



# 2017 CHARTER APPLICATION: FINANCES TEMPLATE

## Instructions:

In one excel spreadsheet, please include each of the following financial statements in a different tab. You may save your work directly into the tabs included in this Excel file or you may use an Excel file of your own design. In all financial statements, budget conservatively and include your assumptions.

**In developing your per-pupil MFP revenue, use your Enrollment Projection (Appendix 9).**

Per-pupil MFP funding is allocated to schools in Orleans Parish based on a differentiated funding model that allocates funding based on student characteristics.

Revenue is calculated by multiplying the number of students in each category by the dollar amounts below. **In generating your projections, please use dollar amounts in the table to the right.**

Dollar amounts are rounded, but can be used for revenue projection. You may use actual numbers, particularly if reflecting the budget of an existing school. If you choose to do so, please include this assumption in your budget narrative.

K-8 Base (state + local)	\$ 7,500.00
HS (9-12) Base	\$ 7,800.00
SPED Tier 1	\$ 1,500.00
SPED Tier 2	\$ 8,750.00
SPED Tier 3	\$ 14,000.00
SPED Tier 4	\$ 16,000.00
SPED Tier 5	\$ 22,250.00
G/T	\$ 375.00
ELL	\$ 225.00
Overage	\$ 750.00

In determining your revenue projections for the term of the charter, you may wish to take into account the historical public funding information provided here:

**MFP Allocations for previous 3 years:**  
FY 2014-15 \$9,784.00 per pupil  
FY 2013-14 \$9,708.00 per pupil  
FY 2012-13 \$8,385.00 per pupil

**Title I Allocations for previous 3 years:**  
FY 2014-15 \$712.00 per pupil  
FY 2013-14 \$712.00 per pupil  
FY 2012-13 \$858.00 per pupil

There are two resources that will help you complete your financial submission:

- The Louisiana Accounting and Universal Government Handbook (LAUGH) guide can be found: [here](#)
- A revenue projection tool that you may use to model various local, state, and federal revenues can be found: [here](#)

(1) Start-Up Statement of Activities (up to the July 1 prior to school opening). The start-up statement of activities should list all anticipated revenue and expenditures in the period leading up to the fiscal year in which your proposed school would open.

(2) Year One Statement of Activities (July 1 to June 30 of first year of operation). The Year One statement of activities should list all anticipated revenue and expenditures in the fiscal year in which your proposed school would open.

(3) Operating Statement of Activities. The operating statement of activities should describe all anticipated revenue and expenditures from the July 1 immediately prior to school opening to either (a) the June 30 immediately following the end of year 5 of operations, or (b) the June 30 immediately following the end of the first school year in which your school serves all planned grades, whichever is longer. If you use this Excel file to complete your financial submission, please complete both the Operating Statement of Activities tab and the detailed Year 1 Operating Statement of Activities tab.

(4) First Year Monthly Cash Flow Projection (July 1 prior to opening to June 30 after year 1). This projection should forecast your school's incoming and outgoing cash flows during the first year of operation.

If the non-profit applying for the charter application was established for a purpose other than submitting a charter application, please submit the non-profit's most recent audited financial statements as a separate PDF file.

School Name: \_\_\_\_\_ **The Delores Taylor Arthur School for Y**

Department of Activities				
	Description	Amount	Assumption	
<b>REVENUES</b>				
1	Start-Up Grants	\$250,000.00	Start Up Grant	
2	Other Revenue	\$75,000.00	Monies raised from other sources	
3	<b>TOTAL REVENUES</b>	<b>\$325,000.00</b>		
<b>EXPENDITURES</b>				
<b>Administrative Expenses</b>				
4	Principal			
5	Administrative Staff	\$110,000.00	Assuming three Administrators work for 6 months	
6	Payroll Taxes	\$8,820.00		
7	Benefits	\$11,730.00	Insurance at \$460per month: Retirement at 3%	
8	Staff Development	\$7,500.00		
9	Recruiting/Marketing	\$10,000.00	Assumes Corporate identity and production of print mat	
10	Advertising	\$15,000.00	Limited media buys and advertising on social media	
11	<b>Total Administrative</b>	<b>\$163,050.00</b>		
<b>Supplies and Equipment</b>				
12	Instructional Materials	\$35,000.00		
13	Office Supplies	\$20,000.00		
14	Postage/Printing/Copying	\$10,000.00		
15	Phone System	\$9,000.00		
16	<b>Total Supplies &amp; Equipment</b>	<b>\$74,000.00</b>		
<b>Facility</b>				
17	Capital Expenditures			
18	Building Fit-Out			
19	Renovations & Repairs			
20	Rent/Lease		Assuming a District Building w/move in in June	
21	Fixtures & Furnishings	\$30,000.00		
22	Utilities	\$15,000.00	Assuming One month of utilities	
23	Insurance	\$10,000.00		
24	Security			
25	<b>Total Facility</b>	<b>\$55,000.00</b>		
<b>Contractual</b>				
26	Consultants	\$20,000.00		
27	Legal and Accounting	\$10,000.00		
28	<b>Total Contractual</b>	<b>\$30,000.00</b>		
29	<b>TOTAL EXPENDITURES</b>	<b>\$322,050.00</b>		

A Note about assumptions: For all line items related to staffing, assumptions should at a minimum include the number of staff members, whether they will be employees or contractors, and, if contractors, the nature of their work.

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes sections for REVENUES FROM LOCAL SOURCES, REVENUES FROM STATE SOURCES, and REVENUES FROM FEDERAL SOURCES.

Louisiana laws contain requirements for school district accounting. By law, the Louisiana Accounting and Uniform Governmental Handbook (LAUGH) (Bulletin 1929) is the required accounting manual for local educational agencies. This document can be accessed on the Department of Education's website at www.louisianascshools.net.

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section I. INSTRUCTION, Sub-section A. Regular Programs - Elementary/Secondary, and Sub-section B. Special Education Programs.

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section C. Other Instructional Programs (Vocational Ed., Special Programs, Adult Ed., and Other Programs).

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section H. SUPPORT SERVICES PROGRAMS, Sub-section A. Pupil Support Services.

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section B. Instructional Staff Services.

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section C. General Administration.

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section D. School Administration.

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section E. Business Services.

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section F. Operation and Maintenance of Plant Services.

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section G. Student Transportation Services.

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section H. Central Services.

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section III. OPERATION OF NON-INSTRUCTIONAL SERVICES, Sub-section A. Food Service Operations.

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section B. Community Service Operations (e.g. 4-H programs).

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section IV. FACILITY ACQUISITION AND CONSTRUCTION SVCS.

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section V. DEBT SERVICE.

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section VI. OTHER FINANCING USES.

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section VII. OTHER FINANCING SOURCES (USES).

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section FUND BALANCES.

Table with columns: Description, Object Code, Function Code, Amount, Assumption. Includes section OVER EXPENDITURES AND OTHER SOURCES.

**Note about assumptions:** For all line items related to staffing, assumptions should at a minimum include the number of staff members in each year, whether they will be employees or contractors, and, if contractors, the nature of their work.

