January 2010

Dear Organizer of Proposed Charter Schools:

The Indiana General Assembly passed Indiana’s first Charter School Act in April 2001. The Board of Monroe County Community Schools is authorized by the Charter School law to sponsor Charter Schools. The members of the Board welcome an opportunity to review proposed innovative and unique programs that meet a broad range of educational options and choices. The Superintendent will accept applications from potential sponsors of Charter Schools, ensure that all applicants have provided the required information, and make a preliminary recommendation to the Board. The Board will review each proposal and make the final decision on sponsorship.

Attached please find the Charter School Application for Non-Conversion Charter Schools for the 2010-2011 school year for Monroe County Community Schools. It is essential that all requested information is provided in your proposal.

The Indiana Charter School Law intends that Charter Schools will have some freedom and flexibility from regulations and requirements in exchange for high levels of accountability. However, the Charter Law requires Charter Schools to comply with certain Indiana legal requirements. In addition, some federal requirements affect all public schools or schools that receive federal funds. It is essential that you know and abide by the applicable legal requirements pertaining to the terms of the Charter. We have provided the appropriate information in this packet.

We will receive Charter School organizers proposals prior to October 1, 2010 for charter schools to open in the fall of 2011-2012. In subsequent years, we will continue to use a proposal deadline of October 1 of the year before the school in which the charter proposes to open. In subsequent years, we encourage organizers to submit proposals prior to October 1 of the year before the school year in which the charter proposes to open.

If there are any questions pertaining to this information or the application process, please submit them to ________________________ (________@mccsc.edu) at 812-330-7700.

This is our first time around with the Charter School process and there will be room for improvement. We ask for your patience and support as we attempt to implement the Charter School Law in the Monroe County Community School Corporation. I would appreciate your suggestions and feedback on the application, timeline, and process.

Sincerely,

John T. Coopman, Ed.D.
Superintendent
The Board of School Trustees of Monroe County Community School Corporation is strongly committed to programs and initiatives that support the mission statement: *We, the students, parents, patrons, and school community, will provide quality education for each student.*

In turn, the duty of the Board is critical in assuring that all educational environments that are sponsored by the Monroe County Community School Corporation are inviting, safe, secure, and instructionally effective.

The purpose of this application is to permit the Board of School Trustees of Monroe County Community Schools to exercise the responsibility as a potential sponsor of charter schools under Indiana law in a fiscally and educationally responsible manner that promotes innovation and diversity of educational programs. The Board of Monroe County Community School Corporation is committed to working with organizers of charter schools in the application, implementation and evaluation process that is designed to meet these goals.

This application should be completed by the Organizer – the not-for-profit corporation that owns and will operate the proposed charter school. The application is designed for an Organizer proposing a non-conversion charter school, that is, a school that is not currently a Monroe County Community School Corporation school. (Organizers proposing to convert an existing MCCSC school to a charter school should request the separate application for that purpose.) This application consists of a series of requests for information and documents concerning the proposed charter school. The information requests are arranged in five categories, to reflect the areas of focus for charter school sponsors under Indiana law:

I. Academic Design
II. Governance and Management
III. Operations
IV. Physical Plant
V. Finance

Answer the questions and information requests as thoroughly and clearly as possible in the sequence in which they appear. Your responses should be numbered to correspond with the questions. Following each set of questions is a brief description of the criteria that the Superintendent expects to use in reviewing your application. These review criteria are not intended to be exhaustive or prescriptive, but to serve as a helpful guide as you formulate your responses.

Please organize your final application in booklet form, with five tabbed sections reflecting the five headings in the application. Each section should contain the back-up documentation with that subject, so that each section can be separated for review by individuals in the Monroe County Community School Corporation Administration or outside experts in that subject. The application should be printed on 8 ½ x 11 paper in a font no smaller than 11 point. The budget worksheets, however, which are Attachment A to this application, may be submitted on 8 ½ x 14 paper. Please submit ten (10) copies of your applications and a computer disk with the document in Microsoft Word 6.0 format. Applicants are strongly urged to submit their budget spreadsheets on Excel as well as in hard copy. Be mindful that your application and any related materials you submit to the Monroe County Community School Corporation are subject to Indiana’s Public Records Act (IC 5-14-3).
On your application cover or cover letter, please indicate whether an application for the same proposed charter school has been submitted to any other potential sponsor.

Pursuant to the Board’s Charter School Policy #9505 (See Attachment B), the application will be reviewed under the supervision of the Superintendent. The Superintendent will submit applications to the Board with an administrative recommendation. The Board must have sixty days upon receipt to review and consider the application. For charter schools proposing to open in 2011–2012, applications should be submitted by October 1, 2010. In subsequent years, the deadline for applications to be submitted will be October 1 of the year prior to the charter school opening in the fall. It will benefit organizers and the community to know well in advance which charter schools will be open the following fall.

The MCCSC Board anticipates working with each organizer to complete the terms of a charter promptly upon approval of the application. Toward that goal, Attachment C to this application packet is a Template charter reflecting the basic terms expected in charters sponsored by the Board of Education, with certain additional terms to be negotiated on a case-by-case basis. Note that certain information requested as part of the application, such as the lease or deed entitling the charter school to occupy its facility, employment or other contracts, and a school improvement plan, may not be available at the time of the application. The Board will require these documents by the time the charter is signed so that they can become a part of the agreement governing operation of the school.

Pecuniary interest in the charter school, through contracts or otherwise, must be fully disclosed in the application. The Monroe County Community School Corporation will review the application overall for conflict of interest issues. The contractual agreements for the charter school’s facilities and any services should be free of any financial interest by any officer or Board member of the Organizer, or of any MCCSC Board member or employee.

Please note that the Indiana Department of Education website (www.doe.state.in.us) provides ready access to the text of Indiana statutes and regulations governing education, including Indiana Academic Standards, as well as discussion forums and other resource materials on topics such as Public Law 221 that will be helpful to organizers and charter schools.

I. Academic Design

A. Name, Purpose, Philosophy, and Mission

1. State the name and give a brief description of the proposed charter school. Name the organizing entity.
2. Describe the core mission and educational philosophy of the school.
3. Explain how the charter school will be an innovative public school that will serve different learning styles and needs of the students.
4. Identify how the proposed charter will provide educational services that are not currently available in the schools of the Monroe County Community Schools.

B. Education Program

1. Outline the scope of the educational program of the proposed charter school. Include grade levels and ages of pupils that will be served and curriculum objectives and content of the main subject areas. Describe how the curriculum will include Indiana Academics Standards.
2. Describe the instructional methodologies that will be used, and explain how these methodologies will support student learning. What is the research base for these methodologies?
3. Explain how the proposed charter school will meet the needs of, and provide instructional accommodations for, special education students, including how the proposed charter school will abide by the requirements of Article 7 of the Indiana Administrative Code and the federal Individuals with Disabilities Act.

4. Describe how the proposed charter school will meet the needs of, and provide instructional accommodations for, Limited English Proficient (LEP) students so that they learn English language skills and required knowledge and skills in academic content areas.

5. List the instructional textbooks, materials, and resources that the proposed charter school will use and include a schedule of educational fees. To what extent will the school participate in the Indiana textbook adoption program?

6. Include the proposed charter school’s policies on grading, promotion, and retention.

7. Provide the proposed charter school’s discipline policies and plans for progressive and sequential student discipline. Explain how the proposed charter school will provide procedural safeguards in its student discipline procedures, including due process procedures.

8. Describe the extent to which the proposed charter school will incorporate technology into the education program.

9. Explain how the proposed charter school will incorporate into the educational program of Monroe County Community Schools character values of respect, responsibility, caring, courage, honesty, and self-discipline.

C. Strategic and Continuous School Improvement and Achievement Plan

1. Describe how the leadership of the proposed charter school will coordinate the development of an initial three-year strategic and continuous school improvement and achievement plan (i.e., School Improvement Plan) according to the parameters outlined in Public Law 221 (IC 20.10.2).

2. List the proposed members of the committee that will develop the school improvement plan, explain how the plan will be reviewed and approved, and outline a tentative schedule for review and approval of the plan.

