

The Basics of Record Keeping – Pretest/Posttest

Instructions: Before the workshop begins, please take a moment to answer the questions below in the first column, by circling your answer. At the end of the workshop answer the same questions again in the second column.

	Answer before workshop begins			Answer after workshop is over		
	True (T)	False (F)	Don't Know (DK)	True (T)	False (F)	Don't Know (DK)
1) For every \$10 of business expenses you deduct on your tax return you will save about \$3 - \$4 in taxes	T	F	DK	T	F	DK
2) You must save your business records for at least 7 years after filing your taxes	T	F	DK	T	F	DK
3) You must report as income all money received from daycare parents	T	F	DK	T	F	DK
4) You will lose money if you join the Food Program because you won't be able to deduct all your food expenses	T	F	DK	T	F	DK
5) You can deduct a portion of the cost of a washer/dryer used in your business	T	F	DK	T	F	DK
6) You can deduct a portion of your car loan interest if you use the standard mileage rate	T	F	DK	T	F	DK
7) If you receive Food Program reimbursements for your own child you must report this as income	T	F	DK	T	F	DK
8) You can count the space in your basement as regular use if you use it 4 times a week for business purposes even if licensing says it's off limits to the children in your care	T	F	DK	T	F	DK
9) You can count the time you spend on record keeping while children are sleeping	T	F	DK	T	F	DK
10) A provider should not be on the Food Program if she is spending more money on food than she would receive under the Standard Meal Allowance rate	T	F	DK	T	F	DK