

NAME OF CHARTER SCHOOL
Sample Budget

Pre-Operational Year 1 Year 2 Year 3

Enrollment

Projected Student Enrollment
1 Grade K
2 Grades 1-3
3 Grades 4-6
4 Grades 7-12

REVENUE

5 General Education Aid
6 Lease Aid
7 Special Education
8 Federal Title Funding
9 Contributions
10 Investment Income
11 Other (Describe)
12 **TOTAL REVENUES**

EXPENDITURES

Administrative Personnel

13 Start Up Coordinator
14 School Leader
15 Business Manager
16 Administrative Staff
17 Benefits & Taxes

Instructional Personnel

18 Teachers Salaries
19 Special Ed Teachers
20 Substitute Teachers
21 Teaching Assistants
22 Specialty Teachers
23 Aides
24 Benefits & Taxes

Non-Instructional Personnel

25 Nurse
26 Librarian
27 Custodian
28 Security
29 Benefits & Taxes

30 **Total Personnel Costs**

Contracted Services

31 Accounting
32 Auditing
33 Consultants (Describe)
34 Food Service
35 Legal
36 Management Fee
37 Nurse Services
38 Payroll Services
39 Special Ed Services
40 Specialty Services (Describe)
41 Title 1 Services
42 Other (Describe)
43 **Total Contracted Services**

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Sample Budget

Pre-Operational Year 1 Year 2 Year 3

School Operations

- 44 Board Expenses
- 45 Classroom Supplies & Materials
- 46 Communication Services
- 47 Copying
- 48 Dues, Memberships, Fees
- 49 Equipment
- 50 Field Trips
- 51 Food Service Supplies
- 52 Fundraising
- 53 Interest
- 54 Non-instructional supplies
- 55 Office Expense
- 56 Postage
- 57 Printing
- 58 Special Ed materials/supplies
- 59 Staff Development
- 60 Staff Recruitment
- 61 Student Recruitment/Marketing
- 62 Technology
- 63 Testing
- 64 Textbooks & Workbooks
- 65 Transportation (student)
- 66 Travel/Conferences
- 67 Other (Describe)

- 68 **Total School Operations Costs**

Facility Operation & Maintenance

- 69 CAM Costs
- 70 Insurance (Property & Liability)
- 71 Janitorial
- 72 Lease – Equipment
- 73 Lease – Facility
- 74 Maintenance & Repairs
- 75 Security
- 76 Supplies
- 77 Utilities
- 78 Other (Describe)

- 79 **Total Facility Operation & Maintenance**

80 **TOTAL EXPENSES**

81 **Net Surplus (Deficit)**

82 **Beginning Cash Balance**

83 **Ending Cash Balance**

NAME OF CHARTER SCHOOL

Sample Cashflow

Identify Beginning and Ending Dates

Provide cash flow projection for developing year and for the first operational year.

July August September October November December January February March April May June

REVENUE	July	August	September	October	November	December	January	February	March	April	May	June
1 General Education Aid												
2 Lease Aid												
3 Special Education												
4 Federal Title Funding												
5 Contributions												
6 Investment Income												
7 Other (Describe)												
8 TOTAL REVENUES												

EXPENDITURES	July	August	September	October	November	December	January	February	March	April	May	June
Personnel												
9 Administrative Salaries												
10 Instructional Salaries												
11 Non-instructional Salaries												
12 Benefits & Taxes												
13 Total Personnel Costs												

Contracted Services												
14 Accounting												
15 Auditing												
16 Consultants (Describe)												
17 Food Service												
18 Legal												
19 Management Fee												
20 Nurse Services												
21 Payroll Services												
22 Special Ed Services												
23 Specialty Services (Describe)												
24 Title 1 Services												
25 Other (Describe)												
26 Total Contracted Services												

School Operations												
27 Board Expenses												
28 Classroom Supplies & Materials												
29 Communication Services												
30 Copying												
31 Dues, Memberships, Fees												
32 Equipment												
33 Field Trips												

