

All details of your budget should be contained in your budget narrative.

The narrative response explaining how the budget figures were derived should accompany the budget pages listed as tabs at the bottom of this document. Also attach any detail received from outside sources such as quotes, invoices from other schools, budgets from other schools, amortization schedules etc. Print all three tabs as well as a detailed explanation and submit them with your application.

***** If there are any problems with this spreadsheet and the calculations please contact Scott Kessel at 302-735-4050.**

There are three budget tabs at the bottom of this page.

Year 0 for new charters is the plan year with no students.

First: Click on the State and Local Funds tab and follow these directions

- LINE 1 Enter the amount of the State Funds that were calculated from the Charter School Web Site Revenue Estimates located at <http://www.doe.k12.de.us/infosites/schools/charterschools/schoolapplication.shtml>
If estimates did not come from this spreadsheet provide an explanation with details on how estimate were derived.
- LINE 2 Same as LINE 1. This number should come from the same spreadsheet. If it does not, explain how the number was derived in detail.
- LINE 3 If there is a balance at the end of the prior year enter it here as carryover funds.
- LINE 4-13 Enter the amount of salaries for the year. Be sure to include an explanation of how this number was derived.
Is it an average salary or some other method of calculation? Is it from a pay scale? Please include the salary calculation process description in detail.
These salaries should agree with the staff listing in the body of the application. Be sure to compare to surrounding charters and districts to see if they are competitive.
- LINE 14 Automatically calculated
- LINE 15 Enter amount for all Health Insurance costs and describe in detail how the number was derived. Show the sources used to get this value.
State Health Plans and rates can be found at http://www.delawarepensions.com/pensionplans/health/health_rates_medicare_noneligible.shtml
- LINE 16 Include any other benefits costs provided to staff that is above and beyond any of the above benefits.
- LINE 17-55 **Include the costs associated with each of the following lines. Please provide extensive details on how these numbers were derived. Was it an estimated cost per student? Was it quoted from vendors? The more concrete the detail the better. Guessing at an average is far less concrete and shows less attention to detail and commitment than actually getting quotes from vendors or getting estimates from others with experience in these areas. The more back up provided to support this number the more confidence the approvers have in the applicant's commitment to this process. There should be details for every line on the budget.**
- Line 56 Enter the number of student enrollment projected for each year. This should match any enrollment numbers included in the body of the application

Next: Click on the Federal Funds tab and follow these directions

- LINE 1 Charter School Federal Start Up Funds may be available to NEW APPLICANTS ONLY. The applicant must apply directly to the USDOE to access these funds. It is a competitive process. Contact Scott Kessel (302) 735-4050 for more information.
- LINE 2 Contact Eulinda DiPietro, Education Associate for Federal Funds at the Delaware Department of Education. Phone Number - 302-735-4040.
Ms. DiPietro will provide an estimate of what will be receive in federal entitlement funds.
- LINE 3 Enter any othe Federal Grants amounts applied for and received
- LINE 4-13 Enter the amount of salaries for the year. Be sure to include an explanation of how this number was derived.
Is it an average salary or some other method of calculation? Is it from a pay scale? Please include the salary calculation process description in detail.
These salaries should agree with the staff listing in the body of the application. Be sure to compare to surrounding charters and districts to see if they are competitive.
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- LINE 16 Include any other benefits costs provided to staff that is above and beyond any of the above benefits.
- LINE 17-55 **Include the costs associated with each of the following lines. Please provide extensive details on how these numbers were derived. Was it an estimated cost per student? Was it quoted from vendors? The more concrete the detail the better. Guessing at an average is far less concrete and shows less attention to detail and commitment than actually getting quotes from vendors or getting estimates from others with experience in these areas. The more back up provided to support this number the more confidence the approvers have in the applicant's commitment to this process. There should be details for every line on the budget.**
- Line 56 Enter the number of student enrollment projected for each year. This should match any enrollment numbers included in the body of the application

Finally: Click on the Other Funds tab and follow these directions

- LINE 1 List fund commitments from non profit agencies such as the Longwood Foundation. Commitments should be documented or will be negated from calculation
- LINE 2 List funds from the school foundation. Commitments should be documented or will be negated from calculation
- LINE 3 List any donations that are committed to the school. Commitments should be documented or will be negated from the calculation
- LINE 4 List bank or construction loans here. Include as back up terms of the loans and any repayment schedules.
- LINE 5 List anticipated revenue from cafeteria operations with supporting documentation of costs to offset the revenue. Revenue will be per meal charges.
- LINE 6-15 Enter the amount of salaries for the year. Be sure to include an explanation of how this number was derived.
Is it an average salary or some other method of calculation? Is it from a pay scale? Please include the salary calculation process description in detail.
These salaries should agree with the staff listing in the body of the application. Be sure to compare to surrounding charters and districts to see if they are competitive.
- LINE 16 Automatically calculated
- LINE 17 Enter amount for all Health Insurance costs and describe in detail how the number was derived. Show the sources used to get this value.
State Health Plans and rates can be found at http://www.delawarepensions.com/pensionplans/health/health_rates_medicare_noneligible.shtml
- LINE 18 Include any other benefits costs provided to staff that is above and beyond any of the above benefits.
- LINE 19-57 **Include the costs associated with each of the following lines. Please provide extensive details on how these numbers were derived. Was it an estimated cost per student? Was it quoted from vendors? The more concrete the detail the better. Guessing at an average is far less concrete and shows less attention to detail and commitment than actually getting quotes from vendors or getting estimates from others with experience in these areas. The more back up provided to support this number the more confidence the approvers have in the applicant's commitment to this process. There should be details for every line on the budget.**
- Line 58 Enter the number of student enrollment projected for each year. This should match any enrollment numbers included in the body of the application

