



**Public Charter Schools Operating Budget**

**Pre-Operational**

*A charter school is likely to incur considerable costs before it receives its first distribution. Prepare an estimated budget February 1st (Concept proposal due) and August 15th prior to the first school year.*

<b>Revenue-Sources of Funding</b>	<b>Amount</b>	<b>Specific Source</b>
<b>Federal Funding</b>		
Start-Up Grant		
Other (specify)		
<b>State Funding</b>		
Other (specify)		
<b>Local Funding</b>		
Fundraising		
Contributions		
Local Foundation and Grant Support		
<b>Other Financing Sources</b>		
Lines of Credit		
Loans		
Other (specify)		
<b>Total Revenue</b>		
<b>Expenditures</b>	<b>Amount</b>	<b>Assumptions (e.g., 40 hours of consulting at \$100/hour)</b>
Legal Fees		
Accounting and Consultation Fees		
Fundraising Fees		
Marketing (including postage, printing)		
Recruitment-Students		
Recruitment-Staff		
Curriculum Development		
Staff/Board Development		
Staff Stipends		
Equipment and Supplies		
Information Technology		
Rent		
Capital		
Utilities		
Telephone/Fax		
Travel		
Other (specify)		
<b>Total Expenditures</b>		



**Public Charter Schools Operating Budget**

**Projected Revenues**

	Year One Fiscal Year	Year Two Fiscal Year	Year Three Fiscal Year	Year Four Fiscal Year
<b>Major Assumptions</b>				
Student Enrollment				
Facility Size (square footage)				
Average Teacher Salary				
Student/Teacher Ratio				

<b>Revenues</b>				
<b>Revenue From State Source</b>				
Per Pupil Entitlement				
State Entitlements (specify):				
State Grants (specify):				
Transportation				
<b>Revenue From Federal Sources</b>				
Federal Entitlements				
Federal Direct Grants				
Federal Revenue Pass through the State				
Federal Revenue Pass through another agency (specify):				
School Lunch				
<b>Revenue From Local Sources</b>				
Private Grant Revenue				
Fundraising				
Investment Income				
Program Fees				
Facilities Rental				
<b>Other Revenue (specify)</b>				
<b>Total Revenues</b>				



**Public Charter Schools Operating Budget****Four-Year Revenue Summary**

	Year One Fiscal Year	Year Two Fiscal Year	Year Three Fiscal Year	Year Four Fiscal Year
<b>Revenue Source</b>				
Local				
State				
Federal				
Other				
<b>Total</b>				

**Are any major changes in the revenue source expected during this four year period?**

**If Yes, explain in detail and include calculations. Attach additional sheets if needed.**

**What contingency plans have been made if revenues are not received or are lower than budgeted?**



**Public Charter Schools Operating Budget**

**Projected Expenditures**

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	Year One Fiscal Year	Year Two Fiscal Year	Year Three Fiscal Year	Year Four Fiscal Year
<b>Expenditures</b>				
<b>School Administration</b>				
Salaries and Wages - School Director				
Salaries and Wages - Supervisors				
Salaries and Wages - Clerical Staff				
Fringe Benefits - Health Insurance				
Fringe Benefits - Retirement Benefits				
Unemployment/Workers Compensation				
Office Supplies				
Equipment and Furniture				
Information Technology				
Purchased Management Services				
<b>Subtotal - School Administration</b>				
<b>Instructional Staff</b>				
Salaries and Wages - Full-Time Teachers				
Salaries and Wages - Part-Time Teachers				
Salaries and Wages - Substitutes				
Fringe Benefits - Health Insurance				
Fringe Benefits - Retirement Benefits				
Unemployment/Workers Compensation				
<b>Subtotal - Instructional Staff</b>				
<b>Instructional</b>				
Contract Labor - Instructional				
Consultants				
Purchased Management Services				
Professional Development				
Special Education				
Student Assessment/Testing				
Supplies/Materials - Instructional				
Classroom Furniture				
Equipment - Instructional				
Textbooks				
Information Technology				
Computer Supplies and Repairs				
Library				
<b>Subtotal - Instructional</b>				

