

## **Business Plan Components**

The business plan should contain the following elements:

- a statement discussing the need for the requested expansion;
- a statement discussing the current and projected financial condition of the charter holder and/or the charter school;
- an unaudited statement of financial position for the current fiscal year;
- an unaudited statement of activities for the current fiscal year;
- an unaudited statement of cash flows for the current fiscal year;
- a pro forma budget that includes the costs of operating the charter school, including the implementation of the expansion amendment;
- a statement or schedule that identifies the assumptions used to calculate the charter school's estimated Foundation School Program revenues;
- a statement discussing the use of debt instruments to finance part or all of the charter school's incremental costs;
- a statement discussing the incremental cost of acquiring additional facilities, furniture, and equipment to accommodate the anticipated increase in student enrollment; and
- a statement discussing the incremental cost of additional on-site personnel and identifying the additional number of full-time equivalents that will be employed.