Charter School Application Budget Worksheet

Federal Funds		YEAR 0	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Federal Start Up Grant Funds		\$0	\$0	\$0	\$0	\$0
Entitlement Funding		\$0	\$0	\$0	\$0	\$0
Other Federal Grants		\$142,347	\$213,521	\$251,954	\$289,747	\$289,747
FEDERAL REVENUE		\$142,347	\$213,521	\$251,954	\$289,747	\$289,747
Federal Expenses		YEAR 0	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Personnel Salaries / Other Employer Costs						
	FTE		FTE	FTE	FTE	FTE
Classroom Teachers	\$6,000 0.00	\$6,000 0.00	\$6,000 0.00	\$6,000 0.00	\$6,000 0.00	\$6,000 0.00
Special Education Teachers	\$70,000 0.00	\$114,000 0.00	\$138,450 0.00	\$162,900 0.00	\$162,900 0.00	\$162,900 0.00
Special Teachers (phys Ed, Art, Music)	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00
Counselors	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00
Principal/Administrative	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00
Nurse	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00
Clerical	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00
Custodial	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00
Substitutes	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00
Other	\$16,000 0.00	\$16,000 0.00	\$16,000 0.00	\$16,000 0.00	\$16,000 0.00	\$16,000 0.00
Other Employer Costs (28.53 % of Salaries)	\$26,248	\$38,801	\$45,776	\$52,752	\$52,752	\$52,752
Health Insurance	\$3,579	\$3,579	\$3,579	\$3,579	\$3,579	\$3,579
Other Benefits	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL SALARIES / OTHER EMPLOYER COSTS		\$121,827 0.00	\$178,380 0.00	\$209,805 0.00	\$241,231 0.00	\$241,231 0.00
Student Support						
Transportation	\$0	\$0	\$0	\$0	\$0	\$0
Extra Curricular Transportation	\$0	\$0	\$0	\$0	\$0	\$0
Cafeteria	\$0	\$0	\$0	\$0	\$0	\$0
Extra Curricular	\$0	\$0	\$0	\$0	\$0	\$0
Supplies and Materials	\$0	\$0	\$0	\$0	\$0	\$0
Textbooks	\$0	\$0	\$0	\$0	\$0	\$0
Curriculum	\$0	\$0	\$0	\$0	\$0	\$0
Professional Development	\$13,980	\$22,601	\$22,601	\$22,601	\$22,601	\$22,601
Assessments	\$0	\$0	\$0	\$0	\$0	\$0
Other Educational Program	\$0	\$0	\$0	\$0	\$0	\$0
Therapists (Occupational, Speech)	\$0	\$0	\$0	\$0	\$0	\$0
Classroom Technology	\$0	\$0	\$0	\$0	\$0	\$0
School Climate	\$0	\$0	\$0	\$0	\$0	\$0
Computers	\$5,000	\$11,000	\$18,008	\$24,375	\$24,375	\$24,375
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0
Other advisor travel/fees	\$1,540	\$1,540	\$1,540	\$1,540	\$1,540	\$1,540
SUBTOTAL STUDENT SUPPORT		\$20,520	\$35,141	\$42,149	\$48,516	\$48,516
Operations and Maintenance of Facilities						
Insurance (Property/Liability)	\$0	\$0	\$0	\$0	\$0	\$0
Rent	\$0	\$0	\$0	\$0	\$0	\$0
Mortgage	\$0	\$0	\$0	\$0	\$0	\$0
Utilities	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
Telephone/Communications	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Renovation	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL OPERATIONS AND MAINTENANCE OF FACILITIES		\$0	\$0	\$0	\$0	\$0
Administrative/Operations Support						
Equipment Lease/Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Purchase	\$0	\$0	\$0	\$0	\$0	\$0
Supplies and Materials	\$0	\$0	\$0	\$0	\$0	\$0
Printing and Copying	\$0	\$0	\$0	\$0	\$0	\$0
Postage and Shipping	\$0	\$0	\$0	\$0	\$0	\$0
Enrollment / Recruitment	\$0	\$0	\$0	\$0	\$0	\$0
Staffing (recruitment and assessment)	\$0	\$0	\$0	\$0	\$0	\$0
Technology Plan	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0

