

Guidestar Finance

Financial Management Customized for Childcare Providers

Introduction

Guidestar Finance is a simple, Microsoft Excel and Word based, financial management tool suite linked to data in our electronic registration forms and customized for child care providers. Guidestar Finance addresses three domains of financial management: billing and receipts, expenses, staff pay and leave. Users may choose any or all of the tools in these three domains.

Billing and receipts

Billing and receipts comprises creating invoices and tracking payment received for those invoices. Invoices include tuition and fees for other items. Items can be recurring, such as lunch fees; occasional, such as late fees; or one-time, such as field trip fees. Invoices automatically integrate information from our child registration forms (see sample invoice below). Guidestar Finance accommodates providers who issue invoices each billing period and those that issue a single invoice for recurring payments. Guidestar Finance tracks the payment status of each invoice (check mark ✓ = paid in full).

First name	Middle names	Last name	Invoice date	Due date	Invoice total	Received	Status
Lillian	Ruth	Messing	1/19/2018	3/6/2018	2,243.00	2,243.00	✓
Lillian	Ruth	Messing	2/19/2018	9/3/2018	1,953.00	1,953.00	✓
Lillian	Ruth	Messing	3/19/2018	10/4/2018	2,128.00	2,128.00	✓
Lillian	Ruth	Messing	4/19/2018	5/4/2018	2,128.00	2,128.00	✓
Lillian	Ruth	Messing	5/19/2018	6/3/2018	2,128.00	2,128.00	✓
Lillian	Ruth	Messing	6/19/2018	7/4/2018	2,128.00	2,128.00	✓
Lillian	Ruth	Messing	7/19/2018	8/3/2018	2,128.00	2,128.00	✓
Lillian	Ruth	Messing	8/19/2018	9/3/2018	2,128.00		Overdue
Lillian	Ruth	Messing	9/19/2018	10/4/2018	2,128.00		Pending

It also provides a billing and receipts summary for each child.

First name	Middle names	Last name	Invoice total	Received	Balance	Overdue
Noah	Alan	Epstein	6,929.00	6,929.00		
Berenice	Carman	Leader	7,158.00	7,158.00		
Lillian	Ruth	Messing	19,092.00	14,836.00	4,256.00	2,128.00
Chloe	Zara	Midler-Dale	6,353.00	4,320.00	2,033.00	
Diego	Antonio	Rodriguez	5,663.00	3,813.00	1,850.00	

Expenses

Guidestar Finance enables tracking of expenses with special capabilities to simplify tracking of recurring payments to a vendor multiple times during the year, and car local travel expenses. It provides expense summaries for each vendor and for user-defined expense categories.

Vendor	Total	Expense category	Total
Adobe	3,939.16	Advertising	1,325.02
Amazon	1,905.89	Benefit programs	41,527.26
Apple	2,144.36	Car expenses	1,645.52

Staff pay and leave

Guidestar Finance enables tracking of staff pay, deductions, and leave. It accommodates staff paid on an hourly basis and staff paid fixed salaries monthly, twice each month, every two weeks, or weekly. It tracks total pay, leave hours taken and earned, and vacation and sick leave accrued balances for each staff member.

Name	Pay basis	Pay	Work hours	Vacation hours	Sick leave hours	Holiday hours	Vacation earned	Sick leave earned	Accrued vacat	Accrued sick lea
Hawkinson, Sharyn	Monthly	46,000.02				48	80.04	40.02	87.04	16.02
Dunn, Mia	Twice each month	48,750.00		29	14		80.04	40.08	65.04	44.08
Florez, Maximina	Twice each month	46,500.00		35	31		80.04	40.08	52.04	12.08
Bonilla, Laurel	Hourly	27,884.78	637	16	22		68.8	34.4	91.8	28.4
Mccombs, Elease	Hourly	32,430.20	719				74.32	37.16	74.32	39.16
Bonilla, Laurel	Hourly overtime								40	15
Mccombs, Elease	Hourly overtime								3	15

Finance statement

The finance statement (see sample below) provides a complete financial management overview for the entire fiscal year including total amount billed and received, total expenses, and total staff pay each month, each quarter (not shown below), and year to date. It also provides totals for deductions, leave hours, and car local travel. Users have the option to select the fiscal year. Typical fiscal years are the calendar year beginning in January and the school year beginning in September.

