



State Charter School Funding



Sources of Funding

State QBE funding *

- Based on FTE (# of students) & education program (student characteristics)

State T&E funding*

- Based on training & experience of hired teachers

State charter supplement*

- Includes categorical grants, base supplement (local proxy), & capital outlay
- Based on attendance zone & geographic location

Federal funding

- Based on student population

Private funding^

- Donations

Other competitive grants^

- Charter Schools Program Grant

Loans/Lines of Credit^



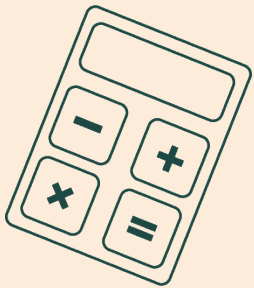


Petition Budget Template



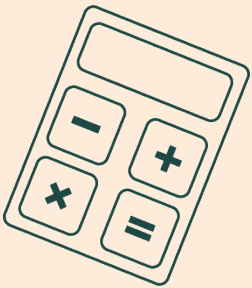
Budget Template Overview

- Instructions Tab – Read Carefully!
- 5 tabs that you must complete
 - Budget
 - Cash Balances
 - Cash Flow Proj Planning Yr
 - Cash Flow Projection Yr 1
 - Cash Flow Projection Yr 2
- We will review the template in greater detail during the Budget Webinar



Budget Template – Understanding Its Purpose

- NOT an operating budget
- THIS IS an example of a budget that a school might utilize given specific circumstances and information
 - Demonstrate an understanding of school funding – potential revenues, anticipated expenses, cash flow planning, etc.
 - Demonstrate prudent decision making



Revenues – Estimated State Funding Calculated in Budget Template

Disclaimer: The information presented in this Budget Template, including calculated revenue, is intended for educational purposes only. There is no guarantee or assurance that a school, if approved, will receive the calculated level of revenue. Petitioner accepts the risk that revenues will vary by school. Additionally, the SCSC cannot guarantee financial success based on any estimates or plans presented within the Budget Template. If approved, petitioners will need to base all budgetary decisions, including estimated revenue and expenditures, on their own due diligence.

Budget Submission – Acknowledgement & Sign Off

- Required component of application
- If submission does not comply with these requirements, it is likely the application will be rejected.
- Rejection requires re-application the following cycle.

Please acknowledge your understanding of the following:

- I acknowledge and affirm that I have used the FY 20 Budget Template as downloaded from this application. I understand that if I have changed or attempted to reproduce the template in anyway, that my application may be rejected.
- I acknowledge and affirm that the budget template must be completed using Excel and will not function properly with the use of other programs, such as Google docs. Failure to use the Excel-based template and upload it as an .xlsx file may result in the rejection of my application.
- I acknowledge and affirm that the budget template contains 5 separate tabs which I must complete. I understand that failure to complete all tabs in their entirety may result in the rejection of my application.
- I acknowledge and affirm that grants, including the Federal Implementation Grant, should not be included unless they have already been awarded to the school. Inclusion of grant monies without documentation of award may result in the rejection of my application.
- I acknowledge and affirm that only revenue that can be adequately assured should be included as "Additional Revenue". Although it is not necessary for revenue to be received to by the school to be included in the template, the school MUST have written evidence that the revenue will be provided upon receipt of a charter contract. Inclusion of additional revenue without sufficient documentation may result in the rejection of my application.

Signature



Common Budget Errors & Concerns

Revenue

- Over estimating student enrollment
- Over estimating training and experience of teachers
- Including unguaranteed revenue without proper documentation (e.g. competitive grants & grant award letter)

Common Budget Errors & Concerns

Expenses

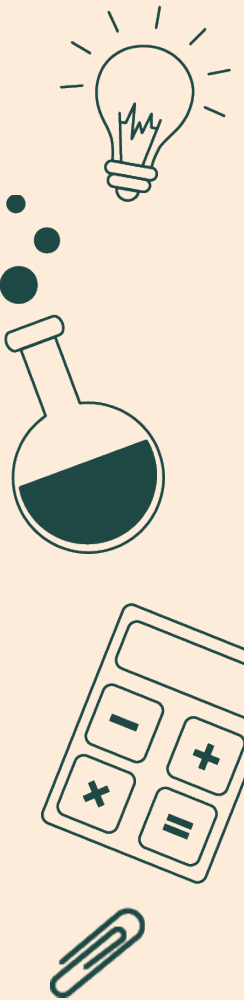
- Underestimating personnel costs
- Underestimating facilities costs
- Academic program expenses not supported by budget
- Not including an expense without explanation (e.g. donated student furniture)
- Amortizing expenditures inappropriately



Petition Application – Operations & Fiscal Feasibility

Operations & LEA Responsibilities

- SCSC schools must operate similar to a school district
 - Data Collections
 - Fiscal Management
 - Federal Programs
 - Special Education
 - Legal Compliance
 - Transportation
 - Nutrition
 - Facilities
 - Enrollment
 - Staffing



Staffing – What Staff are Essential for Operations?