**Public Charter Schools Operating Budget**

**Projected Expenditures**

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	Year One Fiscal Year	Year Two Fiscal Year	Year Three Fiscal Year	Year Four Fiscal Year
<b>Expenditures, continued</b>				
<b>Business Services</b>				
Accounting				
Advertising				
Public Relations/Marketing				
Insurance - General Liability				
Insurance - Vehicle				
Insurance - Other (specify)				
Office Expenses				
Fees, Licensing, Dues, and Memberships				
Purchased Management Services				
Payroll Services				
Postage and Shipping				
Printing				
Telephone				
Travel				
<b>Subtotal - Business Services</b>				
<b>Operations and Maintenance</b>				
Contact Labor - Non-Instructional				
Custodial Services				
Maintenance - Vehicle				
Maintenance - Facility				
Maintenance - Office Equipment				
Supplies/Materials - Maintenance				
<b>Subtotal - Operations and Maintenance</b>				
<b>Physical Plant</b>				
Rent				
Mortgage				
Renovation/Construction				
Capital Debt Service				
Utilities				
<b>Subtotal - Physical Plant</b>				
<b>Student Services</b>				
Health				
Transportation				
Food				
Recreation				
<b>Subtotal - Student Services</b>				

**Public Charter Schools Operating Budget****Projected Expenditures—3**

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	Year One Fiscal Year	Year Two Fiscal Year	Year Three Fiscal Year	Year Four Fiscal Year
<b>Expenditures, continued</b>				
<b>Miscellaneous</b>				
Audit				
Advertising				
Dues and Subscriptions				
Workshops and Conferences				
Fundraising				
Legal				
Contingency Fund				
<b>Subtotal - Miscellaneous</b>				
<b>Total Expenditures</b>				

**Explain how the projected per-pupil expenditures are aligned with the school's mission statement.**



**Public Charter Schools Operating Budget**

**Balance Sheet**

School Name: \_\_\_\_\_

**Assets**

Cash and Cash Equivalents \_\_\_\_\_

Investments \_\_\_\_\_

Due from Other *Anne Arundel County* \_\_\_\_\_

Governments: *State of Maryland* \_\_\_\_\_

*United States* \_\_\_\_\_

Accounts Receivable \_\_\_\_\_

Prepaid Items \_\_\_\_\_

Other Assets \_\_\_\_\_

Specify: \_\_\_\_\_

**Total Assets**

**Liabilities and Fund Balance**

**Liabilities**

Accrued Salaries and Wages \_\_\_\_\_

Accrued Payroll Taxes and Deductions \_\_\_\_\_

Accounts Payable \_\_\_\_\_

Due to Other *Anne Arundel County* \_\_\_\_\_

Governments: *State of Maryland* \_\_\_\_\_

*United States* \_\_\_\_\_

Other Liabilities \_\_\_\_\_

Specify: \_\_\_\_\_

**Total Liabilities**

**Fund Balance**

Reserve for Encumbrances \_\_\_\_\_

Unreserved: Undesignated \_\_\_\_\_

**Total Fund Balance**

**Total Liabilities and Fund Balance**



**Public Charter Schools Operating Budget**

**Monthly Expenses**  
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School Name: \_\_\_\_\_

School Year: \_\_\_\_\_

<b>Income</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Local Appropriations	0	0	0	0	0	0	0
State Revenue	0	0	0	0	0	0	0
Other Income— Specify:							
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
<b>Total Income</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Expenses</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
2% Administrative Fee	0	0	0	0	0	0	0
Staff Salaries	0	0	0	0	0	0	0
Teacher Salaries	0	0	0	0	0	0	0
Employers FICA	0	0	0	0	0	0	0
Health Care	0	0	0	0	0	0	0
Transportation	0	0	0	0	0	0	0
Rent	0	0	0	0	0	0	0
Telephone	0	0	0	0	0	0	0
Electric	0	0	0	0	0	0	0
Cleaning	0	0	0	0	0	0	0
Office Expenses	0	0	0	0	0	0	0
Other Exp.— Specify:							
<b>Total Expenses</b>							

<b>Beginning Cash Balance</b>							
Monthly Activity							
<b>Ending Cash Balance</b>							

**Public Charter Schools Operating Budget**

**Monthly Expenses**

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School Name: 0

School Year: 0

Income	July	August	September	October	November	December	Total
Local Appropriations							
State Revenue							
Other Income— Specify:							
<b>Total Income</b>							

Expenses	July	August	September	October	November	December	Total
2% Administrative Fee							
Staff Salaries							
Teacher Salaries							
Employers FICA							
Health Care							
Transportation							
Rent							
Telephone							
Electric							
Cleaning							
Office Expenses							
Other Exp.— Specify:							
<b>Total Expenses</b>							

<b>Beginning Cash Balance</b>							
Monthly Activity							
<b>Ending Cash Balance</b>							

