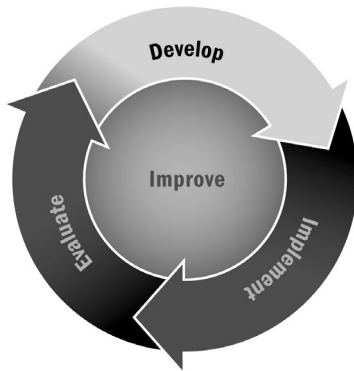


## Budget Worksheet



In Chapter 1, you learned that it is important that someone oversees the budget by tracking revenue and expenses and planning detailed budgets for at least two years. Planning your revenue and expenses for two years will help you identify where you may have shortfalls, how many staff members you can afford to hire, the types of programming you can run, and the materials you can purchase.

**Directions:** Use this worksheet to help you think about the costs associated with operating an afterschool and expanded learning program. The first part of the worksheet lists potential funding sources and allows you to record the total amount of funding available from each source in order to compare your

estimated costs with your estimated revenue. The second part of the worksheet provides an itemized list of typical expenses. For each item, record the estimated or actual cost.

### Part I – Potential Resources

Potential Funding Sources	Estimated Contribution
Local government	
School district	
State grants	
Federal grants	
Foundation funds	
Parent-teacher organizations	
Local civic and service clubs	
Local businesses	
Tuition and user fees*	
In-kind contributions	
Other	
<b>Total Revenue</b>	

## Part II – Typical Expenses

Item or Service	Estimated Total Cost/Fiscal Year
Management (percentage of staff time/salary for human resources, development, quality improvement, administrative)	
Professional development (internal and external)	
Project staff member salaries	
Contractual services	
Fringe benefits	
Annual rental fee/costs for modifying space	
Furniture/equipment	
Program materials	
Field trips	
Office supplies	
Technology (phones, computers, tablets, printers) <i>These are onetime purchasing costs, with upkeep (or depreciation) expenses thereafter</i>	
Utilities	
Transportation/travel	
Annual fees/licenses	
Insurance	
<b>Total Costs</b>	
<b>Total Revenue (from Part I)</b>	

Now, put the total revenue from Part I in the last row of your budget in Part II. Do the two numbers align? If so, then great! If not, you may need to adjust your anticipated expenses or make a more aggressive plan for bringing in revenue. Remember that in-kind, or donated, goods and services are a great way to offset costs at the start of a program. Use **Tool 18** to learn more about in-kind contributions.

\*Note: Participation must be affordable for families in the community. Be careful of fees that are too high and that make the program inaccessible for families.