Pricing

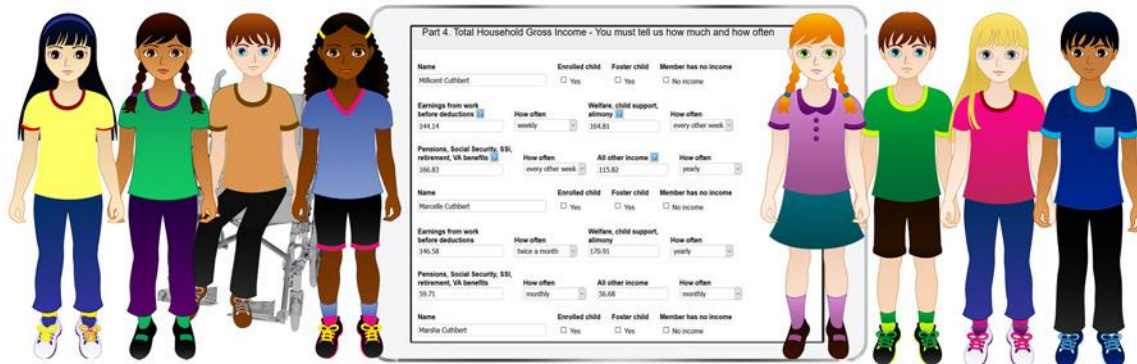
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Contact

To purchase a Guidestar Finance license or if you have any questions, please contact Fred Messing at fmessing@GuidestarForms.com or 301.529.8811.



Invoice sample

Invoice

Childcare Center Name

Street address
City, State 20902-3423

February 19, 2018

Prof. Addison Cuthbert
12856 Meadowridge Road
Crystal Hill, Louisiana 20002
acuthbert@gmail.com

Dr. Millicent Cuthbert
6364 Quince Orchard Road
Margaretville, District of Columbia 20002
mcuthbert@gmail.com

Payment Due	Child	Class
March 6, 2018	Marsha Syble Cuthbert	Orchids

Number	Description	Unit cost	Amount
	Monthly Tuition		1,350.00
10.00	Lunch Bunch days	4.00	40.00
14.00	Before care days	9.00	126.00
18.00	After care hours	9.00	162.00
1.00	Tee shirt	14.00	14.00
1.00	Museum trip fee	13.00	13.00
1.00	Thanksgiving party	12.00	12.00
10.00	Drop in days	25.00	250.00
15.00	Late pickup minutes	2.00	30.00
11.00	Late payment fee	25.00	275.00
	Total		2,272.00
	Previous balance		.00
	Balance due		2,272.00

Optional payment instructions

Finance statement sample

Monthly	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	Total
Invoice	250,793.00	250,380.00	251,132.00	250,201.00	251,734.00	134,761.00	114,266.00						1,503,267.00
Receipt	250,739.00	252,343.00	250,380.00	251,132.00	250,201.00	245,720.00							1,500,515.00
Total expense	19,911.41	17,459.76	16,518.65	20,339.18	17,281.57	19,462.14							110,972.69
Staff pay	202,932.88	202,932.88	205,963.16	208,993.44	212,023.72	215,054.00							1,247,900.08
Profit	27,894.71	31,950.37	27,898.20	21,799.39	20,895.72	11,203.87							141,642.24

Deductions	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	Total
Social Security	1,895.60	1,895.60	1,923.16	1,950.72	1,978.28	2,005.84							11,649.20
Medicare	443.35	443.35	449.79	456.23	462.67	469.11							2,724.50
Federal	30,573.49	30,573.49	31,017.73	31,461.97	31,906.21	32,350.45							187,883.34
State	12,123.92	12,123.92	12,265.24	12,406.56	12,547.88	12,689.20							74,156.72
Healthcare	11,290.90	11,290.90	11,434.90	11,578.90	11,722.90	11,866.90							69,185.40
Retirement	9,032.72	9,032.72	9,147.92	9,263.12	9,378.32	9,493.52							55,348.32
Other benefits	3,446.95	3,446.95	3,491.87	3,536.79	3,581.71	3,626.63							21,130.90

Leave hours	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	Total
Vacation	91.00	127.00	140.00	78.00	11.00	103.00							550
Sick leave	95.00	80.00	67.00	266.00	215.00	115.00							838
Holiday	16.00	16.00	16.00	16.00	16.00	16.00							96

Car local travel	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	Total
Miles	92.00	113.00	147.00	101.00	171.00	43.00							667
Parking	106.00	118.00	146.00	138.00	154.00	29.00							691
Tolls	78.00	110.00	111.00	124.00	143.00	25.00							591
Expense	234.14	289.59	337.12	317.05	390.20	77.44							1,645.52

