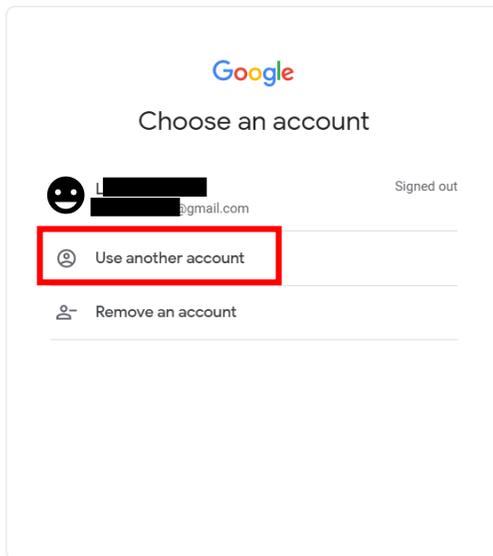
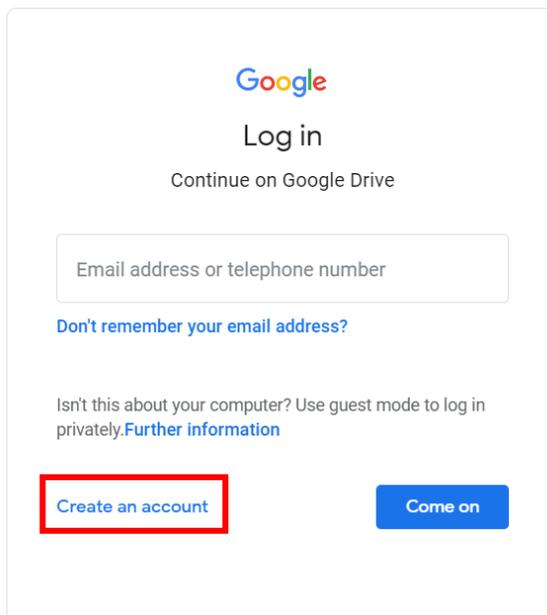


Using Google Sheets with the COVID-19 Child Care Business Resources Toolkit

1. Click on the Google Sheet link that you would like to access.
2. If you are not logged in to a Google account you will see this screen. If applicable, log into your account.
3. If you do not have an account, click on “Use another account”.



4. Then click “Create an account” to create your Google account.

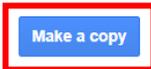


- Once logged in to a Google account, you will be given the option to make a copy of the Google Sheet you originally clicked to open. Click on “Make a copy” to open the Google Sheet.



Copy document

Would you like to make a copy of **Child Care Crisis Management Budget**?



- Now that you are in the Google Sheet, you can click on each cell to input the numbers.

		Costs to Recoup (if applicable)	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	TOTAL
START HERE		Current cash on hand How much money is currently in your business's bank account include savings, grants, unspent PPP, etc.							
		Today's Date							
		ESTIMATED EXPENSES							
COVID specific expenses	Hazard pay + bonuses								\$ -
	Cleaning supplies (inc hand sanitizer)								\$ -
	PPE								\$ -
	Other equip (thermometer, hand-washing station)								\$ -
Direct Costs	Food								\$ -
	Payroll (Direct Costs)	Teacher salary							\$ -
Overhead (s)	Assistant salary								\$ -
	Payroll taxes & benefits (inc. retirement savings) for teachers and assts								\$ -
	Director salary								\$ -
	Assistant director salary								\$ -
	Administrator/Office salary								\$ -

- The Google Sheet will automatically save. If you want to find your Google Sheet once you have closed out of it, go to drive.google.com to find the document.