
 (Licensee Name)

 (Center Name)
OPERATING BUDGET

FOR THE PERIOD _____ TO _____

			MONTHLY	YEARLY
REVENUES	<u>ADHC</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>TOTAL</u>
_____	\$	\$	\$	\$

Gross Revenues	\$	\$	\$	\$
EXPENDITURES				
Administration				
Salaries	\$	\$	\$	\$
Staff Benefits				
Equipment				
Contracts				
Consultation				
Training				
Travel				
Office Supplies				
Postage				
Furniture & Fixtures				
Publication & Printing				
Liability Insurance				
Telephone & Telegraph				
Reproduction				
Legal & Accounting				
Depreciation - F & F				
Leasehold Improvements				
Space				
Rent or Mortgage Payment				
Depreciation - Building				
Facility Insurance				
Utilities				
Housekeeping				
Repairs & Maintenance				
License Fees				
Medical & Nursing				
Salaries				
Staff Benefits				
Equipment				
Travel				
Physical Therapy				
Salaries				
Staff Benefits				
Equipment				
Travel				
Occupational Therapy				
Salaries				
Staff Benefits				
Equipment				
Travel				

(Licensee Name)

(Center Name)

OPERATING BUDGET (Continued)

	<u>ADHC</u>	<u>OTHER</u>	<u>MONTHLY</u> <u>TOTAL</u>	<u>YEARLY</u> <u>TOTAL</u>
	\$	\$	\$	\$
Speech Therapy				
Salaries				
Staff Benefits				
Equipment				
Travel				
Psycho-Social Services				
Salaries				
Staff Benefits				
Equipment				
Travel				
Nutrition				
Salaries				
Staff Benefits				
Equipment				
Travel				
Counseling				
Supportive Services				
Salaries				
Staff Benefits				
Recreation				
Transportation				
Insurance				
Storage				
License Fees				
Purchased Transportation				
Supplies				
Repairs & Maintenance				
Other Cost				

TOTAL COST	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

(1) <u>Allocation Methods</u>	
<u>Cost Item</u>	<u>Method</u>
A.	
B.	
C.	
D.	

Instructions for Completing the “Operating Budget” (IMS 37)

- a. Yearly Total Column: Compute the yearly totals by totaling the monthly figures for each item in the cost centers on the Cash Flow Forecast. (Medi-Cal fees should show 12 months on this form although fewer months are shown on the Cash Flow Forecast.) Break out line items from total given on the Cash Flow Forecast. See previous Section, b(4), for further definitions of cost centers.

- b. ADHC, Other, and Monthly Total Columns.

In most cases, the "ADHC" column and the "Monthly total" column will be the same. These columns are the yearly total divided by 12. If you feel that heavy costs were incurred in one month that normally would not occur each month, please back that amount out of the monthly figure. However, leave it in the yearly figure.

The "Other" column need not be completed.