

# MONTHLY CASH FLOW STATEMENT

Month \_\_\_\_\_ Year \_\_\_\_\_

## INCOME

## AMOUNTS

Tuition

\_\_\_\_\_

Registration

\_\_\_\_\_

Other

\_\_\_\_\_

\_\_\_\_\_

## TOTAL INCOME

\_\_\_\_\_

## EXPENSES

## AMOUNTS

Capital Equipment

\_\_\_\_\_

Operating Expenses

Supplies

\_\_\_\_\_

Curriculum Materials

\_\_\_\_\_

Salaries

Salaries/Taxes

\_\_\_\_\_

Church

Church Payment

\_\_\_\_\_

Others

\_\_\_\_\_

## TOTAL EXPENSES

\_\_\_\_\_

## NET

\_\_\_\_\_

## **SAMPLE BUDGET PROPOSAL**

### MONTHLY INCOME

Tuition	23,190.00
Registration	950.00
Activity fees	<u>300.00</u>
<b>TOTAL</b>	<b><u>\$24,440.00</u></b>

### MONTHLY EXPENSES

Salaries	16,000.00
FICA	1,225.00
Substitutes	240.00
Classroom supplies	550.00
Special events – teacher	20.00
Special events – child	300.00
Office equipment	225.00
Phone	60.00
Music	10.00
Equipment	200.00
Curriculum	130.00
Professional development	50.00
Service charge	25.00
Insurance – liability	50.00
Cleaning costs – services/supplies	540.00
Workman’s compensation	70.00
Postage	12.00
Administration	13.00
Pledge agreement	1,160.00
Capital equipment	<u>1,000.00</u>
<b>TOTAL</b>	<b><u>21,880.00</u></b>

## BUDGETED EXPENSES VERSUS ACTUAL YEAR-TO-DATE EXPENSES

	School Year To Date	School Year Budgeted	Percentage Of Budget
	_____	_____	_____
Tuition	\$128,262.00	\$197,640.00	64.90%
Activity Fees	\$3,044.00	\$1,800.00	169.15%
Interest	\$192.18	\$0.00	0.00%
<b>EXPENSES</b>			
Bank Fees	\$121.20	\$225.00	53.87%
Cleaning	\$3,120.00	\$4,815.00	64.80%
Copy Machine	\$854.68	\$2,700.00	31.65%
Curriculum	\$742.27	\$1,350.00	54.98%
Equip			
Capital	\$4,626.95	\$0.00	0.00%
Other	\$1,419.24	\$720.00	197.12%
Insurance			
Liab	\$423.50	\$450.00	94.11%
WorkComp	\$637.20	\$270.00	236.00%
Misc	\$583.17	\$0.00	0.00%
Payroll			
FICA	\$7,338.50	\$11,700.00	62.72%
Salary	\$79,707.01	\$149,310.00	53.38%
Sub	\$1,147.50	\$2,160.00	53.13%
Playground	\$2,259.00	\$0.00	0.00%
School Bags	\$288.31	\$0.00	0.00%
Special Events			
Children	\$1,562.20	\$1,800.00	86.79%
Teachers	\$150.25	\$135.00	117.22%
Supplies			
Art & Classrooms	\$3,099.42	\$6,300.00	49.20%
Music	\$31.74	\$135.00	23.51%
Office	\$64.00	\$0.00	0.00%
Telephone	\$347.40	\$540.00	64.33%
Training Prof Dev	\$265.00	\$630.00	42.06%
<b>TOTAL</b>	<b><u>\$108,796.54</u></b>	<b><u>\$183,240.00</u></b>	<b>59.37%</b>