

Budget Planning Worksheet

Map income and expenses for the year to plan with confidence.

HEADER

School year

Prepared by

INCOME

SOURCE	MONTHLY	ANNUAL	NOTES
Tuition & fees			
Registration fees			
Donations / fundraising			
Grants			
Other income			
TOTAL INCOME			

EXPENSES

CATEGORY	MONTHLY	ANNUAL	NOTES
Salaries & benefits			
Rent / facilities			
Utilities			
Curriculum & supplies			
Technology & software			
Marketing & admissions			
Insurance & compliance			
Other expenses			
TOTAL EXPENSES			

NET POSITION

TOTAL INCOME	TOTAL EXPENSES	SURPLUS / (DEFICIT)