

## P2: FINANCIAL STATEMENT

ECD PROGRAMME NAME .....

YEAR/MONTH .....

This template helps you show an overview of your programme's finances and track expenses and income. You can choose to provide a summary for either a month or a year. For a yearly overview, make sure all income and expenses cover 12 months.

INCOME	
Fees	R
Donations	R
Other:	R
Other:	R
Other:	R
<b>TOTAL REVENUE</b>	<b>R</b>

**INCOME:** Money you receive from fees, donations, government subsidy and other sources

OPERATING EXPENSES	
Salaries	R
Learning materials (Toys, books, crayons, paper etc.)	R
Electricity	R
Water	R
Rent	R
Food expenses	R
Cleaning equipment and materials	R
Other:	R
Other:	R
Other:	R
Other:	R
<b>TOTAL OPERATING EXPENSES</b>	<b>R</b>

**EXPENSES:** The things you need to spend money on to run your programme. This includes food, toys, rent, staff wages, fixing the structure or equipment, water, electricity, gas

<b>PROFIT:</b> Income minus operating expenses	<b>R</b>
--	----------