

The background of the slide is a photograph of a modern conference room. Several people are seen from behind, standing near large windows that offer a view of green trees outside. The room has a clean, professional appearance with light-colored walls and a carpeted floor. The image is overlaid with a semi-transparent blue rectangle containing the main title and subtitle.

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.

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



Financial Compliance Staff

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