

INCOME & EXPENDITURE: SUMMARY

ORGANISATION:

YEAR:

Please do not change the information in the yellow boxes as the figures will automatically calculate once you have entered information required

	<i>No. of</i>		
<i>Maximum number of places</i>	<i>sessions per day</i>	<i>No. of days open</i>	<i>Total sessions offered</i>

INCOME

£ p

Comments

Childcare fees	Hourly rate	No of hrs/week	Weeks of service	No of places		
Entitlement 2 yr old					£0.00	
Entitlement 3&4 yr old					£0.00	
Fee paying 2 yr old					£0.00	
Fee paying 3&4 yr old					£0.00	
Grants						
Donation (specify)						
Other (sales, fundraising etc)						

Total Income for Year (TOTAL A)

£0.00

EXPENDITURE

£ p

Comments

Capital Expenditure

Premises/Refurbishment		
Equipment		

and

Revenue Expenditure

Staff Pay & 'On-Costs'						
Position	Hourly rate	No of hrs/week	Weeks of service	On - cost & pension		
Manager					£0.00	
Nursery Nurse					£0.00	
Nursery Nurse					£0.00	
Administration					£0.00	
					£0.00	
					£0.00	
Overheads						

Rent		
Rates		
Light and heat		
Repairs and renewals		
Agency Staff		
Food and drink		
Recruitment and training		
Uniforms		
Equipment and toys		
Payroll costs		
Accountancy Fees		
Insurance		
Cleaning		
Printing and stationery		
Telephone		
Subscriptions		
Banks Charges		
Sundry expenses		

Total Expenditure for Month/Period (TOTAL B)

£0.00

OPERATING SURPLUS OR DEFICIT FOR THIS YEAR: TOTAL (A) - TOTAL (B)

£0.00

Overall Comments:

Figures prepared by:

Date:
