

<b>Income categories defined</b>	
<b>Tuition</b>	This is the income from child care services provided. This income can come from Wisconsin Shares (subsidy payments), co-pays, or private pay. It can vary monthly depending on payment schedules and amounts earned.
<b>CACFP</b>	This is the income from the food program. It varies monthly depending on which Tiers are being reimbursed, number of meals being reimbursed, and number of days per month the program is open.
<b>Registration fees</b>	This program charges a registration fee. Not all programs do. Programs may charge a range of fees for services. These may be paid once a year, monthly or at new enrollment.
<b>INCOME TOTALS</b>	This is the amount of each income category added up, per month and then totaled for the year in bold.
<b>Expenses</b>	
<b>Salary</b>	This is an expense which results from the provider paying herself monthly. This ensures that the provider has money to spend for personal items without using business money directly. In addition, it helps set up the mindset that providers deserve to be paid for their work without waiting for the 'leftovers' after paying all the other bills. The provider could consider making this a regular, set amount –either a set dollar amount or for some providers, a percentage of income may work better.
<b>Children supplies</b>	This is an expense which results from a variety of purchases like bibs, art materials, books, etc. This might include diapers and wipes if the program provides them. The amount spent varies per month based on what the program might need and what the program can afford.
<b>Food</b>	This is the amount of money the program spends on food for the child care business. Programs can choose to track exact amounts of money spent on child care food or take the standard meal allowance for <b>tax</b> purposes, but for YoungStar should track money spent (actuals).
<b>Toys</b>	This is the amount spent on toys for the child care business. Toys purchased for the provider's own children should not be totaled here as this is for program record-keeping. This amount can vary based on program needs and resources.
<b>Household supplies</b>	This is the amount spent on cleaning goods, paper goods (paper towels, napkins, toilet paper), and other everyday necessities. This amount can vary based on program needs and usage.
<b>Retirement</b>	This is the amount spent on the provider's retirement plan. As the providers are self-employed and therefore responsible for their own retirement well-being, providers could consider a set amount each month, either by set dollar amount or a percentage of income per month.
<b>Prof dev.</b>	This is the amount spent on trainings, professional books for self-learning, conferences, or workshops. This amount can vary based on number of trainings the provider wishes to attend, program needs, or resources.
<b>Advertising</b>	This is the amount spent on advertising for the program. This could include business cards, website hosting

	or design, items with logos (pens, t-shirts, etc), flyers, yellow page advertisements, etc. This amount can vary.
<b>Mileage</b> [# of miles driven X .51= \$ amt]	This is the amount spent on mileage (not gas). The amount is figured out by taking the number of miles driven for business per month and multiplying it by the current federal rate. The current federal rate changes annually and can be found <a href="#">here</a> . The government's standard mileage rate includes the cost of gasoline, repairs, and general wear and tear on the vehicle. This amount will vary by month based on the amount of travel for business that is needed for each month. If programs use alternate transportation for business travel (bus, taxi, etc), those amounts can be recorded and placed in a 'transportation' category.
<b>Business Liability ins.</b>	This is the amount spent on insurance for the business. This amount will vary based on the amount of coverage a program chooses. Some companies require full payment once a year, others may allow monthly or quarterly payments.
<b>Office supplies</b>	This is the amount spent on pens, paper, ink cartridges, folders and other necessary items for running a business. This amount can vary based on program needs and usage.
<b>QIP Outdoor toys</b>	This is the amount spent to support the Quality Improvement Plan the program has created. The amount can vary based on the program's needs or identified plan.
<b>QIP Multicultural</b>	This is the amount spent to support the Quality Improvement Plan the program has created. The amount can vary based on the program's needs or identified plan.
<b>Property tax</b>	This is the amount spent on annual property tax bill. This amount changes annually based on tax rates for the property.
<b>Mortgage interest</b>	This is the amount spent on the interest portion of the mortgage payment, not the full housing payment. Mortgage <i>interest</i> is the amount used for tax purposes. Programs can choose to budget/record the full amount of housing costs if that is more helpful.
<b>Utilities</b>	This is the amount spent on utilities like water, electricity, heat, gas, cable (if used for business), and/or internet (if used for business). This amount can vary based on program needs and usage. Per IRS, the first phone line into the house cannot be written off.
<b>Home repairs</b>	This is the amount spent on repairs to the house. Record keeping will need to show which are repairs directly related to the child care business (i.e., a child damages a wall) and those that are general repairs. The amount can vary based on program needs.
<b>Home insurance</b>	This is the amount spent on repairs to the home, which can be renters insurance or homeowners insurance. This amount can vary based on the amount of coverage a program chooses.
<b>EXPENSE TOTALS</b>	This is the amount of each expense category added up, per month and then totaled for the year in bold.

Note: on the budget documents, there are categories of OTHER. These are there for programs to be able to further personalize the budget documents and add categories that are not currently listed above.