

The Center for Retention & Expansion of Child Care NW Financial Spreadsheet Guide

General Instructions: Using the Microsoft Excel spreadsheet, complete the green highlighted fields to the best of your knowledge. Amounts can be approximated. Please do not change the formulas in any fields. If you need help completing this form, please contact your EA/QCC Coach or C-RECC at childcarebiz@oppco.org. More information on C-RECC Financial Spreadsheet sections and line items can be found below

A. In Row 2, fill out your child care business name

B. “Notes” Column I: include any notes or additional details important for the review committee to know about recorded revenues and expenses

C. “Revenue” Section (Row 3):

Before you begin, find the yellow field (“E3”). In this field, enter the current month (for example, Feb-21). Complete the month fields prior to and following the yellow field (see example below).

Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21
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- “Private Pay Income”: Payments received for children served during the month or fees paid by families to hold a slot within your business for that month.
- “Subsidy Payments”: Dollars received from the State of WA for children from income-eligible households, whether based on enrollment or actual attendance. Examples include but are not limited to Working Connections, Seasonal Workers, Military, Tribal, Foster children.
- “USDA Child-Adult Care Food Program (CACFP)”: Reimbursement payments received from the Child-Adult Food program for nutritionally qualified meals and snacks.
- “Federal Paycheck Protection Program (PPP)”: Federal CARES Act loan accessed through a local bank or credit union, which might be forgiven and become a grant, if criteria are met.
- “WA-DCYF COVID-19 Child Care Grant(s)”: One-time grant(s) issued per licensed site based on licensed capacity.
- “Local Child Care Grant(s)”: One-time grant(s) issued upon demonstrating a financial need in support of your child care/before and after school program. These grants do not have to be repaid. Examples include but are not limited to The Opportunity Council, United Way, etc.

- “Bank Loans/Line of Credit”: Dollars obtained from bank or credit union outside of government programs, including necessary usage of new or pre-existing line of credit in order to fund your operations.
- “Federal Small Business Administration (SBA) Economic Injury Loan (EIDL)”: Dollars received from a special Small Business Administration center in response to the COVID-19 disaster declaration.
- “Other Federal Small Business Administration (SBA) Loan(s)”: Funding from a Small Business Administration loan program.
- “Monetary Donations”: Donations in the form of money. Do NOT include food, supplies or educational materials.
- Recommend including a blank row with “Other” where other revenue sources can be added as needed.

D. Expenses Section (Row 17)

- “Provider Salary/Owner Draw”: Regular payments made to the individual or group owning the child care business. It is important to record this expense, even for months that the payment was not made. (Make notes in the “H” column, for example “did not actually take wage for Nov-Dec.”)
- “Staff Wages”: Payroll for child care staff for the month indicated. Include any vacation or sick pay.
- “Employee Benefits”: Contributions to retirement plans, health plans and or credential education funds set aside for employee(s).
- “Government Taxes”: Employer portion of L&I, Social Security and Medicare taxes. Monthly equivalent of property taxes paid by the provider on the building(s) used for child care, if not included in mortgage/rent payment. Do NOT include sales tax you pay on supplies or other items.
- “Trainings”: Can include but are not limited to professional development, trainings, licensing requirements/CPR, etc.
- “Facilities Rent/Mortgage”: Rent or mortgage payments for space(s) dedicated to child care services.
- “Insurances”: General liability insurance, “umbrella” policies and property insurance. Vehicle insurance for cars/buses used in child care operations, etc. Mortgage insurance, if not included in your mortgage payment. (For semi-annual/annual insurance chargers, be sure and divide appropriately across the months) Licensed Family Child Care providers may need to remember to use time space percentage when submitting this number. Also

you may take your semi-annual or annual insurance charges for eligible coverages and use a one-sixth or one-twelfth distribution of the expenses.

- “Utilities”: Electricity, water/sewer, natural gas, propane, cable/internet, telephone, security system. Licensed Family Child Care providers may need to remember to use time space percentage when submitting this number.
- “Transportation”: Vehicle payments. Vehicle operations costs such as gas, cleaning, repair costs, and oil changes used to support children enrolled. V
- “Maintenance & Repairs”: New improvements, repairs, equipment replacements or other facility investments paid during the month (not past investments) to maintain licensing or health/safety best practices, and to protect the building asset used for child care operations.
- “Business Expenses”: Business taxes, business license, permits, etc. Non-staff, outside professional assistance, legal fees, accounting services, etc. Administrative/office supplies such as postage, printing, computers, software, etc.
- “Janitorial/Cleaning Supplies”: Including but not limited to Non-staff, outside cleaning company fees, personal protection equipment (PPP), masks, thermometers, sanitizers, etc.
- “Educational Supplies”: Including but not limited to field trip fees/cost, classroom materials, books, toys, classroom technology and media, games, educational materials, etc.
- “Debt Payments”: Include monthly payments toward any child care services, business related debt previously incurred but yet to be paid off.
- “Other”: If you have an operational expense that doesn’t fit within any of the previous line items, provide the dollar amount and a description of the cost, including how you calculated the amount. Additional rows can be added as needed by using “Insert Rows” command.