

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	14.52	435.6	20908.8	20908.8
	Bears Teacher 2	14.52	580.8	27878.4	27878.4
	Bears Teacher 3	14	245	11760	11760
	Caterpillars Teacher 1	15	600	28800	28800
	Caterpillars Teacher 2	15	600	28800	28800
	Caterpillars Teacher 3	15	600	28800	28800
	Lovebugs Teacher 1	14.52	609.84	29272.32	29272.32
	Lovebugs Teacher 2	14	560	26880	26880
	Floater	14	126	6048	6048
	Floater	14.52	580.8	27878.4	27878.4
	Dolphins Teacher 1	15	600	28800	28800
	Dolphins Teacher 2	14.52	580.8	27878.4	27878.4
	Eagles Teacher 1	15	600	28800	28800
	Eagles Teacher 2	14	280	13440	13440
	Nutrition Manager	15	480	23040	23040
	Safety Specialist	14.76	295.2	14169.6	14169.6
	Administrative Assistant	15.5	279	13392	13392
	Outreach Manager	15.25	610	29280	29280
	Infant Toddler Program Dir.	18.75	787.5	37800	37800
	Preschool Program Dir.	18.75	787.5	37800	37800
	Executive Director	36.5	1460	70080	70080
	Consultant			14400	14400
					\$575,905.92

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

Employee Benefits	Monthly Cost	# of employees	Employee Co-Pay	Annual Cost	Total Cost
Health Insurance	\$846.14	7	120	\$69,635.76	\$69,635.76
Vision	\$5.64	14		\$947.52	\$947.52
Dental	\$43.52	14		\$7,311.36	\$7,311.36
Teledoc	\$5.00	14		\$840.00	\$840.00
Medicare/FICA				88,113.61	88,113.61
Bonuses	2,000.00	17		34,000	34,000
					\$200,848.25

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.

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	3	7500
Staff Appreciation	12	20	17	4080
				\$13,747.50

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

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

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
Ace Burglar	25	300	300
Watch ME Grow(Video sys.)	332	3984	3984

Insert your monthly expenses and you'll get the

	Greenstripe (Landscaping)	350	4200			4200	annual cost under total cost.
	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		Cost per Person	# of People	Monthly Cost	Annual Cost	Total Cost	
	Brightwheel (Management Platform)				1,700	1,700	
	Flipcause (Fundraising Platform)				3000	3000	
	DHS Licensing				250	250	
	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	Insert the cost per person and the number of people attending or the monthly cost multiplied by 12
	Nextep EPLI Expense	3	17		51	51	
	Yearly Financial Review				2500	2500	
	Aflac		12	433.62	5203.44	5203.44	
	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	
						\$112,597.44	
Advertising		Cost per Print	# of Prints	Cost per Month	Number of months advertising	Total Cost	
	Flyer Prints	0.05	300			15	For flyer prints and brochures, insert the cost per print and the number of prints.
	Brochures	1.5	100			150	
	Advertisements(Digital)			50	12	600	For advertisements, insert the cost per month and how many months you will be advertising.
						765	
						\$985,145.59	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	
Bears	1400	16800	7	10	168000	58800	Insert the cost per child per month and the number of children per class for each classroom.
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	
Annual Gala	\$50,000.00					50,000.00	
Other Events	\$15,000.00					\$15,000.00	
Big Payback	\$10,000.00					\$10,000.00	
						65,000.00	
Grants & Donations	Award Amount					Total Revenue from Grants & Loans	
United Way-RTS	\$74,000.00					74,000	Insert your grant and donation amounts in the rightmost column. The green box will be your total revenue from grants and loans.
Community Foundation	\$5,000.00					5,000	
Metro Council	\$180,000.00					180,000	
ARCA Grant	\$209,502.93					209,503	
Donations (Board Due & other)	\$12,000.00					12,000	
Gov. Payments	\$260,000.00					260,000	

						740,503	
Total Revenue						987,903	This is your total revenue - how much money is coming into your business.
Income						14,588	Your total income = your revenue - your expenses.