

The background of the slide is a photograph of a modern school building. It shows a wide, brightly lit hallway with large windows on the right side, through which trees and a building are visible. In the foreground, a set of stairs with metal railings leads up. Several people, including students and adults, are seen walking on the stairs and in the hallway. The overall atmosphere is bright and active.

# Financial Workbook Planning and Information Session

Joe Herrera, 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](mailto:joe.herrera@tea.texas.gov)



Padmaja “Pija” Sathyanarayan

(512) 475-2012

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

