

# Developing Your Budget and Making the Case for Fiscal Feasibility

Petitioner Boot Camp  
October 3, 2019

Terence  
Washington  
Financial  
Accountability  
Manager



# Presentation Overview

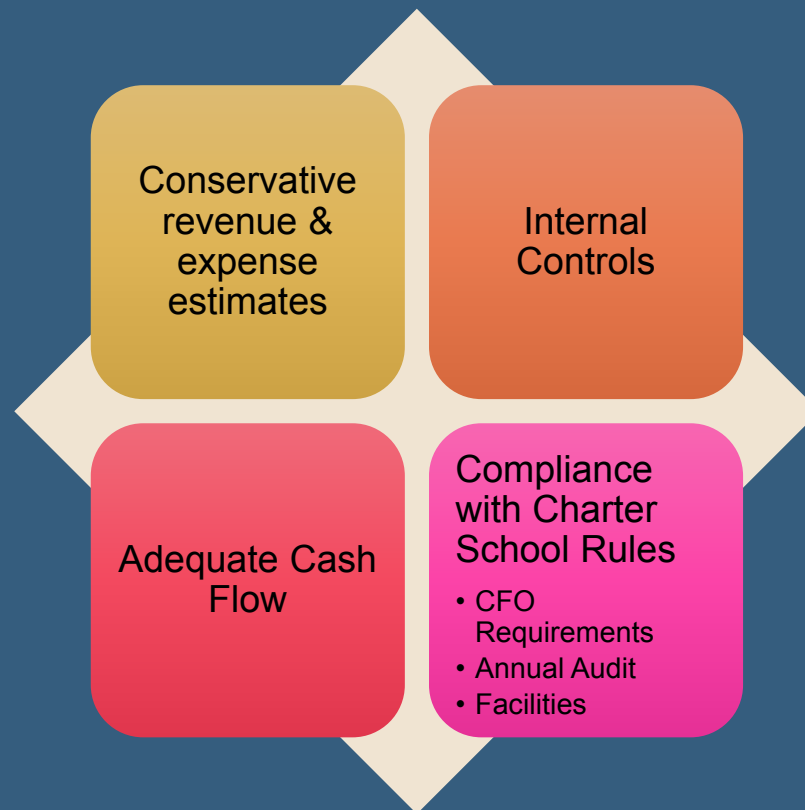
- SCSC School Budget Template Overview
  - Funding overview
  - Common Budget Mistakes
- Petition Application-Description of School Operations
  - LEA Responsibilities
  - Transportation
  - Food Program
  - Staff
- Petition Application-Fiscal Feasibility Section
  - Internal Controls
  - School CFO
  - Facility
  - Enrollment Plan

# Operational/ Financial Plan

What is a reasonable budget/financial plan?  
How do we make accurate, conservative  
revenue estimates?



# REASONABLE FINANCIAL PLAN



# FUNDING OVERVIEW

## 3 TYPES OF FUNDING

- State/QBE (automated)
  - Generated by the enrollment numbers entered into the budget
- SCSC Supplemental Funding (automated)
  - Generated by the enrollment numbers entered into the budget
- Federal (excluded)
  - Excluded because charters are open enrollment schools and there is no accurate way to predict.

# COMMON BUDGET MISTAKES

Overestimating  
Funding

Underestimating  
Expenses

Including  
Competitive Grants  
as a Guaranteed  
Source of Revenue

Budget Deficits  
w/o Deficit  
Reduction Plan

Negative Ending  
Cash Amounts

Fuzzy Assumptions

# Petition Application- Description of Operations



# LEA RESPONSIBILITIES

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

# TRANSPORTATION

- Transportation plan
  - How will the students get to school
- School provided transportation plan?
  - If so then When, where, and how much?
  - How will the program be compliant with state law and GADOE rules and regs
  - Will transportation be free for parents?
- No transportation plan
- Other options
  - PTA or parent transportation plan
- Resources:
  - <http://www.gadoe.org/Finance-and-Business-Operations/Pupil-Transportation>

