Free **expertise and resources** to help public charter schools thrive.

CHARTER SUPPORT UNIT

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Charter Support Unit

- Director of Charter Support Unit
  - Offers Free Support to Start Up Charter Schools
- Former School Director
- Former Charter School Principal
- Former Teacher

Dr. Catherine Rodriguez
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Dreamers Academy

- Head of School - Dreamers Academy
- Founding Principal
- Former Asst. Head of School - Sarasota Military Academy
- Secretary of FABE
- Former Teacher & Dean of Students
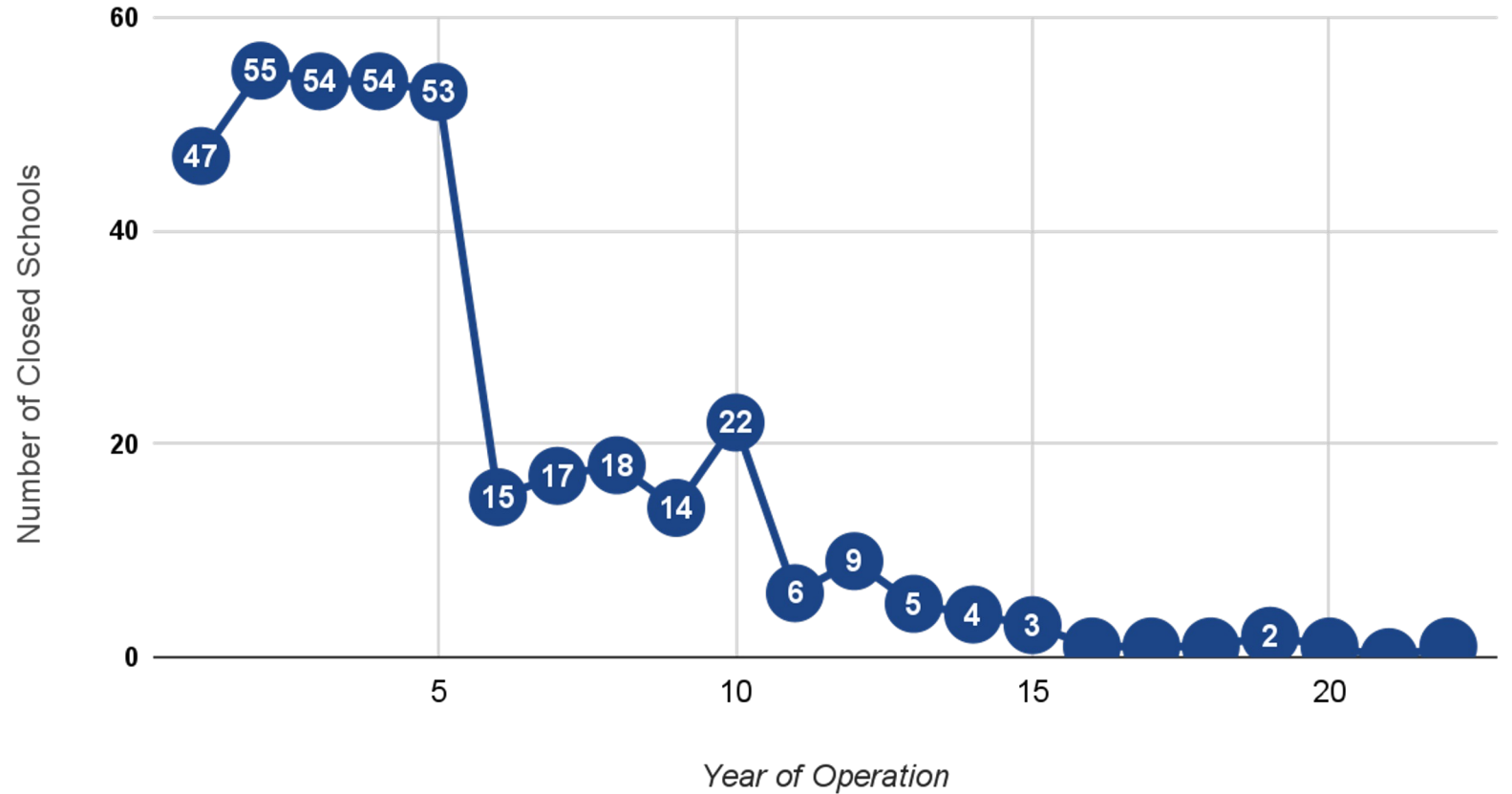- Clinical Health Psychology Counselor

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Building Hope

- Director of Charter School Operations
  - Manage School Payroll and Grants
- Former Charter School Principal
- Former Charter School Board Member
- Former Music Teacher

The early years are the most difficult

Year Of Operation Charter Schools Closed

Source: State MSID Database data regarding closed public charter schools (October, 2019)

Timeline of the Charter Support Unit

2012 - Began initial operation in the state of Florida through federal CSP Grant

2018 - Florida supported CSU through state general appropriations

2018 - Received a direct federal CSP Grant to expand offerings

2019 - Walton Grant allowed for significant expansion in Texas

2021- Florida CSP Grant renewed support of the CSU

Services for Schools

Having led charter schools ourselves, we recognize you might not have chosen this work because you love budgeting, facilities planning, or compliance. It all connects to student and school success, however, so understanding the administrative side of running a school is essential. Lean on the CSU to help you with an array of resources, services, and counsel — at no cost to your school.

