

Sustainability Toolkit

The toolkit has been produced to help you review your business, look at the occupancy levels and the income that you will be generating, for either the next few months, June to December or for a whole year.

How to Use the toolkit:

Tab – Occupancy Levels

This tab will enable you to see what your occupancy level is in percentages, for each term. You need to add in the number of childcare places that are available (this could be lower than those that you are registered for, depending on the number of staff you have available) in the column that says places available. In the next column you add the number of full-time places taken up (i.e. if you have 4 children taking up 2.5 days this will be equivalent to 2 full time places). A percentage of the occupancy level will be calculated automatically.

Insert number of places available.

No off full-time equivalent places taken up

	Nursery	Preschool	Childminder	Nursery	Preschool	Childminder	Nursery	Preschool	Childminder
Spring Terms	Spring Term			Summer Term			Autumn Term		
No of Places Available	100	26	6	150	26	6	150	26	6
No of Places Taken Up Full time equivalent	60	15	3	75	12	3	50	10	2
Occupancy Level	60%	58%	50%	50%	46%	50%	33%	38%	33%

FEE Income: Nursery					FEE Income: Preschool					FEE Income: Childminder	
Hours Open	Children Present - Full Time equ.	No of weeks Open	Fee Per Hour	Income	Hours Open	Children Present - full time equivalent	No of Weeks Open	Fee Per Hour	Income	Hours Open	Children Present - full time equ
30	80	12	£4.10	£118,080.00	30	15	12	£4.10	£22,140.00	30	3
30	75	11	£4.10	£101,475.00	30	12	11	£4.10	£16,236.00	30	3
30	50	15	£4.10	£92,250.00	30	10	15	£4.10	£18,450.00	30	2

Add number of children taking up FEEE

Calculating FEEE Income

You will be able to calculate the income from FEEE in the following cells by in-putting the number of hours of FEEE offered on a full-time bases (15/30 hours) and the number of children taking up the places. This will calculate the amount of income the setting will receive from FEEE funding.

Income Calculation for the Year

This will help you understand any income that your setting will be receiving from different streams including FEEE, and private income.

	Hours claimed/invoiced per week	No of children attending full time equivalent	Weeks of the year	FEEE/Fees charged	Total Income
FEEE Income 2 yr olds	15	8	38	£5.00	£22,800.00
FEEE Income 3/4yr olds	30	40	38	£4.10	£186,960.00
Charges for Lunch Etc	5	40	38	£1.00	£7,600.00
Additional Hours utilised by children accessing FEEE	20	40	30	£5.00	£300,000.00
Income from all other hours sold (Eg baby room, toddler room, etc)	50	12	50	£5.00	£150,000.00
Total Income					£544,560.00

Insert the number of children attending

Insert the fees that you charge per hour

In this area you will need to add the fees that you charge for the different streams of funding e.g. for 2 year old Funding, the rate is £5.00 per hour and 3/4yr old funding is £4.10 per hour. You will need to change the hourly rate that you charge for additional hours and charges for lunch etc. In Column C you need to add the number of children taking up the hours (once again, if you have 2 children taking up 15 hours each, this will be equate to 1 full time equivalent place taken up) A calculation for the income will generated in the Total Income Column.

Cash Flow Forecast

A cashflow forecast will account for all the income and expenditure within the business and give you an overview of the financial position of the business. Income from all different streams is included to give an accurate projection what money will be coming into the business and all areas of expenditure are also included to calculate an accurate position of the finances – whether there is a profit or loss projected for the year.

