## Appendix C: Budget/Financial Plan

1. Submit the following budget documents:
	1. **Multi-Year Budget Projection Excel Sheet** (available at <https://www.ousdcharters.net/applying-charter-schools.html>) which includes the projected budget for the school's start-up year and the first three years of the proposed school's operation.
	2. **FCMAT LCFF Calculator**, designed to support budget projections as the state transitions to the Local Control Funding Formula (see <https://www.fcmat.org/lcff> for latest version). All tabs must be completed.
	3. **Three-Year Cash Flow Excel Sheet** (available at <https://www.ousdcharters.net/applying-charter-schools.html>). All tabs must be completed.
2. Budget Narrative: Present a detailed description of assumptions and revenue estimates, including but not limited to the basis for revenue projections, staffing levels, and costs. The narrative should specifically address the degree to which the school budget will rely on the following variable income:
	1. Per-Pupil Revenue.
	2. Anticipated Funding Sources. Indicate the amount and sources of funds, property or other resources expected to be available through banks, lending institutions, corporations, foundations, grants, etc. Note which are secured and which are anticipated, and include evidence of commitment for any funds on which the school’s core operation depends.
	3. Discuss the school’s contingency plan to meet financial needs if anticipated revenues are not received or are lower than estimated.
	4. Year 1 cash flow contingency, in the event that revenue projections are not met in advance of opening.
3. Provide a compensation plan based on sound budget assumptions that reflects understanding of the prevailing market and supports the proposed educational program.
4. Describe the systems, policies and processes the school will use for financial planning, accounting, purchasing, and payroll, including a description of how it will establish and maintain strong internal controls and ensure compliance with all financial reporting requirements.
5. Describe the roles and responsibilities of the school’s administration and governing board for school finances and distinguish between each.
6. Describe any services to be contracted, such as business services, payroll, and auditing services, including the anticipated costs and criteria for selecting such services.