

EAFEC Annual Budget Planner (2022-2023)



General Guidelines / How to use this spreadsheet

1. Delete the example numbers we've included and enter your own.
2. Continue filling in your expenses and revenue throughout the year to get a snapshot view of your finances.
3. We intend for this spreadsheet to be used as a general guide to think about your finances this upcoming year. We strongly recommend you consult with your accountant or other financial experts for any questions regarding your budget.

EXPENSES

Payroll		Hourly Wage	Weekly Wage	Yearly Wage		Total Cost
	Bears Teacher 1	15	450	21600		21600
	Bears Teacher 2	15	600	28800		28800
	Bears Teacher 3	15	262.5	12600		12600
	Caterpillars Teacher 1	15	600	28800		28800
	Caterpillars Teacher 2	15	600	28800		28800
	Caterpillars Teacher 3	15	600	28800		28800
	Lovebugs Teacher 1	15.5	651	31248		31248
	Lovebugs Teacher 2	15	600	28800		28800
	Floater	15.25	137.25	6588		6588
	Floater	15	600	28800		28800
	Bouncing bunnies Teacher 1	15.5	620	29760		29760
	Bouncing bunnies Teacher 2	15	600	28800		28800
	Dolphins Teacher 1	15	600	28800		28800
	Dolphins Teacher 2	15	600	28800		28800
	Eagles Teacher 1	15	600	28800		28800
	Eagles Teacher 2	15	300	14400		14400
	Nutrition Manager	15	480	23040		23040
	Safety Specialist	0	0	0		0
	Administrative Assistant	15.5	279	13392		13392
	Outreach Manager	15.25	610	29280		29280
	Center Manager 1	29.77	1250.34	60016.32		60016.32
	Center Manager 2	29.77	1250.34	60016.32		60016.32
	Executive Director		0	0		0
	Consultant			14400		14400
						\$604,340.64
Employee Benefits		Monthly Cost	# of employees	Employee Co-Pay	Annual Cost	Total Cost
	Health Insurance	\$0.00	7	0	\$0.00	\$0.00
	Vision	\$5.64	14		\$947.52	\$947.52
	Dental	\$43.52	14		\$7,311.36	\$7,311.36
	Teledoc	\$5.00	0		\$0.00	\$0.00
	Medicare/FICA				92,464.12	92,464.12
	Bonuses	2,000.00	17		34,000	34,000
						\$134,723.00
Staff Trainings		Number of Trainings	Cost per Training per Person	# of People		Total Cost
	First Aid	0.5	15	17		127.5
	Professional Development Sessions	6	20	17		2040
	Administrative PD	1	2500	2		5000
	Staff Appreciation	12	20	17		4080
						\$11,247.50
Supplies		# of Children/item	Monthly Cost	# of Classrooms	Cost per Item	Total Cost
	Craft Supplies	75	\$100.00	7		\$8,400.00
	Program Supplies (curriculum, pencils, crayons, etc)	75	\$100.00	7		\$1,200.00
	Furniture Upkeep	7	\$100.00	7		\$1,200.00
	Games			7	20	140
	Outdoor Equipment (balls, parachutes, etc)		\$200.00	7		\$1,400.00
	Technology Capital expense			7	315	2205
	Misc. Supplies					500
						\$15,045.00
Building		Monthly Expense	Annual Expense			Total Cost
	Rent/Mortgage	0	0			0
	NES	700	8400			8400
	Metro Water	330	3960			3960
	Piedmont Gas	452	5424			5424
	Gardian (Fire Safety)	36.95	443.4			443.4

Payroll: Insert the hourly, weekly, or annual wage per employee. This will give you the total payroll cost (green cell).

Because each center calculates their benefits differently, this section was left without formulas. It is common for benefits to be calculated by a % of total salary.

Some of these categories are calculated by price per child per month. Others are by a monthly fixed cost or a total cost.

