

BUDGET

Name of Facility :	
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Postal Address :	
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SECTION A : EXPENDITURE

Column 1	Column 2	Column 3	Motivation / Remarks	
Item of Expenditure	Actual Expenditure for the period 1/4/2004 - 30/9/2004	Budget for financial year 2005 / 2006		
1 HUMAN RESOURCE EXPENDITURE				
(i)	Specify type of all occupational groups in the service plan (e.g. Principal, caregiver, cook, etc.)	Present total number of personnel employed in each occupational group	Salaries and wages in each occupational group	Salaries and wages in each occupational group
	SUBTOTAL: ITEM 1		R 0.00	R 0.00

BUDGET FORMAT FOR ECD FACILITIES ONLY

Column 1		Column 2	Column 3	MOTIVATION / REMARKS
Item of Expenditure		Actual Expenditure for the period 1/4/2004 - 30/9/2004	Budget for financial year 2005 / 2006	
1 HUMAN RESOURCE EXPENDITURE (...continued)				
(ii)	Bonus			
(iii)	Personnel Training(not expenditure Item 5)			
(iv)	Honorarium (Paid Volunteers)			
(v)	Contributions			
	Medical Aid Fund			
	Pension Fund			
	Workmen's Compensation			
	UIF			
	other (specify)			
(vi)	Clothing			
SUBTOTAL: ITEM 1		R 0.00	R 0.00	

2 TRANSPORT EXPENDITURE				
(i)	Petrol (for managerial and/or administrative tasks)			
(ii)	Maintenance of vehicles			
(iii)	Insurance of vehicles			
(iv)	Travelling & Accommodation (conferences/workshops, Consultation events, etc.)			
(v)	Replacements (specify)			
(vi)	Purchases (specify)			
SUBTOTAL: ITEM 2		R 0.00	R 0.00	

Column 1		Column 2	Column 3	MOTIVATION / REMARKS
Item of Expenditure		Actual Expenditure for the period 1/4/2004 - 30/9/2004	Budget for financial year 2005 / 2006	
3 OFFICE EXPENDITURE				
(i)	Rent			
(ii)	Municipal Services			
(iii)	Post & Telecommunication Services			
(iv)	Printed Matter & Stationary			
(v)	Advertisements			
(vi)	Books & Journals			
(vii)	Levies/Registration & Affiliation fees			
(viii)	Insurance			
(ix)	Maintenance			
(x)	Replacements (specify):			
(xi)	Purchases (specify):			
SUBTOTAL: ITEM 3		R 0.00	R 0.00	

BUDGET FORMAT FOR ECD FACILITIES ONLY

Column 1		Column 2	Column 3	MOTIVATION / REMARKS
Item of Expenditure		Actual Expenditure for the period 1/4/2004 - 30/9/2004	Budget for financial year 2005 / 2006	
4 GROUNDS & BUILDINGS				
(i)	Capital and Interest Redemption (Private)			
(ii)	Capital and Interest Redemption (State)			
(iii)	Maintenance			
	other (specify)			
(iv)	Insurance			
	other (specify)			
SUBTOTAL: ITEM 4		R 0.00	R 0.00	

Column 1		Column 2	Column 3	MOTIVATION / REMARKS
Item of Expenditure		Actual Expenditure for the period 1/4/2004 - 30/9/2004	Budget for financial year 2005 / 2006	
5 PROGRAMME EXPENDITURE				
(i)	Training fees			
(ii)	Training material/equipment			
(iii)	Transport			
(iv)	Hiring of venues/ etc			
(v)	Refreshments			
(vi)	Accommodation			
(vii)	Food & Groceries			
(viii)	Clothing			
(ix)	Consumable Equipment			
(x)	Domestic fuel/laundry and cleaning services			
(xi)	Linen			
(xii)	Toiletries			
(xiii)	Medical			
(xiv)	Pocket Money			
(xv)	Education & Recreation			
(xvi)	Other (specify)			
(xvii)	Purchases (specify)			
(xviii)	Replacements (specify)			
SUBTOTAL: ITEM 5		R 0.00	R 0.00	

BUDGET FORMAT FOR ECD FACILITIES ONLY

Column 1		Column 2	Column 3	MOTIVATION / REMARKS
Item of Expenditure		Actual Expenditure for the period 1/4/2004 - 30/9/2004	Budget for financial year 2005 / 2006	
6 SPECIAL SERVICES				
(i)	Audit Costs			
(ii)	Bank Costs			
(iii)	Fund-Raising			
(iv)	other (specify)			
SUBTOTAL: ITEM 6		R 0.00	R 0.00	

7 SUNDRIES				
(i)	Research			
(ii)	Public Relations & Marketing			
(iii)	VAT			
(iv)	other (specify)			
SUBTOTAL: ITEM 7		R 0.00	R 0.00	

8 PROVISION FOR SPECIAL FUNDS				
(i)				
(ii)				
(iii)				
(iv)				
SUBTOTAL: ITEM 8		R 0.00	R 0.00	

GRAND TOTAL: ITEM 1 - 8		R 0.00	R 0.00	
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BUDGET FORMAT FOR ECD FACILITIES ONLY

SECTION B : INCOME

Column 1		Column 2	Column 3	MOTIVATION / REMARKS
Item of Income		Actual Income for the period <i>1/4/2004 - 30/9/2004</i>	Budget for financial year 2005 / 2006	
9 FEES FOR SERVICES				
(i)	Day Care Fees			
(ii)	Membership			
(iii)	Registration Fees			
(iv)	Training Fees			
(v)	other (specify)			
(vi)				
SUBTOTAL: ITEM 9		R 0.00	R 0.00	

Column 1		Column 2	Column 3	MOTIVATION / REMARKS
Item of Income		Actual Income for the period <i>1/4/2004 - 30/9/2004</i>	Budget for financial year 2005 / 2006	
10	Bequests			
11	Donations			
12	Fund-raising			
13	Grants			
14	Community Chest			
15	Income from investments			
16	Products sold			
17	Rent			
18	Social Relief			
19	VAT (reclaimed)			
20	Contributions (specify)			
21	other (specify)			
SUBTOTAL: ITEMS 9		R 0.00	R 0.00	

Column 1		Column 2	Column 3	MOTIVATION / REMARKS
Item of Income		Actual Income for the period <i>1/4/2004 - 30/9/2004</i>	Budget for financial year 2005 / 2006	
22	STATE SUBSIDIES:			
	Dept Social Service			
	Dept Health			
	Dept Education			
	Local Government			
	other (specify)			
SUBTOTAL: ITEM 9 (22)		R 0.00	R 0.00	

GRAND TOTAL: ITEMS 9 - 22	R 0.00	R 0.00
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TOTAL EXPENDITURE	R 0.00	R 0.00
TOTAL INCOME	R 0.00	R 0.00
SURPLUS / (SHORTAGE)	R 0.00	R 0.00

BUDGET FORMAT FOR ECD FACILITIES ONLY

We concur with the content of this service plan and commit ourselves to the implementation and monitoring thereof.

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Principal / Manager
Date:
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(name printed)

.....
Chairperson
Date:
.....
(name printed)

.....
Treasurer
Date:
.....
(name printed)

.....
Secretary
Date:
.....
(name printed)