

Day Care Statement of Income And Expenses

Client Name: _____

Gross Income

Total Income from **Business (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) _____

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.

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 _____

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 _____

Total Square Footage of Home _____

Heat _____

Electricity _____

Insurance _____

Maintenance & Repairs _____

Mortgage Interest _____

Property Taxes _____

Utilities (cable, extra phone features) _____

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

Do not prorate home office or motor vehicle expenses: report total amount spent in the year.

If you are registered for GST, do not include the GST paid on your expenses.