	Ace Burglar	25	300			300	Insert your monthly expenses and you'll get the annual cost under total cost.
	Watch ME Grow(Video sys.)	332	3984			3984	
	Greenstripe (Landscaping)	350	4200			4200	
	Contract Properties	528.57	6342.84			6342.84	
	Waste Management	357.14	4285.68			4285.68	
	Pest Control	75	900			900	
	Stratus (Janitorial)	1100	13200			13200	
	Accumulated Depreciation		323,783.40			323,783.40	
	Miscellaneous		20000			20000	
						\$71,439.92	
Operations							Insert the cost per person and the number of people attending or the monthly cost multiplied by 12
	Brightwheel (Management Platform)	Cost per Person	# of People	Monthly Cost	Annual Cost	Total Cost	
	Flipcause (Fundraising Platform)				1,700	1,700	
	DHS Licensing				600	600	
	Comcast			391	4692	4692	
	XMC (printing)			385	4620	4620	
	Office Supplies (Quill/Cintas)			500	6000	6000	
	CFO (Accounting)			680	8160	8160	
	Shred			15	180	180	
	Accident Insurance				321	321	
	Liability Insurance				8,510	8,510	
	Worker's Comp			100	1200	1200	
	Nextep Admin Fee (HR Management)	55	16	880	10560	10560	
	Nextep EPLI Expense	3	17		51	51	
	Yearly Financial Review				2500	2500	
	Aflac		12	121	1452	1452	
	Unemployment				1800	1800	
	IRS			250	3000	3000	
	Miscellaneous				6000	6000	
	IWC (Food Vendor)			2000	24000	24000	
	Purity (Milk Vendor)			487.5	5850	5850	
	Family Workshops			500	6000	6000	
	Family Support			500	6000	6000	
	Staff Support			250	3000	3000	
	Outreach Implementation			500	6000	6000	
						\$106,446.00	
Advertising							For flyer prints and brochures, insert the cost per print and the number of prints. For advertisements, insert the cost per month and how many months you will be advertising.
	Flyer Prints	Cost per Print	# of Prints	Cost per Month	Number of months advertising	Total Cost	
	Brochures	0.05	300			15	
	Advertisements(Digital)	1.5	100	50	12	600	
						765	
TOTAL EXPENSES						\$942,555.06	This is your total expenses amount.
REVENUE							
Tuition Fees	Cost per Child per Month	Cost per Child per Year	Currently Enrolled Children	Class Max	Income Cap until 2024	Total Revenue from Tuition Fees until 2024	Insert the cost per child per month and the number of children per class for each classroom.
Bears	1400	16800	7	10	168000	58800	
Caterpillars	1400	16800	5	12	201600	42000	
Lovebugs	1000	12000	8	10	120000	48000	
Bunnies	800	9600	7	14	134400	33600	
Dolphins	800	9600	9	16	153600	43200	
Eagles	800	9600	3	13	124800	14400	
					902400	182400	
Fundraising Events	Amount Raised					Total Revenue from Fundraising	
Big Payback	\$10,000.00					10,000.00	
Other Events	\$15,000.00					\$15,000.00	
						25,000.00	
Grants & Donations	Award Amount					Total Revenue from Grants & Loans	Insert your grant and donation amounts in the rightmost column. The green box will be your total revenue from grants and loans.
United Way-RTS	\$74,000.00					74,000	
Community Foundation	\$5,000.00					5,000	
Metro Council	\$180,000.00					180,000	
ARCA Grant	\$209,502.93					209,503	

Insert the cost per person and the number of people attending or the monthly cost multiplied by 12

For flyer prints and brochures, insert the cost per print and the number of prints.

For advertisements, insert the cost per month and how many months you will be advertising.

This is your total expenses amount.

REVENUE

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Donations (Board Due & other)	\$12,000.00					12,000	
Gov. Payments	\$260,000.00					260,000	
						740,503	
Total Revenue						947,903	This is your total revenue - how much money is coming into your business.
Income						14,779	Your total income = your revenue - your expenses.