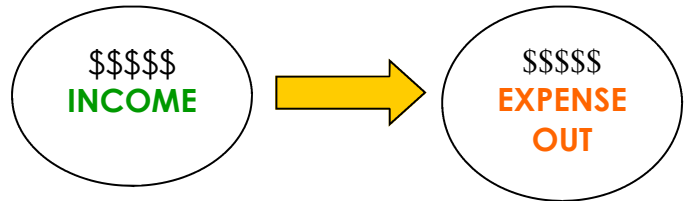


FOR YOUR INFORMATION

CHILDREN'S SERVICES & BUDGETS

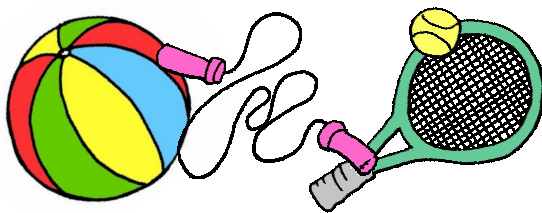
What is a budget?

The Director or Coordinator will have a budget to follow for spending and buying things for the children's services.



It is important you know how to read the budget and work with it as it gives you:

- More control of service and what happens
- Opportunity to make decisions about how to spend money and plan for things.



A budget will show the money coming in to spend which is called **INCOME**.

This money will come from:

- The Government operational subsidy
- Fees
- And other income like fundraising and special grants.

Money being spent is called **EXPENSE**.

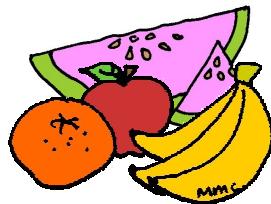
This is the money you spend to:

- Pay the staff wages
- Look after the children
- Maintain the building

Why do you need a budget?

A budget tells you how much money the children's service will get in over one year and how much money you need to spend to pay for:

- Staff wages
- Food
- Toys
- Cleaning products
- Keeping the building and equipment in a good condition



The most money is spent on the staff wages:

- The Coordinator
- Childcare workers
- Cook
- Cleaner
- Book keeper



It is important to have a budget so you can plan for what it will cost to run the service and so you do not run out of money.

You have to make sure there is always enough money to pay everyone.