3. Describe the process that will be used for annual review and update of the school improvement plan.

4. List the school improvement objectives for the proposed charter school, describe how those objectives will be measured or how baseline data will be determined for students enrolled in 2011-12, and outline the benchmarks that will be used to determine whether the objectives have been achieved. Explain how annual academic progress will be measured against baseline achievement levels for the same students. Describe how the rate of student progress will be evaluated and the student populations with which charter school’s students will be compared.

5. Present the plan of the proposed charter school to assess students in core academic areas. Include the names and a brief description of assessments and when they will be administered during the school year. Describe how students will participate in all applicable statewide assessment programs, including ISTEP+ and the Graduation Qualifying Exam (if appropriate for the school’s grade levels). Describe alternative assessments that will be used to assess achievement of special education and Limited English Proficient students.

6. Present the proposed charter school’s plan for annual reporting of student progress to the Sponsor and to the community.

7. Describe the methods that will be used to identify educational strengths and needs of students and interventions that will be used for students who need significant support to attain satisfactory levels of academic progress.

8. If the proposed charter school includes grades 9-12, explain how the charter school plans to provide opportunities to take Advanced Placement courses, complete the
Core 40 curriculum, and earn an academic honors diploma. Describe the proposed school’s method for determining that a student has satisfied the State of Indiana requirements for graduation.

9. Describe how the proposed charter school will foster parent participation in the school.

10. Outline the proposed charter school’s plan for professional development and explain how that plan ties in to the School Improvement Plan.

II. GOVERNANCE AND MANAGEMENT

A. Identify the Organizer as a not-for-profit entity under state law. Attach documentation of Organizer’s not-for-profit status and tax status with the IRS.

B. Include the organization’s legal documents, such as the constitution, charter, articles of incorporation and bylaws.

C. List the names and addresses of the members of the Organizer’s Board of Directors and executive and financial administration. Include relevant background and experience that they bring to the supervision and administration of the proposed charter school. (Current resumes may be used to provide this information.) Submit limited criminal history background for each individual identified, pursuant to IC 5-2-5-8 and IC 20-5-2-7. If these individuals have not been identified, please describe the search and hiring process that the Organizer will use.

D. List the names and addresses of the persons expected to serve in the governance and administrative and financial leadership of the proposed charter school. Include relevant background and experience that they bring to their position. (Current resumes may be used to provide this information.) Submit limited criminal history background for each individual identified, pursuant to IC 5-2-5-8 and IC 20-5-2-7. If these individuals have not been identified, please describe the search and hiring process that the Organizer will use.

E. Present the administrative staffing plan for the proposed charter school for positions other than teachers. Include an organizational chart and description of duties and responsibilities for each position. Describe in general the structure for decision-making authority in the proposed charter school.

F. Describe any business arrangements of partnerships, such as with existing schools, educational programs, businesses, or not-for-profit corporations. Attach letters or documents from supporters or partners confirming their involvement.

G. Discuss extent of support for the proposed charter school from the community, potential students and parents, teachers or others. Attach letters or documents demonstrating support from these groups.

H. Explain the manner in which an annual audit of the program operations of the charter school is to be conducted by the Sponsor.

III. OPERATIONS

A. Dates and Term

1. State the proposed dates for the charter school to begin operations and have students in attendance. Identify the proposed length of the charter term (minimum of three years).

2. Identify the length of the school day.

3. Present a timetable for planning and operation of the proposed charter school, describing activities leading up to opening the school.

4. Provide the proposed charter school’s calendar for each year of the term. The calendar must provide for at least 180 days of student instruction.
B. Pupil Recruitment and Enrollment

1. Demonstrate how the proposed charter school will be advertised to attract a sufficient pool of applicants that reflects the diversity of the Monroe County Community Schools. Applicants should also demonstrate their ability to coordinate student application and enrollment schedules with the Monroe County Community School Corporation for school years after 2010-11.

2. State the maximum capacity for each grade, school and program proposed by the charter school for each year of the proposed term of the charter.

3. Describe the proposed charter school’s procedures for admission of students, including the procedures for ensuring that every applicant has an equal chance for admission.

