

**Finances of Early Childhood Programs – Instrument (not for day schools)**

**Number of Children: Number of Teachers:**

**Tuition: \$ Membership Dues: \$ Building Fund: \$**

**by Eli Schaap, December 29, 2004**

**CONFIDENTIALITY:** Please note that all the information on this form will only be available to the actual site themselves and the staff of Project Kavod - Pat Bidol-Padva, Eli Schaap and Roberta Goodman

**Income:**

1	What is the total income from tuition based on what should be paid according to the fees?	\$ -
2	Reduce this amount by the amount of scholarships given	\$ -
3	What is the adjusted tuition amount (#1 - #2)?	\$ -
4	What is the total income from program and other fees?	\$ -
5	Reduce this amount by the amount of scholarships given	\$ -
6	What is the adjusted total income from program and other fees (#4 - #5)?	\$ -
7	What is the total income for grants and donations earmarked for the EC program?	\$ -
8	What is the total income for the building fund, if this is mandated?	\$ -
9	What is the income from required membership fees paid for by the parents of the EC programs children, if they are mandated for enrollment of children into the EC program?	\$ -
10	<b>The total income</b> for the EC programs is #3 + #6 + #7 + #8 + #9	\$ -

**Expenses:**

**Direct**

11	Total salaries and consultant fees of the EC program staff (only report those staff members who work exclusively in the EC program)	\$ -
12	Total benefits paid for the employees listed under #11	\$ -
13	Total direct program expenses (supplies, professional development, telephone if it is separately invoiced. etc.)	\$ -
14	Liability Insurance (if the costs to the EC program are tracked separately)	\$ -
15	Capital equipment specifically purchased for the EC program (costs can be spread over more than one year)	\$ -
16	<b>Total direct expenses</b> is #11 + #12 + #13 + #14 + #15	\$ -

**Indirect**

17	List all employees and consultants which have some involvement with the EC program			
	<b>Staff member</b>	<b>Total compensation including benefits</b>	<b>% of Time spend on EC program</b>	<b>Total Cost EC</b>
	Rabbi	\$ -	0%	\$ -
	Cantor	\$ -	0%	\$ -
	Assoc. Rabbi	\$ -	0%	\$ -
	Exec. Director	\$ -	0%	\$ -
	Educ. Director	\$ -	0%	\$ -
	Bookkeeper	\$ -	0%	\$ -
	Accountant	\$ -	0%	\$ -
	Maintenance Staff: See line #25 Below			
	<b>Total Indirect Expenses Based on Employee Costs</b>			<b>\$ -</b>

18	What is the total amount of square ft. occupied by the EC program?	0
19	If the space occupied by the EC program is shared with other programs list the number of hours per week the EC program uses the space:	0
20	list the number of hours per week the other program(s) use(s) the space:	0
21	Calculate the percentage of the time the EC program uses the space vs. the other program = #19 divided by #19 + #20	0.0%
22	Calculate the adjusted number of square ft. used by the EC program = #18 * #21	0
23	What is the total square ft. of the institution that houses the EC program?	0
24	Calculate the proportion of the square feet used by the EC program vs. the total institution: #22 divided by #23	0.0%
	Expense categories for institutions as a total:	
	Rent or mortgage payments	\$ -
	Insurance - Liability Insurance (if not separately tracked for the EC program under #14)	\$ -
	Security of premises	\$ -
	Utilities (gas, electric, water, garbage removal etc.)	\$ -
	Maintenance Staff	\$ -
	Telephone (if not separately tracked for the EC program under #13)	\$ -
	Equipment shared with the EC program (exclusive equipment to be reported under #13)	\$ -
	Postage (if not separately tracked for the EC program under #13)	\$ -
	Supplies (if not separately tracked for the EC program under #13)	\$ -
	Other expenses shared with the EC program	\$ -
25	Total Expenses Based on Space Allocation	\$ -
26	<b>Total Expenses For EC Program Based on Space Allocation = #24 * #25</b>	<b>\$ -</b>
27	<b>Total Indirect Expenses For EC Program = #17 + #26</b>	<b>\$ -</b>
28	<b>Total Direct and Indirect Expenses For EC Program = #16 + #27</b>	<b>\$ -</b>
<b>Total Profit/Loss</b>		
29	<b>Total Income less Total Expenses of the EC Program = #10 - #28</b>	<b>\$ -</b>
30	<b>Total Profit/Loss per Student</b>	<b>\$ -</b>