals Reimbursement: \$ _____

Expenses relating Daycare Don't feel you need to stick to the categories—these just serve to remind you	
Toys, books, CDs, videos	
Cleaning products	
Wipes, towels, TP	
Office expenses	
Cable TV	Enter total: _____ (percentage personal use: _____%)
Cell phone	Enter total: _____ (percentage personal use: _____%)
Internet	Enter total: _____ (percentage personal use: _____%)
Gifts	
Education	
License (Brattleboro)	
Outdoor play equipment	
Miles traveled: _____	Do you have a mileage log? Yes ___ No _____

DID YOU DISPOSE OF ANY BUSINESS EQUIPMENT OR PROPERTY THIS YEAR?

Item Sold	Date Sold	Selling Price	Expenses	Date Acquired	Cost

DID YOU PURCHASE ANY EQUIPMENT OR PROPERTY FOR BUSINESS THIS YEAR that cost \$500 or more?

Item Purchased	Date Purchased	Cost (incl. sales tax)	New/Used	Item Traded