

# FY 2019-20 ADOPTED BUDGET TEMPLATE INSTRUCTIONS

## BUDGET, LCFF AND LCAP DUE JULY 1

### Budget Template Directions

#### 1) Certification Page

- a. Complete the "CERTIFICATION OF FINANCIAL CONDITION" section
  - i. Mark one box

**CERTIFICATION OF FINANCIAL CONDITION (This is completed by the Charter) Mark a box.**

<input type="checkbox"/>	<p><b><u>POSITIVE CERTIFICATION</u></b>                      As the Charter School Official, I certify that based upon current projections this charter will meet its financial obligations for the current fiscal year and subsequent two fiscal years.</p>
<input type="checkbox"/>	<p><b><u>QUALIFIED CERTIFICATION</u></b>                      As the Charter School Official, I certify that based upon current projections this charter may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.</p>
<input type="checkbox"/>	<p><b><u>NEGATIVE CERTIFICATION</u></b>                      As the Charter School Official, I certify that based upon current projections this charter will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.</p>

- b. Send the Original Signature Page via mail or drop it off. (We would love to see you!)
  - i. Please print the name and title of person signing the form
- c. Send the **Board Resolution** approving the budget and LCAP.

#### 2) General template directions:

- a. Read ALL instructions before starting the budget
- b. Do not put in formulas. *Please hard code all numbers.*
- c. Do not protect the sheets/pages
- d. Do not alter the template in any way (deleting/adding rows is a "no, no")

#### 3) Assumptions sheet – complete the ENTIRE sheet:

- i. Include enrollment AND ADA

Total Enrollment	-	-	-
ADA%	0.0%	0.0%	0.0%
Total ADA	-	-	-

- ii. Include grants
- iii. Include ALL additional funding including where local revenue is generated
  - 1. Call out donation
- iv. Other Outgo
  - 1. Short term financial commitments/loans (less than 6 months)
- v. Books and supplies match LCAP

#### b. Cash Flow

- i. The beginning balance for FY 2019-20 should match your unaudited and ending June balance for FY 18-19 within 15% (Get this from you year-end forecast since unaudited is not completed.)
- ii. Explain any accruals over 120 days
- iii. If in a net decrease for the year, please explain why

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#### **c. Supplemental**

- i. Provide all information on the charter's loans and encumbrances (over 6months). Please include in the budget.
  - a. Bonds
  - b. Factoring loans
  - c. Other Loans/Contracts
  - d. Equity lines
  - e. Other encumbrances (time payments like on copiers)
  - f. Provide all documentation for each and board resolutions

#### **5) Long-term commitments**

- a. **All existing and new multiyear commitments (including multiyear debt agreements, and new program or contracts resulting in long-term obligations) have been identified and the current annual payment, as well as for two subsequent fiscal years, have been provided.**

- ii. Acknowledge and identify all funding transfers (loans/backfill) between charters/CMO/network/other entities
  - a. Loan documents between the charters/network/CMO(identify)
    - i. Amount loaned, payment plan, length of loan
  - b. Board Resolution approving the loan
  - c. General fund contributions

#### **4) General Fund Contributions**

- a. Contributions from unrestricted resources in the general fund to restricted resources in the general fund for the current year and two subsequent fiscal years are identified.

- b. Projected transfers to or from the general fund to cover operating deficits in the current year or two subsequent fiscal years are identified.

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**THIS IS IMPORTANT!!**

**“OTHER PROGRAM WORKSHEET” IS ADDED TO THE TEMPLATE**

If the charter has a:

- Summer school program
- Before school program
- After school program

These programs must be presented as separate budgets from the classroom school budget!  
 (See the new **“OTHER PROGRAM WORKSHEET”** on the Adopted Budget Template.)

Again, these **additional programs are NOT to be included in the general day-to-day school budget**

DO NOT INCLUDE THE REVENUE AND EXPENDITURES FOR THESE PROGRAMS IN SCHOOL YEAR BUDGET. Only use the profit/loss, if contributed to, or reliant on, the school budget.				
	Description	2019-20 Amount	2020- 21 Amount	2021-22 Amount
<b>BEFORE SCHOOL PROGRAM</b>				
<b>REVENUES</b>				
	Grants			
	Tuition			
	Other			
	<b>Total Revenue</b>	0	0	0
<b>EXPENDITURES</b>				
	Compensation			
	Supplies			
	Transportation			
	Other	0	0	0
	<b>NET PROFIT/LOSS</b>	0	0	0
	Identify plans for profit:			
	Identify plans to compensate for loss:			
	If used in school budget place, in "Assumptions"		<b>Profit: "Other Revenue Sources"</b>	
			<b>Loss: Other Costs</b>	
	On the "Alternative Form"		<b>"Other Revenue Sources" is input on line:</b> <b>D. Other Financing Sources/Uses</b> <b>1. Other Sources 8930-8979</b>	
			<b>"Other Costs" is input on line:</b> <b>D. Other Financing Sources/Uses</b> <b>2. Less: Other Uses 7630-7699</b>	

Increase/decrease (Revenue – Expenditures): \$XXX

If there is a **LOSS**:

Please identify the backfill source (insert as necessary every year – MYP)

If there is a **PROFIT**:

Please identify where the money will be designated (insert as necessary every year – MYP)  
 i.e. Reserved for next year’s afterschool program, “Supplemental” income for school year.

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**Note:**

If the profit or loss from these programs effects the school year budget, the increase or decrease gets input on the "Assumptions" template sheet.

**Profit = Other Revenue Sources**

**Loss = Other Costs**

<u>Other Revenue Sources</u>	
<u>Other Costs</u>	

Take these amounts and input them on the "Alternative Form"

"Other Revenue Source" from the "Assumptions Sheet" is input on the "Alternative Form" at:

**D. Other Financing Sources/Uses**

**1. Other Sources 8930-8979**

"Other Costs" from the "Assumptions Sheet" is input on the "Alternative Form" at:

**D. Other Financing Sources/Uses**

**2. Less: Other Uses 7630-7699**

<b>D. OTHER FINANCING SOURCES / USES</b>					
1. Other Sources	8930-8979				-
2. Less: Other Uses	7630-7699				-

**LCAP Directions**

The LCAP must:

- 1) Match the numbers in the budget
- 2) Identify the reserved expenditures
- 3) Include the total budget
  - a. Rent/Utilities/classified etc.
- 4) The total school year budget should equal the LCAP budget**

**DO NOT FORGET THE PARENT LCAP BUDGET!!**

**As always, if you have questions  
do not hesitate to call your Financial Administrator.**

Charter Schools Department Financial Administrators

Christine Carbone  
 Christine\_Carbone@SCCOE.org  
 408.453.3604

Shallu Sharma  
 Shallu\_Sharma@SCCOE.org  
 408.453.3609