

CHILD CARE ANNUAL BUDGET GUIDELINES

GENERAL

The budget will be prepared to cover the period of the child care centre's fiscal year. The completed budget should be the child care centre's most realistic estimate of expected revenues and expenses.

DESCRIPTION OF BUDGET SUBMISSION

Actual Prior Year

This column represents the child care centre's actual operating results for the fiscal year just ended. A review of this information in conjunction with the centre's planned changes, will aid in developing realistic revenue and expenditure estimates for the coming budget year.

Budget This Year

This column represents the centre's estimate of its revenues and expenses for the current year. It is not necessary to wait until the centre's fiscal year has ended before the preparation of the budget begins. Many of the estimates can be determined in advance and therefore, budget preparation should begin as soon as possible.

The attached Chart of Accounts contains descriptions and procedures for developing each estimated amount.

Budget First Six Months

This column is to be completed once the yearly budget has been prepared. It represents an estimate of the centre's operation for the first six months in its fiscal year.

Consultation

The Early Learning and Child Care (ELCC) Division is available to assist if you have questions or concerns about the preparation of a budget. Please contact your Child Care Coordinator or Financial Analyst for assistance.

Please ensure the budget is as accurate as possible and is complete. The completed budget and all schedules and explanatory comments should be completed and submitted to the ELCC Division using Child Care Online.

CHART OF ACCOUNTS REVENUE

1. **Fees** - This is the total amount expected from subsidized and non-subsidized parents. The formula used by the centre to calculate parent fees must be shown on **Schedule: Account No. 1 - FEES**.
2. **Start Up Grant** - If applicable, for new centres or for new licensed spaces.
3. **Inclusion Support Program** (referred to as Children with Disabilities on CCO budget submission) - If applicable, must be included in the budget. Please note that staffing grant funding is approved separately.
4. **Fundraising** - Gross income.
5. **Donations**
6. **Interest and Investment Income** - Interest from savings accounts or other investments.
7. **Other** - Includes any revenue that does not fall into previous accounts. Entered on **Schedule: Account No. 7 – REVENUE: OTHER**. An explanatory note is required for each type of revenue. May include:
 - If applicable, employers' pension plan contribution funding must be included in the budget. Please note that this funding is approved separately.
 - If applicable, other types of grants from provincial or federal government and other sources must be included in the budget.
8. **Operating Grant – Schedule: Account No. 8 – OPERATING GRANT** must be completed. See Funding Policies and Procedures for rates.

CHART OF ACCOUNTS EXPENSES

STAFF SALARIES AND BENEFITS

Schedule: Account No. 9 – 14 – TOTAL SALARIES must be completed. For the purpose of this budget, the following definitions are applicable:

9. **Director(s)** - The person(s) who is responsible for the overall management and supervision of the centre staff and daily program.
10. **Assistant Director(s)** – The person(s) who assist(s) the Director(s) in the overall management and supervision of the centre staff and daily program.
11. **Supervisor(s)** – The person(s) who is responsible for supervising other child care employees, in addition to working directly with children.

Supervisor(s) – CCA in Training – Actively pursuing an ECE classification and has a contract with the centre that includes an end date for training.
12. **Full-Time Child Care Employees** - Those persons whose major responsibility is working directly with children for 30 hours per week or more.

Full-Time Child Care Employees – CCA in Training – Actively pursuing an ECE classification and has a contract with the centre that includes an end date for training.

13. **Part-Time Child Care Employees** – Those persons whose major responsibility is working directly with children for less than 30 hours per week.

Part-Time Child Care Employees – CCA in Training – Actively pursuing an ECE classification and has a contract with the centre that includes an end date for training.

14. **Other Employees** – Additional employees whose responsibilities are other than child care, please indicate positions.

Prior Year Staff should also be indicated for each definition. They are persons who are not currently employed at the centre but who were employed in the previous budget year.