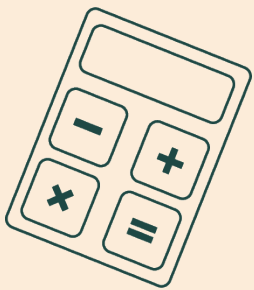
Key Positions May Include:

- Superintendent/Executive Director
- Chief Financial Officer (CFO)*
- Bookkeeper/Business Manager
- Data Clerk
- Communications Manager
- Assessment Coordinator
- Federal Programs Manager
- Facility/IT Manager



Chief Financial Officer (CFO)

- Required by law & must meet specific requirements
 - Baccalaureate or higher degree in business, accounting, or finance from an accredited college or university and a minimum of four years experience in a field related to business; OR
 - Documented experience of ten or more years in the field of business and financial management
- Application –
 - Name the person & provide a resume; OR
 - Provide a job description & describe the hiring process



Staffing Plan Template Upload

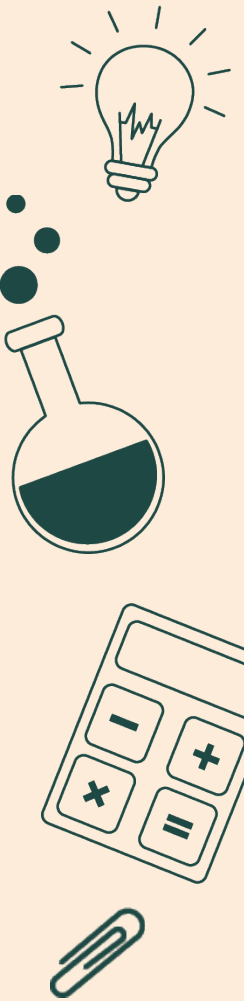
- Required Upload
- Align with application AND budget template
- Be reasonable

	A	B	C	D	E
1	Staffing Plan Instructions				
2	For each LEA Function, please provide the title of the position that the school anticipates will assume responsibility for that function. One position may be responsible for multiple LEA functions. For example, an Assistant Principal may assume responsibility for both Personnel Functions and Student Health & Welfare. In the third column, provide the estimated annual salary for that position. In the last column, provide the line item on the budget template that includes the salary identified in this Staffing Plan which that salary is accounted for.				
3	LEA Function	Title of Position Responsible for LEA Function	Estimated Annual Salary	Budget Line Item	Exc Row
4	Student Enrollment and Admissions				
5	Student Data Collection and Submission (e.g. FTE, Student Record)				
6	Employee Data Collection and Submission (e.g. CPI)				
7	Coordinating Service and Compliance Related to English Learners				
8	Coordinating Service and Compliance Related to Students with Disabilities				
9	Coordinating Service and Compliance Related to Homeless Students				
10	Federal Program Administration (e.g. developing the CLIP, gathering stakeholder input, submitting required documents and reports)				
11	Federal Program Implementation (e.g. coordinating services to students and families)				
12	Ensuring Protection of Student Rights (e.g. FERPA, PPRA)				
13	Student Health and Welfare (e.g. nursing program, health screenings)				
14	Ensuring Transparency in Governance (e.g. Open Meetings and Open Records)				
15	Human Resources (e.g. clearance certificates, FMLA)				
16	Fiscal Management (e.g. accounting, payroll)				



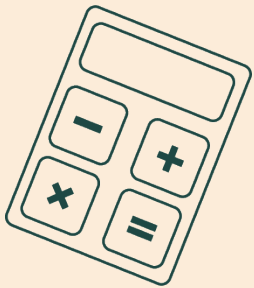
Facilities – Budget Considerations

- Reasonable estimates with supporting documentation
 - Best practice – do not exceed 15% of total expenses
- 65% budget costs and fixed overhead
- Renovation/constructions costs



Transportation – How Will Students Get to School?

- Option 1 - School provided transportation plan
 - When, where, and how much, etc.
 - Compliance with state law & GaDOE rules
 - Will transportation be free for parents?
- Option 2 - No transportation plan
 - Barrier to enrollment
 - Mitigation
- Option 3 - Other frameworks
 - PTA or parent transportation plan
- Resources:
 - <http://www.gadoe.org/Finance-and-Business-Operations/Pupil-Transportation>



Nutrition – How Will Students’ Nutritional Needs be Met?

Will the school provide a GaDOE authorized nutrition program?

If Yes:

- When, where, how much, etc.
- Compliance with state & federal regulations
- Management & oversight

If No:

- Meeting student needs
- Provider: vendor, parents, other?
- Barrier to enrollment

Resources: <http://snp.wpgadoe.org/>



Enrollment Plan

Important Considerations:

- Attendance zone/location affects funding
- **Enrollment drives funding**
 - Market saturation
 - Importance of comprehensive recruitment plan
 - Retention and Attrition
- Petition must provide a reasonable plan that supports budgetary assumptions
- Resources:
- <https://chartergrowthfund.org/advice-how-to/>
 - Building a Student Recruitment Plan
 - Generating Leads
 - Maximizing Conversions
 - Reducing First Day No Shows



Questions?