Planning & Launching

Thoughtful planning, before and after a school receives its charter, is key to a successful opening.

Boards & Governance

New boards need to understand their responsibilities. Veterans need to plan for the school's future.

Facilities Planning

Our experts can help you build the budget, establish expectations, and create an action plan.

Finance & Budget

Whether it's the annual budget or a building project, we can help you maximize your resources.

Compliance & Grant Administration

The CSU can help your school maximize your grant returns and ease the stress of compliance paperwork.

School Operations

Resources and guidance to help charter schools run smoothly and safely.

The Charter Support Unit is here to help charter schools thrive.

National Scope, Local Expertise

Every public charter school across America operates in a slightly different environment. But the priorities are the same wherever you are: serve students well, operate responsibly and sustainably, deliver value for families and taxpayers. The Charter Support Unit's no-cost resources and expertise can help your school achieve those essential goals and many more.

The CSU is here to help charter schools nationwide. With focused expertise in **Florida, Texas, Upstate New York, Washington DC, Nevada, Idaho** and **rural communities,** we meet your needs from coast to coast.

Idaho
New York
Nevada
Washington, D.C.
Texas
Florida

There are so many ways the CSU can help your school.

One-on-One Consultations

Have an issue that would benefit from an outside perspective? CSU consultants are available to meet with school leaders and boards to work through your school's particular challenges or to help you advance your mission in new ways.

Trainings, Webinars, Online Courses

The Charter Support Unit offers ongoing and free trainings, webinars and online courses. We also maintain a robust library of resources and documents that any charter school can use.

Real People, Real Resources

We're here...because we've been there. The CSU's team of consultants is eager to share what we've learned from developing, leading and growing schools. Turn to us for tested strategies and tools collected from some of the country's most successful charter school leaders and advocates.

*The **Charter Support Unit** is managed by **Building Hope**, a nonprofit serving charter schools nationwide, and is supported financially through government and philanthropic grants.*

Building Hope

WALTON FAMILY
FOUNDATION

DEPARTMENT OF EDUCATION · UNITED STATES OF AMERICA

… disclaimers …

- We are not attorneys
- We are not financial advisors
- If you reach out to the Charter Support Unit
  - We need you to sign a brief statement acknowledging our role before direct services can be provided
  - We will collect the name of your school and the type of support provided for reporting our activities

QR Code to a shared resources concerning the topic & the Website to access it

Slide Format

"Anything in italics will be a direct quote of a statute or law."

- Points of interest
- Points of interest
- RED – Warning! Take Notice!

QR Code to a webinar or training concerning the topic & the Website to access it

Today's Agenda

- Introductions

- New Schools Checklist

- Project Management

- Governance

Let's make today interactive!

Introductions - Around the Room

- Your name?
- What has brought you to the charter school arena?
- Where are you in the process?
- What will make your school unique?
- What do you most hope to take away today?

