

Budget Worksheet: -School-Age Child Care Program

Directions: Use this worksheet to think about the costs associated with operating an after-school program. A completed sample budget with a specific staffing configuration follows the budget worksheet.

Personnel

Salary \$ _____
Benefits \$ _____

Professional Fees & Contractual Services

Consultants \$ _____
Transportation \$ _____
Publicity/Advertising \$ _____
License Fee \$ _____
Insurance \$ _____
Other Contracts \$ _____

Facility

Rent \$ _____
Utilities \$ _____
Janitorial Services \$ _____
Renovations \$ _____
Other \$ _____

Supplies and Equipment

Office Supplies \$ _____
Office Equipment _____
Program Supplies \$ _____
Program Equipment \$ _____
Food \$ _____
Books and Magazines \$ _____
Other \$ _____

Transportation

Vehicles \$ _____
Maintenance \$ _____
Fuel \$ _____

Administrative Costs

Postage \$ _____
Printing and Xeroxing \$ _____
Telephone \$ _____

Other

\$ _____

Total Expenses \$ _____