CHARTER SCHOOL PETITITON BUDGET TEMPLATE DIRECTIONS

I.   Start the template on the "5yr Budget Projection" tab.

- Change the Fiscal Year's to reflect the time frame that you plan to operate in. ex. If your planning year is Fiscal Year 2012, place FY2012 in cell B2.
- Do this for all subsequent Fiscal Year cells (D2, F2, H2, J2, and L2).
- There is no need to complete the % of Total Columns (Rows C, E, G, I, K, M). These calculations will be automatically generated and all of the cells are locked.

ASSUMPTION

- After you have set the appropriate fiscal year complete all of the assumptions.
    - Make sure that you back up all your assumptions by adding a description in the notes section for each assumption(column N)
        - Column N is an important feature to the budget template and it should be utilized to provide the high level of transparency that is required to apply.
- Note: The following cells have been locked for the Planning Year (column B): B5, B15, and B16.
    - These cells are locked since those fields should not be used during the planning year.

REVENUES

- Row 20, State and/or Local Revenue (Rev Per Pupil*# of students), must only be completed after the petitioner has done an adequate amount of research on the QBE formula and how public schools are funded in the state of Georgia.
    - The Georgia Department of Education's website is a great resource for this information.
        - http://www.gadoe.org/fbo_financial.aspx
- Row 22, Meal Fees, is for revenue generated through the school meals program.
- Additional spaces have been created for any other sources of revenue.
    - Only include revenue amounts that can be adequately assured.
    - Do not include competitive grants, like the Federal Implementation Grant

PERSONNEL

- This section is for the annual salaries of personnel and expenses associated with their employment.

CHARTER SCHOOL PETITITON BUDGET TEMPLATE DIRECTIONS

- Row 39, Teachers, will be automatically populated using the Number of Teachers (row 10) and the Average Teacher Salary (row 17) cells.
- Additional spaces have been created for any additional expenses.

INSTRUCTION/SERVICES & SUPPLIES/FACILITIES

- It is important that you are very conservative in your estimates of Annual Instruction Expenses.
  - Use the notes to explain your estimates
    - Ex. Row 60, Computers, The notes would read: *1 computer for every 8 students, $400 per computer* if that was the case.
- Additional spaces have been created for any additional expenses.

CONTINGENCY FUND

- Row 117, this is where petitioners will estimate the amount of funds a school will set aside for unforeseen circumstances.

SURPLUS (DEFICIT)

- Row 119, this cell will summarize the net effect of your planning. It is not acceptable to have 5 straight years of Deficits. Use the template to plan for success not failure.

CASH BALANCE

- Row 123, Beginning Cash, the planning year cell (B123) should only be used in the following situations:
  - If you are petitioning to renew your charter and a cash balance already exists.
  - If you are petitioning to become a conversion charter school and cash has been restricted for the use of the charter during the planning year.
  - If an organization or the founding governing board will provide the initial funding for the charter school that can be recognized during the planning year.
- Row 125, Ending Cash, ending cash must be positive by year 5.
  - Optimally we would like to see petitioners have a positive ending balance all 5 years.

CHARTER SCHOOL PETITITON BUDGET TEMPLATE DIRECTIONS

II. Next is the "Cash Flow Proj" tabs

- These tabs will give the petition reviewers a higher level of detail on the school's month to month financial operations.
- A lot of these cells will auto populate using the data from the "5yr Budget Projection" tab.

BEGINNING CASH/CASH RECEIPTS

- Row 3, this row has been locked and the data will auto populate using data from the main body of the template.
- Row 5, Per Pupil Revenue (local and state share), net 3% Admin fee, this row will auto populate using the data from the "5yr Budget Projection".
- The additional blank rows are for the additional revenue sources included on the "5yr Budget Projection" tab (rows 23-31).

PERSONNEL

- These cells (rows 20-36) will auto populate with data from the "5yr Budget Projection" tab with the exception of the last two rows (37, 38). These rows (37, 38) will need data manually input using the "5yr Budget Projection" tab rows (53, 54) as references.

INSTRUCTION/SERVICES & SUPPLIES/FACILITIES

- These sections will require data to be manually input using the coinciding data from the "5yr Budget Projection" tab.
- The additional blank rows on each section will coincide with the additional cells from "5yr Budget Projection" tab.

CONTINGENCY FUND

- Row 101, this row requires manual data entry and the total (cell N101) should coincide with row 117 from the "5yr Budget Projection".