Starting a Charter

Expectations

New School Checklist

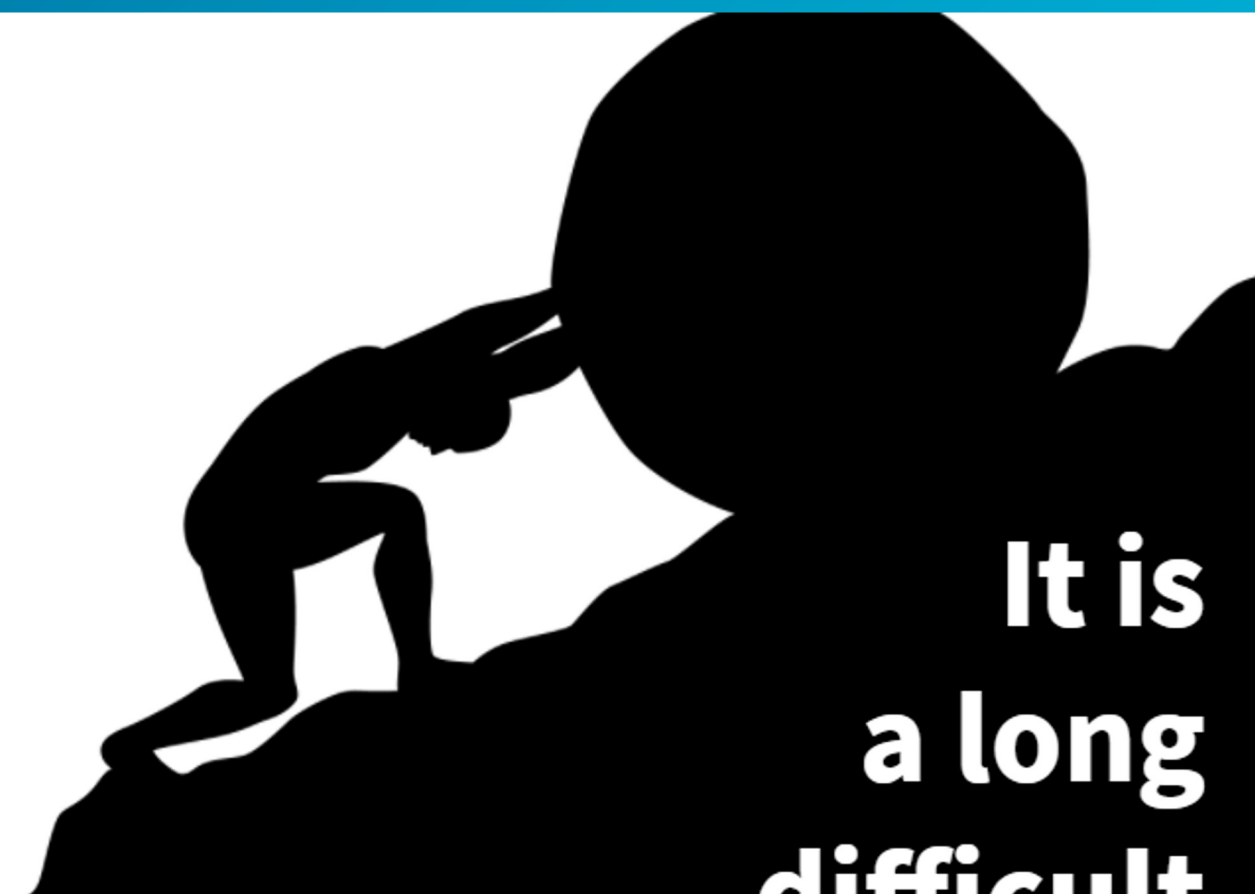Project Management

Platforms

Go In Eyes Wide Open

Opening A Charter

It is a long difficult road to opening

https://charter.support/resources/florida-new-school-checklist/

New School Checklist

"What's next?"

Lists of things to be completed for starting a new school

Broken down by phases and topics

Narrative with details

A reference for things to think about

Work in Progress

https://charter.support/webinar/new-schools-check-list-webinar/

Project Management

Managing your project is essential

Starting a school is not a one-person job

Use a task management software/site:

- What do you need?
- Collaborative
- Document storage
- Gantt charts
- Email reminders
- Chat / commenting
- Scheduling
- Mobile access
- Recurring tasks
- Repeatable templates

Once you select a platform

- Once you select a tool, learn how to use it effectively.
- Use it regularly.
- Expectations and culture are important!
- Make sure your team is consistent with use

Governance

Government in the Sunshine

Governance Training

Open Records

Quorums

Meeting Organization

Is It Sunny Yet?

- Government in the Sunshine
- Once your contract is signed
- Meetings must be posted
- Communication must be in the sunshine
- Public Records

Governance Training

- 4-hours required.

- Must be completed within 90-days of appointment

- 2-hour refresher every three years

- *Separate from the New Operator Training required at least 30-days prior to opening (Typically in May)*

Right of Access

- The intention of the sunshine requirement is to "provide a right of access to the decision making process of Boards"

- **Knowingly violating the "right of access" potentially makes individual board members liable for $500 fine & 60 days in jail.**

Basic Things To Remember

- All official acts must be taken at a public meeting
- No two board members may discuss anything that could potentially come before the Board outside of a public meeting
- Unilateral communication is okay, discussion is not
- Advisory committees are also subject to the sunshine laws
- Cannot use liaisons to circumvent the requirements

What Is Quorum?

- Minimum number of people required to make decisions

- Not defined in statute

- Usually defined in ByLaws

- CSP requirements are more than 50%

- Government in the Sunshine manual says quorum must be present in person (CMT?)

Communication Media Technology

- … Members of the governing board may attend in person or by means of communications media technology used in accordance with rules adopted by the Administration Commission under s. 120.54(5).

  - Must provide a physical "access point"
  - If technical issues prevent communication, meeting must stop
  - Notice must include:
    - Address of all access points (which are open to public?)
    - Contact info for additional information
    - Contact info for sharing written evidence

… Just use "Executive/Shade Session" …

We recommend only using if a lawyer tells you to do so.

- Executive or Shade Sessions are often a violation of sunshine requirements

- Only exceptions are:
  - Attorney client meetings
  - Collective bargaining discussions
  - Meetings involving minors

- No exceptions for personnel issues

Remember Public Records

- *"includes all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other materials, regardless of physical form, characteristics or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency."*

- Must be made available if requested
- Personnel records are public *(although some exceptions do exist)*
- Board member emails about school issues are public
- Be sure to post on your site who the custodian is

Board Meeting Organization

Develop a regular template for board minutes

Develop a process for sending materials to members

Set Timelines and try to stick to them

Agenda

Opening Session
- Roll Call, Agendas, etc.

