

The background of the slide is an aerial photograph of a city. On the left, a river flows through a green landscape with a bridge in the distance. In the foreground, there are several large, modern buildings, including a prominent one with a grid-like facade. On the right, a dense urban area with various high-rise buildings is visible under a clear sky. The overall scene is bright and clear, suggesting a sunny day.

# Generation 27 Applicant Information Session Financial Plan

- Provide a detailed narrative start-up plan
- The Start-up plan described in this section should align with the start-up budget in the Financial Plan Workbook
- Outline costs associated with all start-up activities
- Specify tasks, timelines and individuals responsible for each task
- Include Contingency plans if anticipated funding is not received or is lower than expected
- Describe how the Board will monitor the implementation of the Start-up plan

- Provide a description of the systems and policies that will be used for financial planning, accounting, purchasing and payroll.
- Distinguish between the roles and responsibilities of the school administration and the governing board for school finances.
- List the services to be contracted such as food, transport, auditing services.
- State the criteria used for selecting the contracted service and the qualifications that will be required for each vendor.

- Please provide the most recent financial audit report, a recent credit report and recently filed IRS forms 990, 990-N or 990-EZ. Provide an explanation if these documents are not available.
- Describe processes of ensuring financial transparency to the TEA and the public including plans for public adoption of the budget.
- Include letters of commitment from committed donors, anticipated donations and list donations that have been collected, if any.
- Describe fund raising and outreach efforts.

- Complete all four tabs at the bottom that are in GREEN
- The BLUE tabs are informational and do not require information to be entered. The cells populate from other cells in the workbook.
- Enter information in the WHITE cells only. Formula driven cells are locked.
- The RED triangles in the upper right corner of some cells have guidance on that line item

- **School Info Tab**
  - This is the second tab and asks for basic information such as name, email and phone number
  - Information entered here will be used to populate data throughout the workbook
  - Enter the fiscal year end for the start-up and year one
  - The fiscal year end date is required
  - Enter the total school year minutes

- Enrollment Tab
  - Enter the anticipated number of students by grade and by year in the WHITE cells.
  - Enter the average daily attendance percentage by year.
  - The student population can be filled in the WHITE cells with the anticipated students for each designation.
  - The transportation section can be completed with the number of anticipated students for the specific program



- Personnel Tab
- Enter the
  - Position description
  - Position Category
  - Use gross annual salary data only (no hourly rate or payroll taxes)
  - Enter the number of FTEs (full time equivalents) per year
  - Enter an anticipated percentage of increase in salaries for each year. Based on this increase, the salaries will be automatically updated
  - Enter any notes including notes on CSP grant funding attributed to each position.



- **Start-Up, Y1 & Assumptions**
  - Enter budgeted amounts for the proposed charter for the start-up year and year one
  - The anticipated percentage of increase or decrease can be entered in columns H through M
  - Enter a detailed description of assumptions to assist TEA in their review including notes on the CSP grant funding attributed to each position and category.

- **Budget Tab**
  - Cells are populated based on Enrollment, Personnel, Start-up, Y1 & Assumptions
- **Financial Plan Workbook Summary**
  - Informational only (do not enter anything in this tab)

- **Summary of Finances (SOF)**
  - The SOF tab shows estimate of total state aid.
  - No data should be entered in this tab
- **Final Note**
  - We will review all items submitted
  - Any questions will need to be resolved by you for the application to proceed
  - Notes, comments, and explanations will reduce questions

Financial Accountability System Resource Guide (FASRG) version 16:  
Module 2 -Special Supplement – Charter Schools  
Module 3 -Special Supplement – Nonprofit Charter School  
Chart of Accounts

<http://tea.texas.gov/index2.aspx?id=25769817568>

Student Attendance Accounting Handbook (SAAH):

<http://tea.texas.gov/index2.aspx?id=25769817607>

Texas Administrative Code (TAC) Chapter 100 - Charters:

<http://ritter.tea.state.tx.us/rules/tac/chapter100/index.html>



# Contact Information

**Padmaja Sathyanarayan**

**Financial Compliance Division**

**[Padmaja.sathyanarayan@tea.texas.gov](mailto:Padmaja.sathyanarayan@tea.texas.gov)**

**Joe Herrera**

**Manager**

**School Finance/ Financial Compliance Division**

**[Joe.Herrera@tea.Texas.gov](mailto:Joe.Herrera@tea.Texas.gov)**