C. Human Resources

1. Describe the process for hiring teachers, administrators, and other school staff, including the standards and background screening that will be used for selecting such personnel.

2. Describe the roles for all proposed personnel. This could be accomplished by attaching position descriptions.

3. Attach the proposed charter school’s human resource policies for all school employees governing the following: compensation, contracts, hiring, annual performance evaluation, retention, and termination.

4. Describe in full the arrangements for providing teachers and other staff with health insurance, retirement benefits, liability insurance, and other benefits.

5. Identify the staffing plan with respect to each category of position and include per pupil ratios. Positions should be reported in Full Time Equivalents (FTE).

D. Emergency Preparedness Plan, Transportation and Meals

1. Describe the crisis intervention and emergency management plan designed for the proposed charter school.

2. Describe the plan for transporting students to and from school.

3. Identify the criteria the proposed charter school will use to determine eligibility for bus transportation, e.g., distance of residence from school.

4. Identify the arrangements, if any that will be made with private transportation providers or with parents.

5. Identify the transportation arrangements that will be made for students with identified disabilities.

6. Describe any plan for the proposed charter school to provide meals for students.

IV. Physical Plant

A. Describe the physical plan for the proposed charter school, including the address of location and condition of facility. Describe why these facilities are adequate and appropriate for the proposed number of students, including those with special needs, and educational programs. Include a site plan and floor plan (to scale). If the physical plant will be modified before use by the charter school, provide plans showing the proposed modifications.

B. Provide documents, such as a lease or deed, demonstrating the charter school’s right to occupy and use the physical plan for school purposed for the period proposed for the charter. Document that the physical plan complies with all applicable building, fire and safety, health, ADA (Americans with Disabilities Act), and zoning codes and regulations for school use, and attach all required certifications for occupancy of the physical plant as a school for
children in the grades that the charter school proposes to serve. Note in particular that the Charter School ACT (IC 20-5.5-8-5) makes IC 20-5-2-3 applicable to charter schools. That provision subjects charter schools to laws requiring regulation by state agencies, including Fire Prevention and Building Safety Commission and the State Department of Health.

C. If facilities have not yet been leased or purchased but have been identified for operation of the charter school, please describe their location and condition, and explain why these facilities are adequate and appropriate for the proposed number of students, including those with special needs, and educational programs. Provide a site plan and a floor plan (to scale). If the physical plan will be modified before use by the charter school, provide plans showing the proposed modifications. Describe the proposed schedule and process for obtaining the facilities for use by the charter school.

D. If the charter school has not yet identified a specific location, identify the area in which a search for a physical plan is being conducted, the process being used to conduct the search, and a timeline for its completion. Describe the features that will be required in a physical plan for the school.

E. Describe how the proposed charter school will maintain its facilities and the standards by which the physical plan will be maintained. If the physical plant will be leased, describe what the proposed charter school’s responsibility will be for maintenance.

V. FINANCE

A. Provide a detailed description of the financial management and internal accounting procedures proposed for the charter school, including procedures for taking student enrollment count data.

B. Attachment A is a set of budget worksheets that must be completed and submitted as a part of a charter school application. Completion of these worksheets requires preparation of a cash-flow budget for both capital and operating requirements. The worksheets require: 1.) a month-to-month budget for start-up expenses, covering the planning and capital expenses necessary before school opening; and 2.) a month-to-month budget for each year of the proposed term of charter school operations, covering all expected sources of revenue, both public and private, and planned capital and operating expenditures.

C. Provide proof that the Organizer and charter school have available working capital sufficient to cover the expenditures anticipated on the budget worksheets through January 2011, independent of the public funds that the organizer expects to obtain based on student enrollment.

D. Provide a financial statement listing all assets and liabilities of the charter school.

E. Explain how the charter school will be insured and bonded, including the minimum amount of insurance in each of the following categories:

   - General Liability
   - School Board Legal/Professional Liability
   - Umbrella (Excess Liability)
   - Boiler and Machinery
   - Property Damage
   - Automobile Liability
   - Workers Compensation
   - Treasurer’s Bond

   If insurance has been obtained, please attach proof of insurance. The insurance policy must include a statement that indemnifies Monroe County Community Schools in connection with any claim or loss concerning the charter school. The Treasurer for the Organizer and anyone else handling funds for the charter school must be bonded.