Reports
- Just to ask questions from written reports

Consent Agenda
- Approved with the agenda
- Items can be "pulled" by Board members
- No discussion except on "pulled" items

Board Discussion / Action
- Sometimes broken into Old / New Business
- This is where most of the Board's time should be.

	Routine and Reports	
I	Call To Order	7:00pm
II	Roll Call	
III	Approval of Minutes	
	• January 17, 2012	
IV	Reports	7:10pm
	• Superintendent's Report	
	• Financial Report	
	• Staff Report	
	• Committee Report	
	Business	
V	Non-Highly Qualified Teacher Approval	7:20pm
VI	Policy Revision (3.4.6)	7:25pm
VII	Staff Survey	7:40pm
VIII	Budget Update	7:50pm
	Miscellaneous	
IX	Other	8:30pm
X	Adjournment	8:35pm

Sample with Time Limits

I. Opening Session
   A. Call to Order ~~Call Call~~

Called to order at 12:11 pm

Roll Call:
- **Board Members Present:** Miguel Briceno, Julio [
- **Board Members Participating Electronically:** Ja
- **Non-Board Members:** Curtis Fuller, Richard Mor
  Gustavo Rosas

   B. Agenda - Approval of Agenda

Moved to approve the agenda. Moved by Mr. Cesepe
Approved unanimously.

II. Reports
   A. School Progress Report

See attached

   B. Financial Report

Explained that Building Hope has not yet started manag
report is available.

III. Consent Agenda

This is just a sample, not a required format

Directly From Agenda
Small gray text is what was on the agenda

Larger Bold Text are motions and actions taken
I encourage having the motions in writing if they
are complicated, so that the language is clear.

Larger unbolded text summarizes conversations

**Be sure to attach relevant and supporting
documents if they are needed to explain discussion.**

Minutes Made Easy
Use the agenda as your guide

Process & Timelines Are Important

Suggestion:

(your governing docs may outline different days)

- 10 days before meeting: circulate agenda
- 7 days before meeting: distribute board packet
- Meeting:
  - Use time limits / timekeeper if needed
  - Stay focused
- 5 days after: Minutes drafted

End of Governance

Any Questions about Governance?

Next up:

Operating as a Business

The Business of School

- You ARE a Business
- Corporate Docs
- Tax Statuses
- Policies & Procedures
- Systems Management

You Are A Business!

- What business practices do you need to establish?

  - Policies Manuals
  - Insurance - cover your Governing Board too
  - Office Procedures
  - Tax Statuses
  - Finances
  - HR management

Corporate Documents

- **Articles of Incorporation** *(Establishes the organization)*

- **ByLaws** *(Defines (in broad strokes) the way the Board operates)*

- **Policies** *(The Board's directions to staff members & others)*

- **Charter Contract** *(Your agreement / obligations to the district)*

- **Annual Budget** *(The Board's directions on how money is to be spent)*

Important Resources

Florida Statutes

http://www.leg.state.fl.us/Statutes/

Government in the sunshine manual

http://www.myfloridalegal.com/sun.nsf/sunmanual

DOE School Choice Charter Schools Office

http://www.fldoe.org/schools/school-choice/charter-schools/

Tax Exempt Status

Three Unique Statuses:

- Not For Profit Corporation

- Sales Tax Exemption

- 501(c)(3) Public Charity

Florida Sales Tax Exemption

✔️ Can be completed as soon as you have a charter contract

📣 **Do not wait until you're a 501(c)(3) - save money**

🌴 Florida Dept of Revenue Form: DR-5

🌐 https://floridarevenue.com/Forms_library/current/dr5.pdf

501(c)(3) Application

- IRS Form 1023 – Filed electronically - https://www.pay.gov/public/form/start/704509645

- *Recommend* using the Charter School Guide Sheet

- Biggest holdup: Management Companies

- Be prepared with: *Articles of Incorporation, Amendments to Articles, ByLaws, Nondiscrimination Policy, Budget, Charter Application / Contract, Board member resumes, Procurement Policy, Segregation of Duties Policy*