	Jan	Feb	Mar	April	May	June	July	August	September	October	Nov
Income											
FEE for 2 yr olds	£22,800.00	£1,900.00	£1,900.00	£1,900.00	£1,900.00	£1,900.00	£1,900.00	£1,900.00	£1,900.00	£1,900.00	£1,900.00
FEEE for 3/4 yr olds	£186,960.00	£15,580.00	£15,580.00	£15,580.00	£15,580.00	£15,580.00	£15,580.00	£15,580.00	£15,580.00	£15,580.00	£15,580.00
Private Fees 3/4yr (additional hours used)	£200,000.00	£16,666.67	£16,666.67	£16,666.67	£16,666.67	£16,666.67	£16,666.67	£16,666.67	£16,666.67	£16,666.67	£16,666.67
Additional Charges for Lunch etc	£7,600.00	£633.33	£633.33	£633.33	£633.33	£633.33	£633.33	£633.33	£633.33	£633.33	£633.33
Income from all other Hours Sold (eg baby room etc)	£150,000.00	£12,500.00	£12,500.00	£12,500.00	£12,500.00	£12,500.00	£12,500.00	£12,500.00	£12,500.00	£12,500.00	£12,500.00
Government Business Grant	£10,000.00	£833.33	£833.33	£833.33	£833.33	£833.33	£833.33	£833.33	£833.33	£833.33	£833.33
Furlough Funding Received		£0.00	£0.00	£23,268.00	£23,268.00	£23,268.00	£11,634.00	£11,634.00	£11,634.00	£11,634.00	£5,817.00
Business Bounce Back Loan											
Total Income	£48,113.33	£48,113.33	£71,381.33	£71,381.33	£71,381.33	£59,747.33	£59,747.33	£59,747.33	£59,747.33	£53,930.33	£4
Expenditure											
Wages	£60,000.00	£30,345.00	£23,268.00	£23,268.00	£23,268.00	£30,345.00	£30,345.00	£30,345.00	£30,345.00	£30,345.00	£30,345.00
Ni and Pension	£3,211.00	£3,211.00	£3,211.00	£3,211.00	£3,211.00	£3,211.00	£3,211.00	£3,211.00	£3,211.00	£3,211.00	£3,211.00
Rent/Mortgage	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00
Utilities	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00
Insurance	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00
Ratec	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Insert the exact Amount spent on each are
 Information from the previous Page – income streams divided Into 12 for average income each month

16	Wages		£60,000.00	£30,345.00	£23,268.00	£23,268.00	£23,268.00	£30,345.00	£30,345.00	£30,345.00	£30,345.00	£30,345.00	£30,345.00	£30,345.00
17	Ni and Pension		£3,211.00	£3,211.00	£3,211.00	£3,211.00	£3,211.00	£3,211.00	£3,211.00	£3,211.00	£3,211.00	£3,211.00	£3,211.00	£3,211.00
18	Rent/Mortgage		£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00
19	Utilities		£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00
20	Insurance		£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00
21	Rates		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
22	Stationery		£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00
23	Maintenance		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
24	Materials		£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00
25	Training		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
26	Marketing		£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00
27	Ofsted Registration		£220.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
28	Loan Repayment		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
29	Total Expenditure		£66,381.00	£36,506.00	£29,429.00	£29,429.00	£29,429.00	£36,506.00	£36,506.00	£36,506.00	£36,506.00	£36,506.00	£36,506.00	£36,506.00
30														
31	Profit/loss		£18,267.67	£11,607.33	£41,952.33	£41,952.33	£41,952.33	£23,241.33	£23,241.33	£23,241.33	£23,241.33	£23,241.33	£17,424.33	£17,424.33
32														
33	Cash Balance		-£18,267.67	-£6,660.33	£35,292.00	£77,244.33	£119,196.67	£142,438.00	£165,679.33	£188,920.67	£212,162.00	£229,586.33	£249,000.00	£249,000.00
34														
35														

Projected Profit or loss is calculated

The cashflow forecast will enable the owner/manager to see if there are months of the year where the income is less than the expenditure and enable them to take action early, eg marketing, reviewing expenditure etc.

If you need any further information or support in completing the toolkit, please contact Praksha Bathia, Business Development Officer on 0116 305 8048 or email: Praksha.bathia@leics.gov.uk