Home Daycare Income, Attendance and Expense Tracker: how to use it

Start here:

Yellow cells are yours to fill in. Green-grey cells hold formulas: leave them alone and they fill themselves.

Drop-down cells only take values from the lists on the Settings tab. Edit the lists and the drop-downs follow.

The example file is filled with fictional children, hours, payments and expenses so you can see every number working. The blank file is the same workbook, empty. Use the blank one for your business.

Google Sheets: File > Import > Upload the .xlsx (or open it from Google Drive), then File > Save as Google Sheets. Excel: just open it (Excel 2010 or newer, Windows or Mac). Numbers on Mac also opens it.

Set up (5 minutes):

1. Settings: the children or families you care for (up to 15) with the hourly rate for each, your expense categories (up to 15), the year (F2), the % of profit you set aside for tax (F4), the check date (F6) and the share of shared home costs you use for the daycare (F8, e.g. 30%).

2. Attendance: one row per child per week: the week starting date and the hours of care. The rate comes from Settings and Charged = hours x rate.

3. Payments: one row each time a parent pays you: date, child, amount.

4. Expenses: food, supplies, toys, insurance, licence, training, utilities, repairs. Mark an expense "Home bill" under "Expense type" when it is part of your normal home bills (rent or mortgage interest, utilities, cleaning): only your home share (F8) counts as a daycare cost. Daycare-only purchases (food, toys, supplies) are marked "Daycare only" and count in full.

What you get:

Dashboard: care hours, charged, received, daycare expenses, profit and tax set-aside by month; every child with hours, charged, paid and still owed.

Use the Year cell on Settings to start a new year in a copy of the file.

The home-share % is YOUR number: ask your tax adviser how the time-space percentage works where you live. This is a record-keeping tool, not tax advice. It stores no children's personal or health data: first names or initials are enough.

Help:

Something wrong, or a column you need? Message us; we fix it and update the download for every buyer.

Designed by Tuper. Built with AI tools and tested by us; tell us if anything breaks.