- Fee: $850

- Waiting Period: 180 days
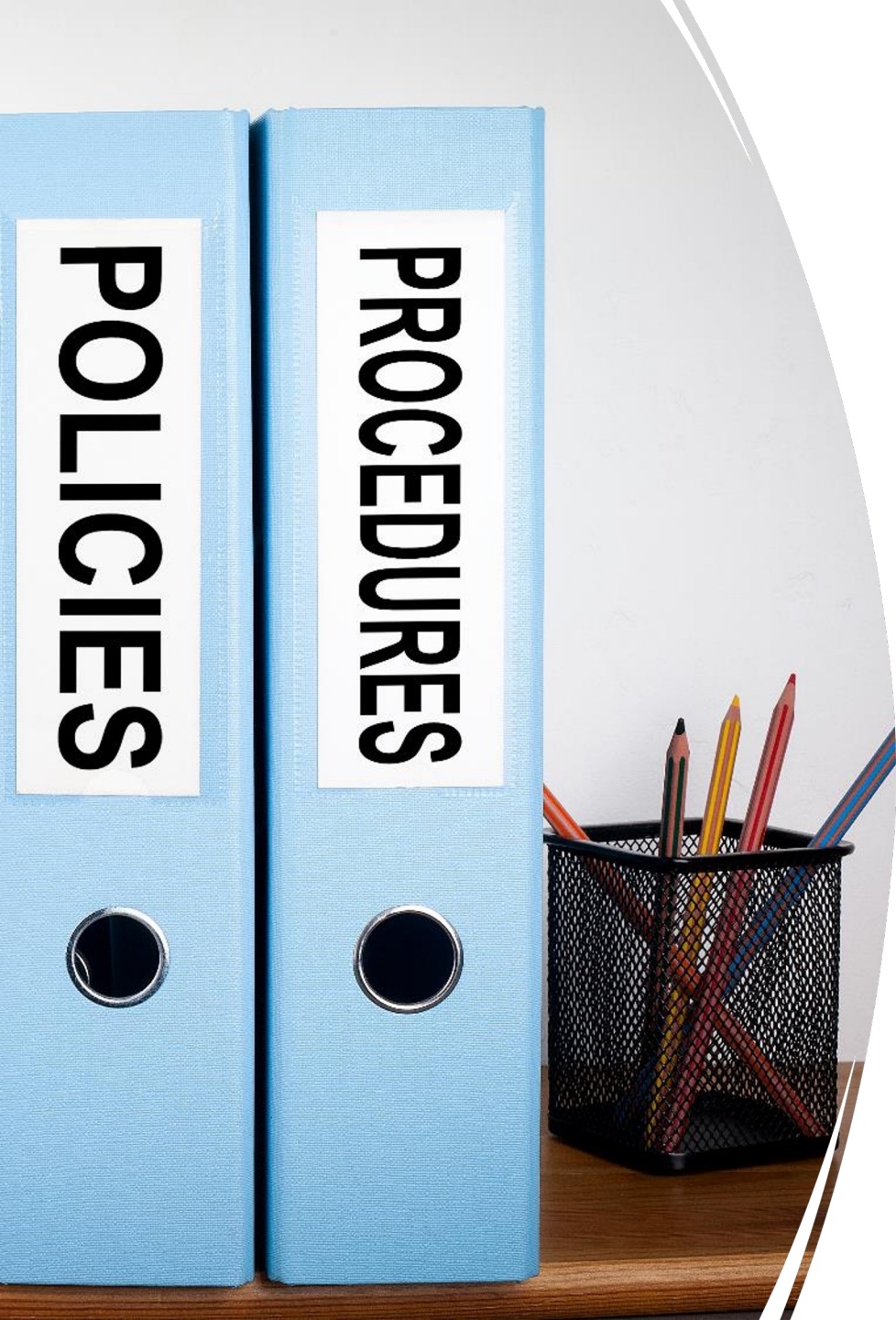
Policies & Procedures Manual

- Policies: The Board's direction to staff on operations

- Having a 'policy' protects the school and staff, especially from helicopter parents

- Organize a structure to keep any/all policies approved

Initial Policies to Consider

General
- Non Discrimination
- Anti-harassment
- Volunteer

Board
- Public Comments
- Establishing Agendas
- Conflict of Interest

Employment
- Compensation
- Evaluations
- Holidays
- Discipline
- Conduct Expectations

Student
- Attendance
- Behavior
- Dress Code
- Grades/Homework
- Acceptable Use

Business
- Purchasing
- Handling Cash
- Retention
- Capital Policy
- Audits

Electronic Documents & Storage

- Think about process and tools
- Email, Document Sharing, Collaboration
- Google, Microsoft, Others?
- Be sure you investigate archival systems
- Other Tools:
  - Dropbox, Evernote, Boomerang, Monday.com,Others?

Systems Management

THINK THROUGH HOW THINGS CAN BE MOST EFFECTIVE

TAKE MORE TIME THE FIRST TIME TO SETUP A PROCESS

HARD COPIES OR ELECTRONIC?

EXAMPLES: BOARD MEETINGS, OFFICE DOCUMENTS, STUDENT RECORDS

End of Operating as a Business

Any Questions about Operating as a Business?

Next up:

Contract Negotiations

Contract Negotiations

- The Charter Contract
- Statutory Considerations
- Contract Recommendations
- Live by the Contract

The Charter Contract

- An essential document directing your operation

- Extremely important you understand the contract

- "Negotiations" are complicated.

charter.support/webinar/know-your-charter-contract/

Statutory Considerations

1002.33 specifies contract negotiation requirements

- **Standard Contract:**
  - The Department of Education shall provide … a … standard charter contract… The charter and charter renewal contracts shall be used by charter school sponsors.
- **Flexibility:**
  - … Any term or condition of a proposed charter contract that differs from the standard charter contract adopted by rule of the State Board of Education shall be presumed a limitation on charter school flexibility. The sponsor may not impose unreasonable rules or regulations that violate the intent of giving charter schools greater flexibility to meet educational goals…

Statutory Considerations

70 Days After Approval:

- The sponsor has 30 days after approval of the application to provide an initial proposed charter contract to the charter school.
- The applicant and the sponsor have 40 days thereafter to negotiate and notice the charter contract for final approval by the sponsor unless both parties agree to an extension.