	Description	Object Code	Function Code	Year 1	Year 2	Year 3	Year 4	Year 5	Assumption
<b>REVENUES:</b>									
<b>REVENUES FROM LOCAL SOURCES</b>									
1	Local PEP Pupil Aid								
2	Earnings on Investments	10XX							
3	Food Service	16XX		\$37,200.00	\$46,575.00	\$58,219.00	\$73,684.00	\$94,605.00	
4	Community Service Activities	1800							
5	Other Revenue From Local Sources								
6	Contributions and Donations	1920		\$500,000.00	\$550,000.00	\$600,000.00	\$650,000.00	\$650,000.00	
7	Books and Supplies Sold	1940							
8	Other Miscellaneous Revenues	195X							
9	(Additional function codes may need to be added)								
10	<b>TOTAL REVENUES FROM LOCAL SOURCES</b>			<b>\$537,200.00</b>	<b>\$596,575.00</b>	<b>\$658,219.00</b>	<b>\$725,684.00</b>	<b>\$744,605.00</b>	
<b>REVENUE FROM STATE SOURCES</b>									
11	Unrestricted Grants-In-Aid								
12	State PEP Pupil Aid	310X		\$3,321,180.00	\$3,819,267.00	\$4,483,458.00	\$5,509,857.00	\$9,243,345.00	
13	Other Unrestricted Revenues	3190							
14	Restricted Grants-In-Aid								
15	Education Support Fund (8g)	3220							
16	PIP	3230							
17	Other Restricted Revenues	3290							
18	(Additional function codes may need to be added)								
19	<b>TOTAL REVENUE FROM STATE SOURCES</b>			<b>\$3,321,180.00</b>	<b>\$3,819,267.00</b>	<b>\$4,483,458.00</b>	<b>\$5,509,857.00</b>	<b>\$9,243,345.00</b>	
Louisiana laws contain requirements for school district accounting. By law, the Louisiana Accounting and Uniform Governmental Handbook (LAUGH) (Bulletin 1929) is the required accounting manual for local educational agencies. This document can be accessed on the Department of Education's website at www.louisianaschools.net.									
<b>REVENUE FROM FEDERAL SOURCES</b>									
20	Unrestricted Grants-In-Aid Direct From the Federal Gov't								
21	Impact Aid Fund	4110							
22	Restricted Grants-In-Aid Direct From the Federal Gov't								
23	Other Restricted Grants - Direct	4390							
24	Restricted Grants-In-Aid From Federal Gov't Thru State								
25	School Food Service	4511		\$276,116.00	\$345,147.00	\$431,434.00	\$560,864.00	\$1,103,997.75	
26	Special Education								
27	IDEA - Part B	4531		\$58,400.00	\$67,160.00	\$78,840.00	\$96,360.00	\$100,504.68	
28	IDEA - Preschool	4532							
29	Other Special Education Programs	4535							
30	No Child Left Behind (NCLB)								
31	Title I	4541		\$575,200.00	\$661,480.00	\$776,520.00	\$949,080.00	\$1,581,767.99	
32	Title I, Part C - Migrant	4542							
33	Title IV - Innovative Education Programs	4543							
34	Title IV - Safe and Drug Free Schools / Comm.	4544							
35	Title II - Teacher & Principal Training/Recuiting	4545		\$63,200.00	\$72,680.00	\$85,320.00	\$104,280.00	\$174,327.67	
36	Other IASA Programs	4546							
37	Other Restricted Grants through State	4590		\$79,200.00	\$91,080.00	\$106,920.00	\$130,680.00	\$201,600.00	Carl Perkins and LEAP
38	Revenue For/On Behalf of the LEA								
39	Value of USDA Commodities	4920							
40	(Additional function codes may need to be added)								
41	<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>			<b>\$1,052,116.00</b>	<b>\$1,237,547.00</b>	<b>\$1,479,034.00</b>	<b>\$1,841,264.00</b>	<b>\$3,312,198.00</b>	
<b>Other Sources of Funds (Provide Detail)</b>									
42									
43									
44									
45									
46									
47									
48									
49									
50	<b>TOTAL REVENUES AND OTHER SOURCES OF FUNDS</b>			<b>\$4,910,496.00</b>	<b>\$5,653,389.00</b>	<b>\$6,620,711.00</b>	<b>\$8,076,805.00</b>	<b>\$13,300,149.00</b>	
<b>EXPENDITURES:</b>									
<b>I. INSTRUCTION</b>									
<b>A. Regular Programs - Elementary/Secondary</b>									
51	Salaries								
52	Teachers	112	1100	\$1,365,000.00	\$1,676,325.00	\$2,283,587.00	\$2,696,304.00	\$3,249,906.50	
53	Aides	115	1100	\$360,000.00	\$370,800.00	\$551,668.00	\$568,218.00	\$585,264.58	
54	Substitute Teachers and Aides	123	1100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
55	Purchased Professional and Technical Services	300	1100						
56	Repairs and Maintenance Services	430	1100						
57	Travel Expense Reimbursement	582	1100						
58	Instructional Supplies	610	1100						
59	Materials and Supplies (e.g., printed report cards)	642	1100	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	
60	Textbooks/Workbooks	642	1100	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	
61	Equipment	730	1100	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
62	Miscellaneous Expenditures	890	1100	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	Maintenance of IT server
63	Group Health Insurance	210	1100	\$200,600.00	\$249,600.00	\$362,880.00	\$432,000.00	\$522,240.00	80% participation for FTE's
64	Medicare	225	1100	\$294,411.00	\$311,441.00	\$313,287.00	\$317,616.00	\$326,401.74	6.2% after deduction Sec 125 Benefits
65	Medicaid	225	1100	\$22,089.00	\$26,006.00	\$33,849.00	\$41,072.00	\$48,037.50	1.45% after deduction Sec 125 Benefits
66	Employer's Contribution to Retirement	23X	1100	\$55,200.00	\$65,506.00	\$90,728.00	\$104,465.00	\$122,725.48	80% participation for FTE's at a rate of 4% match per year
