

**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**

\$ \_\_\_\_\_