Mediation:

- The Department of Education shall provide mediation services for any dispute regarding charter contracts

Charter Contract Recommendations

Carefully read and understand everything before agreeing

Contract will restate statute, and further restrict operations

Attorney - expensive but worth it

Remember you will live with the terms for the next 5 years

End of The Charter Contract

Any Questions about the Charter Contract?

Next up:

Facilities

Facilities

Realistic Expectations

Your Search

Mistakes to Avoid

Pricing

Funding

Financing
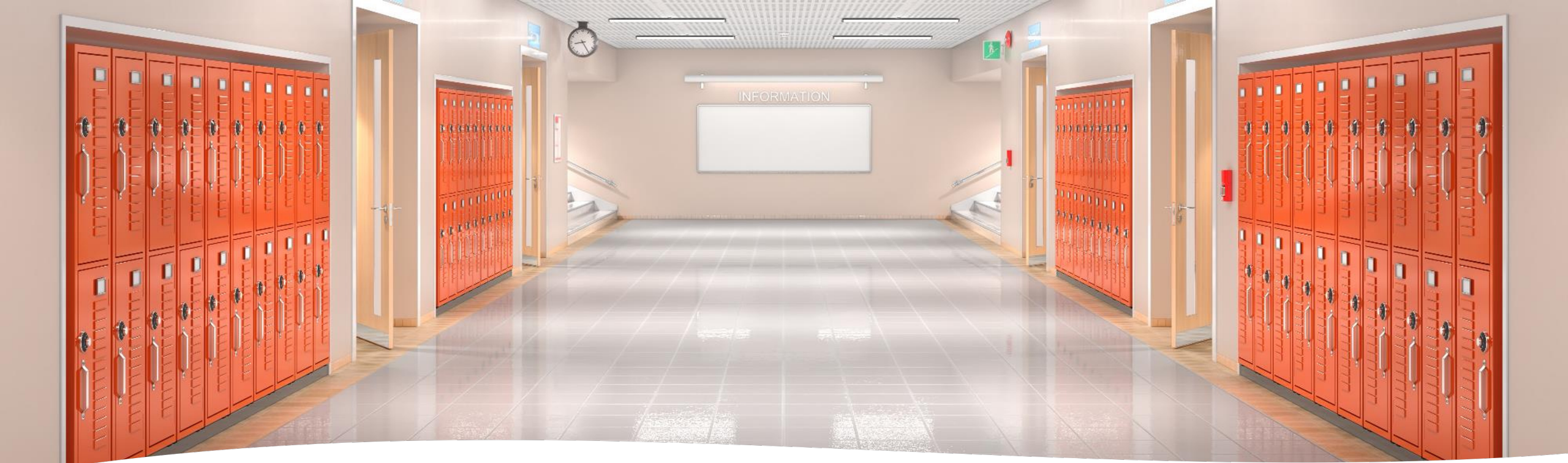
Facilities: the #1 cause for opening late

Realistic Expectations

- Most charters are not able to open in their permanent location
- What do you need now?
- Have a goal for future needs
- Renting versus buying

Starting Your Search

- You're already running late
- Determine your target neighborhood
- Build your team *(realtor, ESP, etc.)*
- Determine your requirements
- Classrooms, size, price, etc.

Mistakes To Avoid

- Wrong People & Order
- Wrong Sizing
- Flawed Thinking
- Expectation Errors
- Occupancy Assumptions
- Control Assumptions
- Attorney Engagement
- No Backup Plan
- No Reference Checks
- Wrong Questions
- Denial - Presumed Malice

Webinar: 12 Facilities Planning Mistakes… That You Won't Make
http://csu.li/4

Search Tips

- MLS / LoopNet
- Network
- Churches
- Shopping Centers
- Apartment Complexes

Pricing

Look for & beware of escalations

Cost Factors Year 1-5

Target: $1,000 per student(ish)

Facilities Funding

- Nothing specifically for new school facilities

- Capital Outlay does not start until year 3

  - Criteria:

    - Been in operation for 2 or more years*

    - Clean annual audit

    - Satisfactory student achievement

    - Receive sponsor approval

    - Serve students in non-district facilities

  - Estimated at approximately $500 per student

Financing

- Turn-key lease
- Sources of financing
- Current versus Future Needs

End of Facilities

Any Questions about Facilities?

Next up:

Marketing & Messaging

Marketing & Messaging

- Enrollment is Essential
- New School History
- Marketing Tips
- Get Your Message Out
- Decisions
- Website Requirements

Enrollment is Essential

- Funding is per student

- Each student is about $6,785*
  - Average Elementary is $7,623

- Meeting your enrollment targets is difficult

- Most charters open with less than expected

- Average 1st year Charter Schools enroll 198 students *(166 if top & bottom 5% outliers are removed)*

* Each student receives different funding based on the district, special education, grade levels, etc.
Don't use the $6,785 for actual budgeting!