# SCHOOL NUTRITION

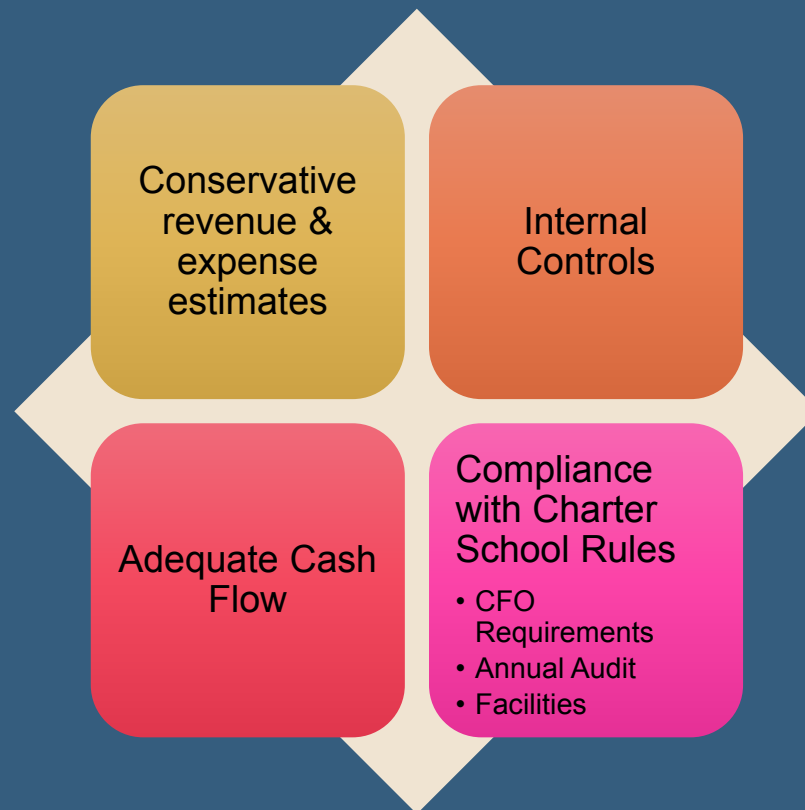
- School nutrition plan
  - How will the student's nutritional needs be met
- Will the school provide a GADOE authorized nutrition program?
- If yes
  - How will it be compliant with state and federal regulations?
  - How will the school cover the cost of the program?
  - Who would run it?
- If no
  - How will students eat breakfast and lunch?
  - Will the school use a vendor?
  - Will parents be fully responsible for sending meals?
  - How will this impact enrollment
- Resources:
  - <http://snp.wpgadoe.org/>

# STAFF UP

- CFO
- Bookkeeper
- Data Clerk
- Communications Director
- Superintendent
- Professional Development
- Assesment

# Petition Application-Fiscal Feasibility

# REASONABLE FINANCIAL PLAN



# BASIC INTERNAL CONTROLS

Performance  
Reviews

Information  
Processing  
Controls

Physical  
Controls

Segregation of  
Duties

Authorization  
and Document  
Based Controls

# BASIC INTERNAL CONTROLS

## ■ Resources

- <http://www.gao.gov/greenbook/overview>
- <http://www.coso.org/IC.htm>
- <http://www.gfoa.org/>
- [https://register.cviog.uga.edu/ecsprod2/Heading.aspx?heading\\_id=65](https://register.cviog.uga.edu/ecsprod2/Heading.aspx?heading_id=65)



# CFO REQUIREMENT

At the time you submit your petition you should have a highly qualified CFO in mind

Name the person OR provide details of job qualifications and rigorous hiring process

List how their qualifications match state requirements

# CFO REQUIREMENT

## State Requirements

A 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 finance; or

Documented experience of ten or more years in the field of business and financial management

# FACILITIES

Make reasonable rent or mortgage estimates when a facility hasn't been secured

- Provide documentation to support your estimate

Provide all information requested on the application

- Geographic region
- Facility descriptions
- Permits, Certificate of Occupancy and documents of ownership/lease
- Etc.

# FINANCIAL PERFORMANCE

- How will you monitor performance?
  - Performance Goals?
  - Periodic monitoring
  - Monitoring software or tools

# ENROLLMENT PLAN

## ■ Attendance Zone(s)

- Petitioners must answer the following questions:
  - Where will you locate?
  - Where will your students come from
  - How will you get them in the door
  - How will you keep them

## ■ Resources

- <https://chartergrowthfund.org/advice-how-to/>
  - Building a Student Recruitment Plan
  - Generating Leads
  - Maximizing Conversions
  - Reducing First Day No Shows

# Questions

