## Annual Operational Budget Worksheet

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| --- | --- | --- |
| **Income Items** | **Description** | **Income** |
| **Parent Fees** |   |   |
|   |  Infant |  |  |
|   |  Toddler |  |  |
|   |  Preschool |  |  |
|   |  School-age |  |  |
| **USDA Food Program** |  |  |
| **Grants** |   |   |
| **Other** |   |   |
| TOTAL INCOME   |  $  |
|  |
| **Expense Items** | **Description** | **Expense** |
| **Salaries** | If applicable |   |
|   | Staff | Back-up/Substitute during vacations etc. |   |
|  |  |  |  |
| **Professional Services** | Attorney fees, accounting services, debt collection, etc. |   |
| **Annual Training/Resources** | Include workshop fees and association fees. Should include substitutes |   |
| **Occupancy** | All costs arising from use of home such as rent, mortgage, real estate taxes, snow removal, lawn services, etc.  |  |
| **Utilities** | Contact utility provider about projected fees |  |
| **Software/Record Keeping** |  |  |
| **Phone/Internet Access** | Contact utility provider about projected fees |  |
| **Insurance** | Secure business liability insurance |  |
| **Supplies** |  Calculate: $100 to $150 per child |   |
|   | Environment | Adequate supplies are critical for a quality program - children need to paint, draw, and create. |   |
|   | Cleaning/Paper/Kitchen |  (Consumables) |   |
|   | Office |  (Consumables) & Printing |   |
|  |  |  |  |
|  |  |  |
| **Replacement of Equipment** |   |   |
|  | Indoor Environment |  |  |
|  | Outdoor Play |  |  |
| **Repair/Maintenance** |  |   |
| **Food** |   |   |
| **Advertising** | Child openings |   |
| **Licensing Fees/Inspections** | Licensing, fire and health inspections |  |
| **Transportation** | Licenses, vehicle insurance, repairs and/or gas |  |
| TOTAL EXPENSES   |  $  |