New School Enrollment Histories

Average Enrollment by Year of Operation

Year 1	Year 2	Year 3	Year 4	Year 5
198	279	319	339	360

Based on the schools opening between 2001-2020

First Year Enrollment Changes Over Time

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Students	162	143	167	192	161	197	181	230	224	253	222	259	270	293	268
Schools	40	22	53	41	56	77	74	70	50	37	23	34	27	32	28

Marketing Tips and Tricks

- What is your message/brand?

- Develop talking points/elevator pitch (30s, 60s, 3-5min)

- What makes your school unique?

- Why will parents choose your school over others?

Webinar: If We Build It, They Will Come – Or Will They?
charter.support/webinar/charter-school-marketing-101/

Get The Message Out

Developing your Brand

Consider: Colors, Fonts, Designs

Being consistent increases professionalism and recognition

Decide How You Want To Market

- Brochures/Fliers

- Website

- Social Media

- Events/Open Houses

- Paid advertising

    - Newspapers, TV, Radio, Web marketing, etc.

Website Requirements

- Use it as a tool for communication & compliance
- Name & contact for the representative to facilitate parental involvement
- Names of governing board members
- Academic performance
- Annual budget
- Annual audit

- Programs offered at the school
- Any management company, service provider or educational management corporations associated with the school
- School's grade
- Board Meeting minutes on a quarterly basis
- FortifyFL

Website Tips

- Make a good first impression

- Ease of Management versus Cost
- Decide on the Purpose
- Be sure design matches purpose
- Use your branding
- Keep it current
- Accessibility

End of Marketing

Any Questions about Marketing?

Next up:

Student Enrollment

Student Enrollment

- Develop a Timeline
- When are Families Looking?
- Sample Timeline
- Considerations
- Maintain Relationships

Develop an Enrollment Timeline

- Develop timelines for when marketing will start

- When lotteries will be held

- When you will notify parents.

- Florida Statute 1002.33(10)(b):
  - The charter school shall enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In such case, all applicants shall have an equal chance of being admitted through a random selection process.

When are Families Looking?

- When does your district have open enrollment?

- When are families "shopping"
- Be sure you're visible during those times
- January is a statistically high time to push for enrollment

Sample Enrollment Timeline

Jan. 1 – Registration Packet Available

Apr. 1 – Applications due for Lottery #1

Apr. 3 – Lottery #1 Conducted

Apr. 8 – Parents notified of lottery results

May 13 – Applications due for Lottery #2

May 15 – Lottery #2 Conducted

May 20 – Parents notified of lottery results

June 10 – Family enrollment packets available

Student Enrollment Considerations

- Develop Processes

- How will you accept applications?

- How will you run the lottery?

- How will you notify parents?

- How will you track students?

- How will you monitor your enrollment?

Maintain Relationships

- You're asking families to put a lot of trust in you
- Maintain communication
- Keep families engaged
- Use Social Media

End of Enrollment

Any Questions about Enrollment?

Next up:

Administration & HR

Administration & HR

- HR Policies
- Planning Your Hiring
- Finding an Administrator
- Succession Planning

Planning Your Hiring

1 Start early – April/May

2 Hire with your mission in mind

3 Do not overhire

4 If possible, meet in July to "bond"

5 Remember you will need subs too!

Finding Your School Leader

- Your School Leader can make or break you!

- Ensure their beliefs align with your mission and vision

- Are they self-motivated

- Do they believe that all students can achieve

- Are they experienced?

- Check their references

- Interview multiple times

Succession Planning

- Administrator turnover is common in the first few years of a charter school

- Be prepared for how you will handle a turnover
  - Groom new leaders
  - Ensure all tasks can be completed by more than one employee
  - Checklist for when an employee leaves
  - Process in place if you need to hire a new administrator

End of Admin. & HR

Any Questions about Admin & HR?

Next up:

CSP Grant

CSP Grant

- Qualifying
- Multi-Stage Process
- CSP Budgets
- Documents to Prepare
- Common Issues
- Organization

CSP Grants: $900,000

- Submitted a charter school application to a local school district using the Department's model charter school application and have:
  - Charter application approved by the district;
  - Charter application is pending; or
  - Charter application is denied and pending an appeal.

CSP: Multi-Stage Competition Process

Stage I Application

- Online application
- Completeness Review by Department staff
- Capacity Review by multiple reviewers
- Capacity Interview - up to 8 people can attend

Stage II – by invitation only

- Does not guarantee funding, but it is likely
- Additional Documents such as assurances, policies & procedures, indirect cost indication…
- Award Letters – DO NOT spend the $ until you receive the award notice!

CSP Budgets

Do your homework!

