

The background of the slide is a photograph of a modern school hallway. In the foreground, a wide set of light-colored stairs with metal railings leads upwards. Several students are seen from behind, walking up the stairs. The hallway is bright, with large windows on the right side that offer a view of green trees outside. The ceiling has recessed lighting. A semi-transparent blue rectangular box is overlaid in the center of the image, containing the main title and subtitle in white text.

Financial Workbook Planning and Information Session

Financial Compliance

Helpful Tips to Consider When Creating Your Workbook

- Enter conservative and realistic estimates for enrollment
 - *Overestimating enrollments and over budgeting expected revenue is the most frequent cause of financial troubles.*
- **Remember:** enter the Average Daily Attendance (ADA) percentage
 - *This calculates the total State Revenue and is reported in the “Start-up Year 1” tab.*

Helpful Tips to Consider When Creating Your Workbook

Highly recommended: Familiarize yourself with the workbook and how data from one screen/tab carries over and feeds to others. Before you input your actual numbers, take some time to navigate through the worksheet and get comfortable.

What Staff Is Looking For

- Provide a detailed narrative start-up plan in the application.
- Outline costs associated with all start-up activities.
- Provide a detailed description of assumptions in the Notes section to assist Reviewer
 - *including notes on CSP grant funding attributed to each position and category*
- **Note:** Budget for reserves in case anticipated funding does not come through or falls short.

What Staff Is Looking For

- Letters of commitment from donors and charitable institutions
 - *A charter is likely to succeed if it has ample support from the community including financial support.*

Financial Compliance Staff

Joe Herrera

(512) 463-7708

joe.herrera@tea.texas.gov



Padmaja “Pija” Sathyanarayan

(512) 475-2012

padmaja.sathyanarayan@tea.texas.gov

