

**Jumping Jack Day Care Center Monthly Operating Budget**  
*(Expenditures Only. This does not include current monthly revenue)*

Step #1 You must have a budget and record of how much is spent currently monthly per category.

Step #2 When DHS provides closing date on when funds are to be expended is to be considered on how much you will request per category and for how long you can use it.

Step #3 Keep all documentation of purchases including packing slips and receipts. Keep all documentation on the time staff works, bonuses and overtime.

**READ** all information on <https://www.mdhs.ms.gov/early-childhood-care-development/child-care-strong/> concerning the used of Child Care Strong Funds.

*\*Bids are not required but suggested for best price and value. Your profit will come from: the increase in children served (if you use funding for adding staff or other enhancements), enhancing services, follow evidence-based guide for identification of quality and implement a staff development plan that address your needs.*

Date of award: approval from DHS      Closing date of spending funds: within 6 months after the last payment is received

**Payments made in 6 one month increments of total.**

Category	Current Amount Expenditure	Total Request in Child Care Strong Application	Intent/Why?	Calculation for Determining Savings Through Child Care Strong Funds for Later Use	Savings/Revenue for later use prior to the end of the grant	Total for later use prior to the end of the grant
<b>Staff Costs</b>	\$7,000	\$14,000 (per month for 6 months) = <del>\$84,000</del>	To provide raises, bonuses, lower staff/child ratio/extend hours or days of operation, pay overtime to staff for training	Calculation per month: \$7,000 + \$14,000= \$21,000/ (add current expenditure +new cost/request) New expenditures \$11,000 (salaries, fringe etc.) \$21,000- \$11,000=\$10,000 for savings	\$10,000 per month x 6 months	\$60,000
<b>Mortgage/rent, utilities, facility and improvements or insurance</b>	\$1,500 per month for rent	\$1,500 x 6=\$9,000	To pay rent for 6 months	\$9,000+\$9,000= \$18,000	\$1,500 x 6= \$9,000	\$9,000

Renovate playground	\$20,000*	\$20,000 (one-time expense)	To renovate playground	-0-	-0-	-0-
Renovate bathroom ( <b>must have licensing official approval in writing</b> ) Look at licensing findings	\$15,000*	\$15,000(one-time expense)	To make bathroom handicapped accessible	-0-	-0-	-0-
<b>PPE, cleaning and sanitation, professional development related to health and safety-</b> Lock box for medications, PPE security system	\$1,000 for cleaning supplies	\$50,000 for security system (one- time expense) lock box \$150 (one- time expense) PPE and cleaning supplies \$2,000 per month x 6 months=\$12,000	To make center safer and prevent robberies, vandalism or thefts of materials; provide cleaning supplies to ensure clean learning environment exists	Calculation: \$50,150 one- time expense for security system and lock box; \$2,000 x 6 months=\$12,000/\$12,000 for later use	\$2,000 per month- \$2,000=\$1,000 per month (\$1,000) x 6=\$6,000	\$6,000
<b>Goods and Services Necessary to Maintain or Resume Child Care Services</b>	\$500 for learning resources per month	\$180,000 *	To purchase evidence-based curriculum if needed, child care management training, age-appropriate learning materials, cribs, diaper changing table, diapers	Calculation: \$500 per month x 6 months= \$3,000/one- time expense=\$180,000	\$3,000	\$3,000
<b>Mental Health Supports</b>	-0-	\$30,000* (one-time expense)	Contract with mental health consultant(s)	\$-0-	-0-	-0-

**Documentation is imperative of any expenditure or cost you incur.**