

**504. Sample Budget**

**BUDGET OUTLINE**

<b>Income</b>					
1. Tuition:					
Grade	Number of Children	Tuition	Fees	Book Rental	Total
K					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Totals					
				Subtotal	\$ _____

2. Subsidies:		
	Conference Subsidy:	
	Church Subsidy	
	1.	
	2.	
	3.	
	4.	
	Subtotal	\$ _____

3. Miscellaneous Income:		
	Donations and Gifts	
	Student Aid	
	Equipment	
	Check Exchange	
	Student Projects	
	Cafeteria	
	Music	
	Home and School	
	Other:	
	Subtotal	\$ _____

<b>Expenses</b>		Last Year Budget	Proposed Budget
1. School Employees:			
	Teacher Contract to Conference		
	Bus Drivers		
	FICA		
	Janitor/Maintenance		
	Secretary/Treasurer		
	Substitutes		
	Teacher Aides		
	Other		
	Subtotal	\$ _____	\$ _____

2. Supplies (expendable):		Last Year Budget	Proposed Budget
	Bookstore		
	Building Maintenance		
	Cafeteria		
	Classroom:		
	Art		
	Music		
	Science		
	Vocational		
	Other		
	Subtotal	\$ _____	\$ _____

3. Equipment (nonexpendable):		Last Year Budget	Proposed Budget
	Audio Visual		
	Cafeteria		
	Furniture		
	Library Books		
	Playground		
	Textbooks		
	Other		
	Subtotal	\$ _____	\$ _____

4. Utilities:		Last Year Budget	Proposed Budget
	Garbage Service		
	Electric		
	Gas		
	Telephone		
	Water & Sewer		
	Other		
	Subtotal	\$_____	\$_____

5. Insurance:		Last Year Budget	Proposed Budget
	Bus		
	Fire & Liability		
	Student		
	Workman's Compensation		
	Other		
	Subtotal	\$_____	\$_____

6. Maintenance & Repair:		Last Year Budget	Proposed Budget
	Building		
	Bus (all expenses)		
	Equipment		
	Other		
	Subtotal	\$_____	\$_____

7. Miscellaneous Expenses:		Last Year Budget	Proposed Budget
	Bad & Doubtful Accounts		
	Home & School		
	Refunds		
	Returned Checks		
	Tuition Discounts		
	Other		
	Subtotal	\$ _____	\$ _____

Date \_\_\_\_\_ Signed \_\_\_\_\_

\_\_\_\_\_ School Board Chairperson

\_\_\_\_\_ School Board Treasurer

\_\_\_\_\_ Principal/Head Teacher

\_\_\_\_\_ Superintendent of Schools

NOTE: Large Schools may need more detail and itemization. Also, your conference may have an approved financial accounting system that includes a different budget format.