Obtain 3+ quotes for larger $ items

Double check your calculations

Check allowable costs

Indirect Costs – varies by district 2.8%-3.0%

CSP Documents to Prepare

- Planning Phase:
  - Non-profit Documentation
  - GEPA Plan (steps you will take to ensure equitable access)
  - Management Organization (MO) Questionnaire
- Implementation Phase:
  - Charter Contract
  - Signed Lease
  - Co-Location Questionnaire
  - Governing Board Bylaws
  - Board Approved Policy and Procedures Manual

Common CSP Issues

Non-Profit Documentation
- Articles of Incorporation
- Sunbiz printout

GEPA Plan
- Clearly delineates Equitable access, ESOL support

EMO/CMO Response
- School is decision maker
- EMO/CMO doesn't own materials

Signed Lease
- Must have physical address
- If default, district must be able to obtain materials

Co-Location Questionnaire
- Co-locating creates additional headaches
- Everything must be separated

Governing Board Bylaws
- Quorum must be >50%
- No compensation must be clear

Common CSP Issues (Part 2) ☺️

Procurement Policy

- Multiple bids/quotes
- Written justification for sole-source procurements

Enrollment / Admissions Policy

- School specific (if you operate multiple, no cross-preferences)
- Enrollment windows
- Exceptions: Siblings, founding board, staff kids
- Non-discrimination

Conflict of Interest Policy

- Follow the law – make sure you have a clear policy in place

Segregation of Duties Policy

- Specify by position all financial tasks
- 2 or more people for:
  - cash receipts, purchase approval (+$750)
- Check signers do not maintain ledger or reconcile

Organization is Key

- Build a system
- Keep 3 quotes / prices for each item
  - Print/Save as a PDF and keep them
  - May be required for budget prep now
- Develop a package for each purchase:
  - Quotes
  - PO
  - Invoice
  - Check
  - Bank Statements
  - Packing Slip
- Maintain your Inventory
- CSP Tracker Tool

End of CSP Grant

Any Questions about the CSP Grant?

Next up:

Accounting

Accounting

Startup Costs

Your First Year

Record Keeping

Redbook

Reporting

Audit

Startup Costs

- No guaranteed/reliable sources of funding exist

- Private funding

- Loans - Be sure you are documenting!

- CSP Grants

Your First Year

- FTE –Some Districts pay monthly others semi monthly

- If you reach 75% of your projected enrollment you should receive 100% of the FTE starting in July

- If you are paid more than your enrollment – DO NOT SPEND IT!

- FTE Deadlines are essential – inaccurate reporting will cost the school $

- Federal Funds
  - IDEA (For special Education)
  - Title 1 (For low income)
  - Title 2 (For professional development)
  - Title 4 (Student Support and Academic Enrichment Grants)

Record Keeping

- Financial Mismanagement is the #1 cause of school closures!

- Starts the moment you receive your charter

- Keep detailed records: Digital or paper?

- Spreadsheet might suffice now

- Start Understanding Redbook Basics: FUND-FUNCTION-OBJECT

Redbook: Function Codes

- Refers to the objective or purpose of an expenditure:
  - **Instruction (5000s)** The activities dealing directly with the teaching of pupils or the interaction between teacher and pupils.

  - **Instructional Support Services (6000s)** This includes administrative, technical, and logistical support to facilitate and enhance instruction.

  - **General Support Services (7000s)** Those activities associated with establishing policy, operating schools and the school system, and providing the necessary facilities and services for the staff and pupils.

  - **Community Services (9000s)** Community Services consist of those activities that are not directly related to providing education for pupils in a school system.

Redbook: Object Codes

- Object means the goods purchased or the service obtained.
- There are eight major object categories provided in the Red Book manual:
  - Salaries (100s)
  - Employee Benefits (200s)
  - Purchased Services (300s)
  - Energy Services (400s)
  - Materials and Supplies (500s)
  - Capital Outlay (600s)
  - Other Expenses (700s)

Classifying Expenses

Academic Supplies:
- Fund: 100 (General Fund)
- Function: 5100 (Academic)
- Object: 510 (Supplies)

Textbooks:
- Fund: 100 (General Fund)
- Function: 5100 (Academic)
- Object: 520 (Textbooks)

Academic Supplies:
- Fund: 100 (General Fund)
- Function: 7300 (Facilities)
- Object: 510 (Supplies)

CSP Computers:
- Fund: 420 (Federal Fund)
- Function: 5100 (Academic)
- Object: 643 (Computer Equip)

Financial Reporting

- New schools must report monthly
- Monthly reports start when contract is approved
- State requires that all schools use the state format
- Your contract may require additional formats
- The required format is not helpful for operations
- Try to automate the process for creating reports

End of Accounting

Any Questions about Accounting?

Next up:

Further Training Opportunities

Additional Training Available!

- **Launch Year** training is a series of Florida-specific trainings provided for free to school leaders: https://charter.support/all-trainings/csu-courses/new-school-institute/

- Meets 1st Tuesday of every month to discuss time sensitive items

- Webinars available at: https://charter.support/all-trainings/webinars/

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