F. Describe the accounting, bookkeeping, payroll, banking and legal services that will be retained by the charter school in order to assure that it is operating consistently with law and with the State Board of Accounts “Accounting and Uniform Compliance Manual for Indiana Public School
Corporations,” in accordance with IC 5-11-1-3. Describe specifically how the Organizer and charter school will implement the federal and Indiana laws and regulations concerning separate maintenance of funds.

G. Identify any anticipated contractual or other relationships, including businesses, colleges or universities that will be undertaken by the Organizer of the charter school for operation of the charter school. Identify all participants in such transactions so the transactions can be reviewed for conflict of interest purposes.

H. Describe the Fixed Asset Inventory system that the proposed charter school will implement and maintain.

I. Describe the financing plans for lease or acquisition of the proposed physical plant. Include a description of any third-party financing or loans that the Organizer or charter school has obtained or expects to obtain in order to acquire the physical plant for the school, or to defray the cost of any other capital asset or service or operating expenses. If financing is contemplated, describe how property purchased with public funds will be safeguarded against liens or security interests in favor of third-party lenders.

J. Will the proposed charter school participate in the United States Department of Agriculture’s free and reduced price breakfast and lunch program? Will the charter school participate in the Indiana textbook fund, which is based on federal meal program participation? If so, describe how the proposed charter school will comply with the applicable requirements for participation.

REVIEW CRITERIA
FOR NON-CONVERSION CHARTER SCHOOL APPLICATIONS

The following criteria will be used by reviewers to evaluate applications for charter schools within the boundaries of the Monroe County Community School Corporation. The criteria are intended to identify key points that reviewers are looking for in each section of the application. The criteria are not intended to be all-inclusive.

I. ACADEMIC DESIGN

Reviewers will look for the following in this section:

- Clear articulation of the purpose, philosophy, and mission of the proposed charter school
- Vision for an innovative public school that will serve different learning styles and needs of students
- Description of educational services not currently available in the district
- Complete description of the scope of the education program for the proposed charter school
- Sound research-based instructional methodologies and curriculum
- Incorporation of Indiana Academic Standards and district character values
- Consistency between the purpose, philosophy and mission of the school and its educational program
- Compliance with legal and operational requirements associated with special education and Limited English Proficient students
- Clear and complete description of policies and plans for grading, promotion, and retention
- Discipline policies and plan designed to provide a safe and orderly learning environment for teachers and students
- Understanding of and ability to comply with PL 221
- Viable process for completing a three-year School Improvement Plan by April 1 of the year preceding the first year of operation and having it approved by the Sponsor before the charter is signed
- A school improvement process that involves teachers, parents, community and business leaders
- Commitment to high academic standards for all students
• Well developed, comprehensive assessment plan that will enable the Sponsor to determine whether school improvement objectives are being met
• Measures of education success that include the following at a minimum (if applicable to the grade level)
  - Number and percentage of students meeting academic standards under ISTEP+
  - Attendance rates
  - Graduation rates
  - Number and percentage of students passing the Graduation Qualifying Exam
  - Number and percentage of students completing Core 40 curriculum
  - Number of academic honors diplomas
• Commitment and ability to provide developmentally appropriate interventions to assist students who need additional support to achieve
• Description of how technology will be incorporated into the education program
• Professional development plan that supports the overall objectives of the School Improvement Plan

II. GOVERNANCE AND MANAGEMENT

Reviewers will look for the following in this section:

