## Start-up Budget Worksheet

|  |  |  |
| --- | --- | --- |
| **Income Items** | **Description** | **Income** |
| Start-up Funds |  Initial dollars used towards start-up. |   |
| Grants |   |   |
| Other |   |   |
| TOTAL INCOME   |  $  |
|  |
| **Expense Items** | **Description** | **Expense** |
| **Personnel Expenses** |   |   |
|   | Owner/Operator |  |   |
|   | Professional Services | Accountant, attorney, contractors, etc.  |   |
|  | Insurance | Business liability insurance |  |
| **Outdoor Play Area/Landscaping** |  Consider doing natural playscapes, possible fencing, outside water sources and maintenance to the yard. |   |
| **Renovations/Remolding** | All costs such as egress window, construction, and/or renovation.  |   |
| **Furniture/Equipment** |  Calculate: $100 to $150 per child |   |
|   |  Infant/Toddler | Cribs, pac n plays, changing table, toys, activities |   |
|   |  Preschool | Tables/chairs, low shelving, toys, activities |   |
|   |  School-age |  Shelving, storage, toys, activities |   |
|   | Outdoor Play Space  |  Riding Toys, balls, equipment |   |
|   | Office/Recordkeeping | Computer, software, printer, copier and telephone |   |
|     | Kitchen | Highchairs, child sized dishes, child-sized table/chairs |   |
| Office Supplies | (Consumables: goods that have to be bought regularly because they wear out or are used up. Ex. paper, tape, etc.) |   |
| Cleaning Supplies / Paper Products | (Consumables: goods that have to be bought regularly because they wear out or are used up. Ex. paper towels, toilet paper, cleaning products, etc.) |   |
|   | Other |  Fire extinguishers, smoke detectors and/or other safety items |   |
| **Kitchen/Food** |  Plan for bulk storage and supplies |   |
| **Advertising/Marketing** | Money spent on making the program visible such as signage and attractive landscaping will be worth the investment. |   |
| **Licensing Fee /Inspections** |  Licensing, fire and health inspections |   |
| **Transportation** |  Will you be providing transportation? (To and from school/field trips etc.) Proper insurance and safety restraints. |   |
| TOTAL EXPENSES |  $  |