Charter School Application Budget Worksheet										
Other Funds										
	YEAR 0		YEAR 1		YEAR 2		YEAR 3		YEAR 4	
Non Profit Grants	\$0		\$0		\$0		\$0		\$0	
Foundation Funds	\$0		\$100,000		\$0		\$0		\$0	
Donations, other rev and interest admin fee	\$94,361		\$131,961		\$150,761		\$169,561		\$169,561	
Construction / Bank Loans	\$0		\$0		\$0		\$0		\$0	
Cafeteria Funds	\$155,452		\$155,452		\$155,452		\$158,562		\$158,562	
OTHER REVENUE	\$249,813		\$387,413		\$306,213		\$328,123		\$328,123	
Other Expenses										
	YEAR 0		YEAR 1		YEAR 2		YEAR 3		YEAR 4	
Personnel Salaries / Other Employer Costs		FTE		FTE		FTE		FTE		FTE
Classroom Teachers	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
Special Education Teachers	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
Special Teachers (phys Ed, Art, Music)	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
Counselors	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
Principal/Administrative	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
Nurse	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
Clerical	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
Custodial	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
Substitutes	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
Other Cafeteria	\$15,000	0.00	\$15,000	0.00	\$15,000	0.00	\$15,000	0.00	\$15,000	0.00
Other Employer Costs (28.53 % of Salaries)	\$4,280		\$4,280		\$4,280		\$4,280		\$4,280	
Health Insurance	\$0		\$0		\$0		\$0		\$0	
Other Benefits	\$0		\$0		\$0		\$0		\$0	
SUBTOTAL SALARIES / OTHER EMPLOYER COSTS	\$19,280	0.00	\$19,280	0.00	\$19,280	0.00	\$19,280	0.00	\$19,280	0.00
Student Support										
Transportation	\$0		\$0		\$0		\$0		\$0	
Extra Curricular Transportation	\$0		\$0		\$0		\$0		\$0	
Cafeteria	\$0		\$0		\$0		\$0		\$0	
Extra Curricular	\$0		\$0		\$0		\$0		\$0	
Supplies and Materials	\$0		\$0		\$0		\$0		\$0	
Textbooks	\$0		\$0		\$0		\$0		\$0	
Curriculum	\$0		\$0		\$0		\$0		\$0	
Professional Development	\$0		\$0		\$0		\$0		\$0	
Assessments	\$0		\$0		\$0		\$0		\$0	
Other Educational Program	\$0		\$0		\$0		\$0		\$0	
Therapists (Occupational, Speech)	\$0		\$0		\$0		\$0		\$0	
Classroom Technology	\$0		\$0		\$0		\$0		\$0	
School Climate	\$0		\$0		\$0		\$0		\$0	
Computers	\$0		\$0		\$0		\$0		\$0	
Contracted Services	\$0		\$0		\$0		\$0		\$0	
Other clubs athletics	\$22,400		\$22,400		\$22,400		\$22,400		\$22,400	
SUBTOTAL STUDENT SUPPORT	\$22,400		\$22,400		\$22,400		\$22,400		\$22,400	
Operations and Maintenance of Facilities										
Insurance (Property/Liability)	\$0		\$0		\$0		\$0		\$0	
Rent	\$0		\$164,000		\$0		\$0		\$0	
Mortgage	\$0		\$0		\$0		\$0		\$0	
Utilities	\$0		\$0		\$0		\$0		\$0	
Maintenance	\$0		\$0		\$0		\$0		\$0	
Telephone/Communications	\$0		\$0		\$0		\$0		\$0	
Construction	\$0		\$0		\$0		\$0		\$0	
Renovation	\$60,000		\$50,000		\$50,000		\$50,000		\$50,000	
Other	\$0		\$0		\$0		\$0		\$0	
SUBTOTAL OPERATIONS AND MAINTENANCE OF FACILITIES	\$60,000		\$214,000		\$50,000		\$50,000		\$50,000	
Administrative/Operations Support										
Equipment Lease/Maintenance	\$0		\$0		\$0		\$0		\$0	
Equipment Purchase	\$0		\$0		\$0		\$0		\$0	
Supplies and Materials Cafeteria	\$131,345		\$131,345		\$131,345		\$131,345		\$131,345	
Printing and Copying	\$0		\$0		\$0		\$0		\$0	
Postage and Shipping	\$0		\$0		\$0		\$0		\$0	
Enrollment / Recruitment	\$0		\$0		\$0		\$0		\$0	
Staffing (recruitment and assessment)	\$0		\$0		\$0		\$0		\$0	
Technology Plan	\$0		\$0		\$0		\$0		\$0	
Other	\$0		\$0		\$0		\$0		\$0	