67	Unemployment Compensation	250	1100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
68	Workmen's Compensation	260	1100	\$3,795.00	\$4,504.00	\$6,238.00	\$7,182.00	\$8,437.48	0.22%
69	Student Activities	890	1100	\$20,000.00	\$23,000.00	\$27,000.00	\$33,000.00	\$55,000.00	
70	(Additional object codes may need to be added)								
71	<b>TOTAL A. Regular Program Expenditures</b>			<b>\$2,267,135.00</b>	<b>\$2,672,246.00</b>	<b>\$3,656,237.00</b>	<b>\$4,202,857.00</b>	<b>\$4,942,013.28</b>	
<b>B. Special Education Programs (Including Summer &amp; Preschool) &amp; Gifted/Talented Programs</b>									
72	Salaries								
73	Teachers	112	1210	\$100,000.00	\$108,150.00	\$111,396.00	\$122,100.00	\$238,396.85	
74	Therapists (OT,PT,Speech,etc.)	113	1210	\$52,500.00	\$54,075.00	\$55,697.00	\$114,736.00	\$118,179.43	
75	Aides	115	1210	\$40,000.00	\$41,200.00	\$44,200.00	\$87,418.00	\$90,040.70	
76	Substitute Teachers and Aides	123	1210	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
77	Purchased Professional and Technical Services	300	1210						
78	Repairs and Maintenance Services	430	1210						
79	Travel Expense Reimbursement	582	1210						
80	Instructional Supplies								
81	Materials and Supplies	610	1210						
82	Textbooks/Workbooks	642	1210						
83	Equipment	730	1210						
84	Miscellaneous Expenditures	890	1210						
85	Group Health Insurance	210	1200	\$23,040.00	\$24,960.00	\$33,600.00	\$50,400.00	\$61,440.00	80% participation for FTE's
86	Social Security	220	1200	\$10,871.00	\$11,065.00	\$13,539.00	\$20,079.00	\$23,754.43	6.2% after deduction Sec 125 Benefits
87	Medicare	225	1200	\$2,500.00	\$2,380.00	\$3,160.00	\$3,690.00	\$5,595.47	1.45% after deduction Sec 125 Benefits
88	Medicaid	225	1200	\$6,300.00	\$6,510.00	\$8,060.00	\$11,976.00	\$14,220.63	80% participation for FTE's at a rate of 4% match per year
89	Employer's Contribution to Retirement	23X	1200	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	N/A
90	Unemployment Compensation	250	1200	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
91	Workmen's Compensation	260	1200	\$435.00	\$446.00	\$554.00	\$823.00	\$978.07	0.22%
92	(Additional object codes may need to be added)								
93	<b>TOTAL B. Special Education Programs</b>			<b>\$240,642.00</b>	<b>\$248,990.00</b>	<b>\$310,886.00</b>	<b>\$482,233.00</b>	<b>\$550,530.38</b>	
<b>C. Other Instructional Programs (Vocational Ed., Special Programs, Adult Ed., and Other Programs)</b>									
94	Salaries								
95	Teachers	112	Varies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
96	Aides	115	Varies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
97	Substitute Teachers and Aides	123	Varies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
98	Purchased Professional and Technical Services	300	Varies						
99	Repairs and Maintenance Services	430	Varies						
100	Travel Expense Reimbursement	582	Varies						
101	Instructional Supplies								
102	Materials and Supplies	610	Varies						
103	Textbooks/Workbooks	642	Varies						
104	Furniture and Equipment	73X	Varies						
105	Miscellaneous Expenditures	890	Varies						
106	Group Health Insurance	210	Varies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	80% participation for FTE's
107	Social Security	220	Varies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	6.2% after deduction Sec 125 Benefits
108	Medicare	225	Varies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1.45% after deduction Sec 125 Benefits
109	Medicaid	225	Varies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	80% participation for FTE's at a rate of 4% match per year
110	Employer's Contribution to Retirement	23X	Varies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
111	Unemployment Compensation	250	Varies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
112	Workmen's Compensation	260	Varies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.22%
113	(Additional object codes may need to be added)								
114	<b>TOTAL C. Other Instructional Programs</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
115	<b>TOTAL I. INSTRUCTION</b>			<b>\$2,507,777.00</b>	<b>\$2,921,236.00</b>	<b>\$3,967,123.00</b>	<b>\$4,685,090.00</b>	<b>\$5,492,543.66</b>	
<b>II. SUPPORT SERVICES PROGRAMS</b>									
<b>A. Pupil Support Services</b>									
116	Child Welfare and Attendance Svcs. (Supervisor/Secretarial)	Varies	21XX	\$52,500.00	\$54,075.00	\$111,396.00	\$114,736.00	\$177,267.64	
117	Guidance Services (guidance Counselor)	Varies	21XX	\$105,000.00	\$108,150.00	\$167,092.00	\$172,105.00	\$236,356.85	
118	Health Services (Nurse)	Varies	21XX	\$52,500.00	\$54,075.00	\$55,697.00	\$57,368.00	\$59,089.21	
119	Pupil Assessment and Appraisal Services	Varies	21XX						
120	Group Health Insurance	210	21XX	\$23,040.00	\$24,960.00	\$40,320.00	\$43,200.00	\$61,440.00	80% participation for FTE's
121	Social Security	220	21XX	\$11,952.00	\$11,952.00	\$12,220.00	\$12,663.00	\$13,089.43	6.2% after deduction Sec 125 Benefits
122	Medicare	225	21XX	\$2,711.00	\$2,774.00	\$3,281.00	\$3,385.00	\$5,983.47	1.45% after deduction Sec 1

