## 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 | | | | $ |