



New School's Bootcamp
Back of the Napkin
Planning your Operations Budget Worksheet 101

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Patti Glock, Colorado League of Charter Schools

Goal: The goal of this worksheet is to help new school developers think about the school operating as a business that provides educational services. There are revenue and expense considerations to determine the financial health of the school, which in turn, promotes the performance and sustainability of the school. Enrollment and per pupil revenue play a critical role in determining the school's budget. The data in the "Key Metrics" table are not actuals and are intended for example and discussion purposes only.

Directions: Please utilize the information in the "Key Metrics" table below to help populate data in the other tables.

Key Metrics

Salaries and Benefits	65% of total revenue
Facilities (Rent, insurance, utilities)	15%-18% of total Revenue
Facilities Size	100 square feet/student
FY 20 Lease space \$\$\$/square foot (average)	\$20/square foot
Benefits	Approximately 30% of salaries
Per Pupil Revenue (PPR) (X)	https://www.cde.state.co.us/cdefinance/publicschoolfinanceactof1994-fy2019-20 Go to "Funding Calculation" Then, "District Funding Calculation Worksheet" Check your district's calculation.

Facilities Size and Cost

	Year 1	Year 2	Year 3	Year 4	Year 5
Grades Served					
Students/grade					
(A)Total Enrollment					
Size of space (Square Feet)					
(B)Cost of facilities					

Salaries and Benefits

	Year 1	Year 2	Year 3	Year 4	Year 5
Teaching Staff Salaries					
Administration Salaries					
Support Staff Salaries					
(C)Total Salaries and Benefits					

Salaries, Benefits and Facility Cost Projection

	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue					
(A) Enrollment					
(X)PPR					
(Z)Total Revenue					
Expenses					
(E)Salaries and Benefits					
(A)Facilities					
Remaining Funds for operations (Z) – {E+A}					

Disclaimers:

1. These tables are intended to be used as a tool and for discussion with your team.
2. Always start with enrollment. Enrollment dictates your revenue. Revenue limits how much you can spend. You cannot operate with a deficit.
3. Fundraising and grant revenue are important, especially in your start up years. Be mindful that fundraising and grant expenses should also be recorded and generally end up as a net zero.