• Proof that the Organizer is constituted as required by Indiana Law
• Documentation of the Organizer’s tax status with the IRS
• Documentation that the Organizer has a Board of Directors whose members have authority to organize and oversee the charter school’s activities
• Evidence that the governing boards of the Organizer and charter school and the administrators running the school on a day-to-day basis are a representative group with a range of appropriate educational, organizational, financial, legal and other skills necessary to operate a successful school
• The governing boards and administrators do not have a criminal history that would make their involvement inappropriate
• The operations of the charter school are free of conflict of interest, as defined in IC 35-44-1-3 and IC 5-16-11
• Verification that the governing documents of the Organizer provide that the assets of the charter school will be distributed as required by the charter, upon dissolution or if the proposed charter is not renewed or is terminated
• Evidence of community support for the proposed charter
• Plan for annual audit by the Sponsor of the program operations of the charter school

III. OPERATIONS

Reviewers will look for the following in this section:

• Orderly and achievable timeline and process for planning and opening of the proposed charter school
• Proposed charter school calendar must provide for at least 180 days of instruction
• Proposed charter school calendar must be consistent with the calendar of Monroe County Community Schools if the charter school anticipates purchasing services, e.g., food service
• Pupil recruitment plan that is designed to achieve sufficient enrollment that reflects the diversity of the Monroe County Community School Corporation
• Specific plans to reach a broad cross section of the resident student community within the boundaries of Monroe County Community School Corporation
• Specify terms and conditions of employment in the proposed charter school
• Employment contracts or other employment agreements will be available to the Board of School Trustees before signing the charter
• Well developed crisis intervention and emergency preparedness plan
• Workable, fair and effective transportation system
• Access to adequate meal service to meet student’s nutritional needs during the school day, if applicable

IV. PHYSICAL PLANT

Reviewers will look for the following in this section:

• Safe and educationally appropriate physical plant for the level of student and educational program proposed for the charter school
• Maintenance plan for the facility
• Documentation that the physical plant complies with all applicable building, fire, health, safety, and zoning codes and ADA requirements

V. FINANCE

Reviewers will look for the following in this section:

• Evidence of sound financial planning and fiscal viability of the proposed charter school, including a financial statement
• Demonstrate knowledge and have the ability to meet the requirements of the State Board of Accounts for Indiana school corporations
• Provide a cash-flow budget
• Provide reliable sources of revenue that will carry the proposed charter school month-to-month for start up and continued implementation
• Provide insurance as stated in this application and to indemnify the Monroe County Community Schools in connection with any claim or loss concerning the charter school
APPENDICES
# Budget/Cash Flow Worksheet

## 4 Year Summary
January 1, 2010 – December 31, 2013

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<thead>
<tr>
<th>1. <strong>Beginning Balance</strong> (January 1)</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
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<th>2011</th>
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<td>b. Special Programs</td>
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<td>c. Local Share from Resident School District</td>
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<td>d. Investment Earnings</td>
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<td>e. Donations</td>
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<td>f. Fund Raisers</td>
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<td>g. Other Revenue</td>
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<td>c. Rental of facilities &amp; Utilities</td>
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<td>d. Insurance</td>
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<td>e. Service Contracts</td>
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<td>f. Supplies &amp; Materials</td>
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<td>g. Capital Outlay</td>
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<td>h. Other Expenditures</td>
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<td>1. Beginning Balance (Jan. 1)</td>
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<td>2. Receipts:</td>
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<td>a. Tuition Grant</td>
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<td>d. Investment Earnings</td>
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<td>g. Other Revenue</td>
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<td>h. Total Receipts (add lines 2a through 2g)</td>
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<td>3. Working Capital Loans</td>
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<tr>
<td>4. Total Beginning Balance, Receipts, &amp; Working Capital Loans (line 1 + line 2h + 3)</td>
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<tr>
<td>5. Expenditures:</td>
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<tr>
<td>a. Employee Salaries</td>
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<tr>
<td>b. Employee Benefits</td>
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<tr>
<td>c. Rental of facilities &amp; utilities</td>
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<tr>
<td>d. Insurance</td>
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<tr>
<td>e. Service Contracts</td>
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<tr>
<td>f. Supplies &amp; Materials</td>
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<tr>
<td>g. Capital Outlay</td>
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<tr>
<td>h. Other Expenditures</td>
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<tr>
<td>i. Total Expenditures (add lines 5a through 5h)</td>
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<tr>
<td>6. Ending Cash Balance (line 4 – line 5)</td>
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</tbody>
</table>