



## Budget Worksheet to Estimate FCC Program Expenses

2.17.15

This worksheet is designed to help you figure out your expenses. Each family child care business is different. You may not have expenses for all the categories listed – that’s ok. Just leave them blank. There is also a spot at the bottom of the worksheet for you to add any expenses not already on the list. To find some of these annual amounts you may be able to look at your Schedule C from last year.

### PART A - SAMPLE

Category of expense	Multiplication to get annual amount	Annual amount of expense
I pay myself \$__700__ per month as a salary	Multiply that amount by 12	Annual salary: \$8400.00 [A1]
I contribute \$__41__ per month for my IRA retirement plan	Multiply that amount by 12	Annual retirement contribution: \$492 → round up: \$500 [A2]
I pay \$__750__ per month for housing	Multiply that amount by 12	Annual housing: \$9000 (a portion of this amount [\$5000] = what the program will contribute toward the full cost) [A18]= \$5000
I pay \$__45__ per month for phone	Multiply that amount by 12	Annual phone: \$540 (utilities) [A3d]
I pay \$__205__ per month for energy/heat	Multiply that amount by 12	Annual energy/heat: \$2460 (utilities) [A3a]
I pay \$__180__ <b>per quarter</b> for water	Multiply that amount by 4	Annual water: \$720 (utilities) [A3b]
I pay \$__250__ per month for food <b>for the child care</b>	Multiply that amount by 12	Annual food: \$3000 [A4]
I pay \$__151__ per month for internet access (included in cable bill)	Multiply that amount by 12	Annual internet: \$1812 round up → \$1820 [A3c]
I pay \$__41__ per month for toys <b>for the child care business</b>	Multiply that amount by 12	Annual toys: \$492 round up → \$500 [A5]
I pay \$__83__ per month for children’s supplies (art materials, extra diapers, small gifts, etc.)	Multiply that amount by 12	Annual children’s supplies: \$996 → round up \$1000 [A6]
I pay\$__100__ per month for household supplies (paper towels, cleaning supplies, etc.)	Multiply that amount by 12	Annual household supplies: \$1200 [A7]
I pay \$__4__ per month for my professional development (classes for credit, workshops, online classes, etc)	Multiply that amount by 12	Annual professional development: \$48 → round up \$50 [A8]
I pay \$__2__ for advertising (business cards, ads in the phone book, copying brochures, web design, etc.)	Multiply that amount by 12	Annual advertising: \$24 → round up \$25 [A9]
Number of miles I drove last year for business (See Form 4562 <i>Depreciation and Amortization</i> ; Section B, Line 30): __708 miles__	Multiply that amount by .565 (current 2013 federal rate) (this amount figures in gas, repairs, & wear on vehicle)	Annual mileage: \$400 [A10]
Amount I paid for business liability	Transfer that number to	Annual business liability insurance:

insurance last year: \$__600__	the next column	\$600 [A11]
I pay \$__16.50_ per month for office supplies (pens, paper, printer ink, etc.)	Multiply that amount by 12	Annual office supplies: \$198 → round up \$200 [A12]
I would like to set aside \$__37.50_ per month to help me make my Quality Improvement Plan (QIP) a reality	Multiply that amount by 12	Annual support for QIP: \$450 Divided for two goals \$250 and \$200 [A13]
<b>If I am a homeowner</b> , last year I paid \$__1500_ for my property tax (See Form 8829 <i>Expenses for Business Use of Your Home</i> ; Line 11(b).)	Transfer that amount to the next column	Annual property tax: \$1500 [A14]
<b>If I am a homeowner</b> , I am setting aside \$__104_ per month for home repairs and maintenance.	Multiply that amount by 12	Annual home repair and maintenance: \$1248 → round up \$1250 [A15]
<b>If I am a homeowner</b> , last year I paid \$__700_ for homeowner insurance	Transfer that amount to next column	Annual homeowner insurance: \$700 [A16]
<b>If I am a renter</b> , last year I paid \$_____ for renter insurance	Transfer that amount to next column	Annual renter insurance: 0 [A16]
<b>If I am an employer</b> , I pay \$_____ per month for my employees' wages	Multiply that amount by 12	Annual employees' wages: 0 [T1]
<b>If I am an employer</b> , I pay \$_____ per <b>quarter</b> in taxes (any withholding, payroll, Social Security, federal unemployment, state employment, Medicare, etc.)	Multiply that amount by 4	Annual employer taxes: 0 [T2]
<b>If I am an employer</b> , I pay \$_____ per month in Workers' compensation	Multiply that amount by 12	Annual Workers' compensation: 0 [T3]
<b>If I am an employer</b> , I pay \$_____ per month for health insurance	Multiply that amount by 12	Annual insurance: 0 [T4]
<b>If I am an employer</b> , I pay \$_____ per month in support costs (trainings, benefits, background checks, other needed costs to support employees)	Multiply that amount by 12	Annual employee support: 0 [T5]
I pay \$_____ per month for this expense not listed above:	Multiply that amount by 12	Expense: _____ [A17] Amount:
I pay \$_____ per month for this expense not listed above:	Multiply that amount by 12	Expense: _____ [A18] Amount:
I pay \$_____ per month for this expense not listed above:	Multiply that amount by 12	Expense: _____ [A19] Amount:

\*\* If you have an annual amount and want to figure out how much to budget per month for that expense, take the annual amount and divide it by 12.

\*\* If you have a percentage and want to multiply it by a number, move the decimal point to the left two spots. For example, 55.36% becomes .5536 and 4% becomes .04 (because you need to add a zero before the 4).

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For a complete list of items that can be written off on your taxes as a family child care provider and the proper method for writing your business expenses off, please see Tom Copeland's book *Family Child Care Record Keeping Guide* available from Redleaf Press.