

# Daycare Taxes Checklist

## INCOME

Gross Receipts	
Subsidy payments (FRRRC)	
Private/Direct Pay	
Stipends	
Mini Grants	
Food Program Income	

## EXPENSES

Advertising	
Website	
Business Cards	
Yellow Pages	
Online (Yelp, Angie's List etc)	
Car/Truck	
Total Miles	
Business Miles	
Interest	
Registration - VLF	
Registration - total	
Tolls/Parking	
Commissions/Fees	
Bank fees	
Dues/Subscriptions	
Merchant Card Processing	
Fingerprinting/Livescan	
CPR/First Aid Training	
Training	
Meetings	
Activity Costs	
Conferences/events	
Contract Labor	
(Other Businesses)	
Insurance	
Daycare Insurance	
Liability	
Umbrella	
Worker's Compensation	
Interest	
Total Credit Card	
Business part of Credit Card	
Loan	
Legal and Professional	
Computer Tech	
Bookkeeping	
Taxes	
Payroll	
Legal	

Office Expenses	
Paper	
Ink/toner	
Business Phone (NOT main land line)	
Cell Phone	
Postage/delivery	
Software	
Pens, pencils etc	
Calculators	
Rent/Lease	
Car Lease	
Equipment Lease (bounce house)	
Repairs and Maintenance 100% Daycare	
Supplies	
Arts and Crafts	
Baby supplies (diapers etc)	
Safety supplies	
Toys	
Curriculum	
100% daycare cleaning	
100% daycare household	
100% daycare yard	
gifts	
party supplies	
organizational supplies	
books	
batteries	
videos	
Meals	
Meals with clients	
Meals away overnight	
Meals for workers	
Food Cost for kids	
Taxes and Licenses	
Daycare license	
Payroll taxes - State	
Payroll taxes - Federal	
Payroll taxes - FUTA	
Business License	
Wages (Gross)	
Other	