

# A.M. Accounting Services, LLC

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## Day Care Provider

**Client:** \_\_\_\_\_ **ID#** \_\_\_\_\_ **Tax Year** \_\_\_\_\_

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do Not include expenses for which you have been **reimbursed**, expect to be reimbursed, or are reimbursable. A.M. Accounting Services, LLC will still need to see all supporting documentation.

| <b>Ordinary Supplies</b>            |  |
|-------------------------------------|--|
| Advertising                         |  |
| Books & Magazines                   |  |
| Business Tax                        |  |
| Child Proofing Devices              |  |
| Continuing Education (child care)   |  |
| CPR Training                        |  |
| Food & Snacks                       |  |
| Insurance: Bond                     |  |
| Insurance: Business                 |  |
| Insurance: Liability                |  |
| License & Permits                   |  |
| Payroll: Wages                      |  |
| Payroll: Taxes                      |  |
| Professional Fees: Legal            |  |
| Professional Fees: Tax Preparation  |  |
| Repairs                             |  |
| Replacements                        |  |
| Supplies: Art                       |  |
| Supplies: Bottles, Formula, Diapers |  |
| Supplies: Cleaning                  |  |
| Supplies Household                  |  |
| Supplies: Laundry                   |  |
| Supplies: Office                    |  |
| Supplies: Party                     |  |
| Telephone: Cell                     |  |
| Telephone: House                    |  |
| Telephone: Pager                    |  |
| Tickets, Fees, etc. - Field Trips   |  |
| Toys                                |  |
| Video Rentals                       |  |
| Other:                              |  |
| Total                               |  |

| <b>Vehicle &amp; Travel</b>                     |  |
|---|--|
| See Vehicle, Travel & Entertainment Worksheet   |  |
| <b>Major Purchases</b>                          |  |
| Car Seats                                       |  |
| Cribs   |  |
| High Chairs                                     |  |
| Riding Equipment                                |  |
| Swing Set/Slides                                |  |
| Other:  |  |
| <b>Purchases (Subject to % of Business Use)</b> |  |
| Computer Equipment                              |  |
| Dishwasher                                      |  |
| Washer/Dryer                                    |  |
| Refrigerator                                    |  |
| Television/VCR                                  |  |
| Total   |  |
| <b>Business Use of Home</b>                     |  |
| Total Square Feet of Home                       |  |
| Business Area of Home                           |  |
| % of Business Use                               |  |
| Business Hours (Total for Year)                 |  |
| <b>Home Office Expenses</b>                     |  |
| Home Mortgage Interest                          |  |
| Property Taxes                                  |  |
| Insurance                                       |  |
| Rents   |  |
| Cleaning Service/Gardening                      |  |
| Maintenance & Repairs                           |  |
| Pool Service & Supplies                         |  |
| Utilities: Cable                                |  |
| Utilities: Water, Gas, Electric, Trash          |  |
| Other   |  |
| Total   |  |

| <b>Other Information</b> |
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