15. **Employer Benefits** – represent the employer's portion, which must be paid. Entered on **Schedule: Account No. 15e – STAFF SALARIES AND BENEFITS: OTHER.**

- a) **CPP** - Employer's portion is the same as the employee's portion
- b) **EI** - Employer's portion is 1.4 x the employee's portion
- c) **Workers Compensation** - Gross salaries x rate established by Workers Compensation
- d) **Group Insurance** – Employer portion
- e) **Other** - Employer portions of other benefits/expenditures. An explanatory note is required.

PROGRAM

16. **Children's Activity Supplies** - Items which are usually depleted during the budget period, such as art supplies and small table top toys or activity type toys.

17. Children's Program

- a) **Equipment and Furniture** - Items lasting more than one budget period. e.g., climbers, table and chairs, cots, etc. Entered on **Schedule: Account No. 17a - PROGRAM: EQUIPMENT AND FURNITURE.**
- b) **Equipment Repairs** - Made to children's program equipment and furniture.

18. **Food** - Indicate type of food program offered (snacks, supplement, full meals, none) and cost based on amount per child, per day.

19. Kitchen, Cleaning and Sundry Supplies

20. **Special Events/Outings** - Should include all costs related to an event or outing, including travel cost if the centre does not own a vehicle. Entered on **Schedule: Account No. 20 - PROGRAM: SPECIAL EVENTS/OUTINGS.**

21. **Other** - Any program expenditure that does not fall into the previous categories. An explanatory note is required for each type of expenditure. **Entered on Schedule: Account No. 21 - PROGRAM: OTHER.**

OFFICE AND BUILDING

- 22. a) **Rent**
- b) **Mortgage** - Monthly principle and interest payment

- c) **Utilities** - Heat, water, electricity, monthly security system charges.
- d) **Taxes**

23. Contract Cleaning Services

- 24. Equipment and Furniture** - Items lasting more than one budget period, e.g., desk, filing cabinets, computer equipment (including software), large appliances. An explanatory note is required for each type of item. Entered on **Schedule: Account No. 24 - OFFICE AND BUILDING: EQUIPMENT AND FURNITURE**.

25. Repairs and Maintenance

- 26. Leasehold Improvements** - Includes major building expenditure such as renovation and construction costs. An explanatory note is required. Entered on **Schedule: Account No. 26 - OFFICE AND BUILDING: LEASEHOLD IMPROVEMENTS**.
- 27. Other** - Any office and building expenditure that does not fall into the previous categories. An explanatory note is required. Entered on **Schedule: Account No. 27 - OFFICE AND BUILDING: OTHER**.

ADMINISTRATIVE

- 28. Accounting/Payroll Fees** - Cost for accounting/bookkeeping services, payroll services.
- 29. Advertising**
- 30. Annual Meeting**
- 31. Annual Return Fee** - Cost of annual return filed with the Companies Office.
- 32. Association Dues & Memberships** – Professional dues, e.g. Manitoba Child Care Association and other memberships, e.g. Costco.
- 33. Audit Fee**
- 34. Computer Software and Supplies**
- 35. Financial Service Charges** - Cost of loans, overdrafts or any other service performed by your bank, credit union or trust company.
- 36. Insurance** - e.g., fire, theft and liability, Directors Insurance
- 37. Internet**
- 38. Portage, Stationery and Office Supplies**
- 39. Staff Training/Conferences**
- 40. Telephone**
- 41. Travel**

- a) **Employee** - In accordance with the travel and mileage charge established by the Board of Directors and restricted to business travel relating to the operation of the centre. Recommend 45¢ per km, (Government of Manitoba rate as of July 2022) to a maximum of 160 km per month.
 - b) **Children** - Vehicle repair, gas, maintenance and insurance for a centre-owned vehicle.
- 42. Other** - Any administrative expenditure that does not fall into the previous categories. An explanatory note is required. Entered on **Schedule: Account No. 42 - ADMINISTRATIVE: OTHER.**