## Start-up Budget Worksheet

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| **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 | | | $ |