

Small Business Workbook

Home Daycare Providers



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Small Business Workbook for Home Daycare Providers

This workbook is designed to help our clients track all the information we need to file your small business taxes, and all the information you need to keep track of how your business is performing. Complete one workbook for each year and print additional pages on our website. If you have any questions, call us! We'd love to hear from you.

How to use this workbook

- Begin by completing your business information on page two.
- Enter data from your receipts and invoices into the appropriate categories. Once the category is complete, transpose the totals to the summary sheet.
- Include the workbook when submitting your personal income tax for us to file.

Helpful Hints

Helpful hints will appear in *red* along the way. Below are some helpful hints to get you started!

- *Home Daycare Providers are Exempt from GST/HST. You do not need to register for a Business Number or collect, remit or report GST/HST.*
- *This workbook can also be downloaded in Excel format if you prefer to enter information on the computer, rather than by hand.*

Issuing Receipts

You are expected to issue receipts to the parent of the children in your care. Often, childcare expenses can be a tax deduction for parents. A separate receipt should be issued for each child. Receipts you issue should include all of the following information: parent's name(s), child's name, amount received for your services, period of time you provided services (ideally monthly or annually), your name, your address, your Social Insurance Number, your signature, receipt date. Download a receipt template from our website! incometaxplusinc.com

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Small Business Information for Home Daycare Providers

Business Name	
Owner's Name(s)	
Address	
City	Postal Code
Telephone	
Email Address	Tax Year

Business-Use-of-Home Expenses

Calculating a percentage of Business-Use-Of-Home expenses can be difficult. Provide as much information as possible below and leave the rest to us!

The CRA offers some examples on this webpage,

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/daycare-your-home.html>

Total Square footage of Home	
Square footage of Daycare ONLY Space	Square footage of SHARED Space
Average Days per Week that the Daycare is operational	Average Hours per Day that the Daycare is operational
Daycare use of Home Telephone Percentage	Daycare use of Cell Phone Percentage
Daycare use of Television Percentage	Daycare use of Internet Percentage

Vehicle Expenses – Complete for each vehicle that is for both daycare and personal uses.

Home Daycare Providers generally don't have a large vehicle expense deduction, if any.

For information on how to keep an accurate vehicle logbook, visit our website.

If you have not kept track of kilometers, enter a reasonable percentage.

Vehicle Make	Kilometers for Business Use
Vehicle Model	Total Kilometers Driven
Vehicle Year	Percentage

Home Daycare Summary Page

Income	
Income	\$
Expenses	
Expenses	Total
Purchases	\$
General Supplies Expenses	\$
Food Purchases	\$
Advertising	\$
Business Fees, Licenses & Memberships	\$
Legal & Accounting	\$
Office Stationary & Supplies	\$
Home Telephone	\$
Cell Phone	\$
Television	\$
Internet	\$
Travel Expenses	\$
Interest & Bank Charges	\$
Other (Please Specify)	\$
Other (Please Specify)	\$
Business Use of Home Expenses	Total
Heat	\$
Electricity	\$
Property Taxes or Rent Payments	\$
Water & Sewer	\$
Equipment Rental	\$
Insurance	\$
Mortgage Interest	\$
Maintenance – Household	\$
Maintenance – Daycare Space	\$
Vehicle Operating Expenses	Total
Fuel	\$
Maintenance & Repairs	\$
Lease Payments	\$
License & Registration	\$
Vehicle Insurance	\$
Interest on Vehicle Loan	\$

Capital Assets

This section is used to dispose of assets that no longer exist and to add new assets to the Capital Cost Allowance.

A Capital Asset or purchase is generally large or costly items that are depreciated over a number of years.

We depreciate different assets in different ways, please provide a brief description of the asset.

** Save time by referring back to this page in last year's workbook! **

Capital Purchases				
Description	Date of Purchase	Subtotal	HST Paid	Total

Disposal of Capital Assets				
Description	Date of Sale or Disposal	Subtotal	HST Collected	Total

Expenses

Purchases <i>Use this category for items purchased for your home daycare. Like toys, crayons, highchairs, etc.</i>		
Date	Description	Total
	Total	

Expenses

General Supplies Expenses		
<i>Use this category to record all general supplies such as toilet paper, and cleaning supplies.</i>		
Date	Description	Total
		Total

Advertising	
Date	Total
Total	

Business Fees, Licenses & Memberships	
Date	Total
Total	

Legal & Accounting	
Date	Total
Total	

Office & Stationary Supplies	
Date	Total
Total	

Home Telephone	
Date	Total
Total	

Cell Phone	
Date	Total
Total	

Television	
Date	Total
Total	

Internet	
Date	Total
Total	

Expenses – Business-Use-of-Home Expenses

Record amounts related to your household where you operate your Home Daycare.

Record the full amount of the expense, we will use a percentage as business use based on the information provided on page 2.

Heat	
Date	Total
Total	

Electricity	
Date	Total
Total	

Property Taxes or Rent Payments	
Date	Total
Total	

Water & Sewer	
Date	Total
Total	

Expenses – Business-Use-of-Home Expenses

Equipment Rental	
Date	Total
Total	

Insurance	
Date	Total
Total	

Mortgage Interest	
<i>The interest portion of your payments can be found on your annual mortgage statement.</i>	
Date	Total
Total	

Expenses – Business-Use-of-Home Expenses

Maintenance (Household) <i>Record maintenance for the entire household here.</i>		
Date	Description	Total
Total		

Maintenance (Daycare Space Specific) <i>Record maintenance that is specific to the business space here.</i>		
Date	Description	Total
Total		

Expenses – Vehicle Operating Expenses

If your vehicle is used for daycare purposes on a regular basis record vehicle related expenses below. We will calculate a percentage of your vehicle expenses based on the information provided on page 2.

If you only use your vehicle for a small number of special trips in the year, use the Travel Expenses category instead.

Fuel	
Date	Total
Total	

Maintenance & Repairs	
Date	Total
Total	

Expenses – Vehicle Operating Expenses

Lease Payments	
Date	Total
Total	

License & Registration Fees	
Date	Total
Total	

Vehicle Insurance	
Date	Total
Total	

Interest on Vehicle Loan	
Date	Total
Total	