

Indirect Costs Worksheet



Centers

Indirect Costs are costs related to the overall running of your business. That is, your overhead costs (e.g. rent, salaries, marketing, licensing fees, insurance, etc.). Indirect costs occur regardless of how many children you care for. Shown below is a sample of what some of the indirect costs might be for your business.

Expense Item	Monthly Cost	Vendor/Supplier
Salary and Wages		
Director's Salary/Owner's Draw	_____	
Assistant Director's Salary	_____	
Payroll Taxes (for above staff only)	_____	
Employee Benefits (for above staff only)	_____	_____
Administrative Costs		
Accounting/Legal	_____	_____
Cleaning and First Aid Supplies	_____	_____
CPR/First Aid Training	_____	_____
Dues	_____	_____
Equipment/Education Supplies	_____	_____
Insurance	_____	_____
Licensing Fees	_____	_____
Loan Payment	_____	_____
Marketing/Advertising	_____	_____
Mortgage/Rent	_____	_____
Office Supplies	_____	_____
Professional Development	_____	_____
Repairs/Maintenance	_____	_____
Subscriptions to Publications	_____	_____
Telephone	_____	_____
Transportation/Mileage	_____	_____
Utilities	_____	_____
Reserve	_____	_____
Other: _____	_____	_____
Total Indirect Costs per Month	_____	
Divide by 4.3		
Total Indirect Costs per Week	_____	