Start-Up Budget with Assumptions

Applicant Name:__Open Doors Community School_____

	Inception to August 1			
START-UP REVENUE			**Total $**	**Assumptions**
Secured Funds - Private Donations			$120,000	AzYP gift (or no interest loan)
Secured Funds - Loans			$80,000	Canyon Community Bank Loan
Secured Funds - Other (Specify)____				
Total Start-up Revenue			$200,000	
EXPENDITURES	**# of Staff**	**@ Salary**	**Total $**	**Assumptions**
1. Administration, Instruction, & Support:		**(Annual)**		
Salaries				
Director/Principal	1.00	$ 56,000	$18,667	Mar 1 - Jun 30 (see Year 1 for July)
Lead Teacher/Curriculum Director	1.00	$ 44,000	$14,667	Mar 1 - Jun 30 (see Year 1 for July)
Teacher-Regular Education			$	July 1st start (see Year 1)
Teacher-Special Education			$	Contracted Year 1
Office Manager/Registrar			$	July 1st start (see Year 1)
Bookkeeper/Finance			$	July 1st start (see Year 1)
Chief Financial Officer			$	Donated through July 1st
Executive Director (AzYP)			$	Donated through July 1st
Custodial/Maintenance			$	Contracted
Employee Benefits (Includes Required Employer Contributions)			$8,333	23% existing ERE + 2% retirement
Employee Insurance (if providing)			$	All insurance included in Emp Benefits
Office Supplies (Paper, Postage, etc.)			$1,000	
Instructional Supplies			$	
Membership Dues, Registrations, & Travel			$	
Purchased Services (Contracted Services, Accounting Services, Legal, Consultants, etc.)			$8,000	Legal costs for ODCS, & curriculum support
Purchased Services (Special Education)			$	
Curriculum & Resource Materials			$33,600	Order textbooks May 1st
Library Resources/Software			$4,000	Limited to space

Start-Up Budget with Assumptions

SAIS Software			$5,000	Schoolmaster Student Information Sys
Other (Specify) - Assessment Tool			$	Acuity (see Year 1)
Total Administration, Instruction, & Support			$93,266	
EXPENDITURES			**Total $**	**Assumptions**
2. Operations & Maintenance:				
Supplies			$2,500	
Marketing/Advertising			$46,070	Logo & website development, ads, (see plan)
Purchased Services (Contracted Services, Custodial/Maintenance)			$	
Building Rent/Lease/Loan (Deposits/Monthly)			$	
Building & Improvements			$	Tentant Improvements are owner financed
Land & Improvements			$	
Fees/Permits			$1,675	Based on Architect's estimate (W. Williams)
Property/Casualty Insurance			$	
Liability Insurance			$	
Utilities - Deposits/Monthly (Electric, Gas, Water, Waste)			$5,000	Deposit
Phone/Communications/Internet Connectivity (Deposits/Monthly)			$750	Installation & other charges
Student Furniture & Other Equipment			$14,700	$140 per student x 105 students
Office Furniture & Other Equipment			$	Furnished by AzYP
Student Technology Equipment			$7,500	$1,500 per classroom x 5 classrooms
Office Technology Equipment			$	Furnished by AzYP
Other Leases/Loans (Security, Copiers, etc.)			$	
Other (Specify) Debt Retirement			$	
Total Operations & Maintenance			$78,195	
Total Expenditures			$171,461	
Total Start-up Revenues			$200,000	
Budget Balance (Revenues-Expenditures)			$28,539	

Open Doors Community School

Start-up Budget Narrative

Revenue

Secured Funds – Private Donations: AzYP will be prepared to gift (or make a no interest loan to be repaid after financially feasible) up to **$120,000** to ODCS upon receiving notification of Charter approval. The Development Director of AzYP will begin fundraising efforts as early in the start-up period as realistically conceivable. Other staff members of AzYP as well as the potential Director/Principal of ODCS will join the effort and ideally raise an amount as near the $120,000 as possible. However, the full amount will be made available from AzYP, if necessary.

Secured Funds – Loans: Canyon Community Bank will make available an **$80,000** line of credit contingent upon receiving notification of Charter approval; which will become a term loan once it is fully utilized or if necessary. Final terms are being negotiated and will be agreed upon when the notification of Charter approval is received.

Expenses

Administration, Instruction and Support

Director/Principal will be hired as soon as possible and start March 1st. Based on the fiscal year for ODCS, any actual expenses that hit in July will be considered part of Year 1. The actual cash payments made in July will be made from carryover start-up funds. The resulting start-up salary expense is calculated at **$18,667** (4 months of a $56,000 annual salary or $4,667/month). The Director/Principal will be responsible for executing the duties as detailed in the C.3 Personnel plan.

Lead Teacher/Curriculum Director has already been involved in the development of the curriculum and academic plan for ODCS. The plan would be for her to start on March 1st as well, pending contract agreement. The budgeted salary expense during start-up is **$14,667** (4 months of a $44,000 annual salary or $3,667/month). The Lead Teacher/ Curriculum Director's qualifications and duties she will be responsible for executing are detailed in the C.3 Personnel plan. She will also receive contract payments for work performed on the application and curriculum development; which is quantified below in purchased services.

Teacher – Regular Education four qualified classroom teachers will be recruited in the March time frame with start dates of July 1st. This puts the expense in the fiscal year for Year 1, and any actual cash payments made in July will be made from carryover start-up funds. This will allow both the Lead Teacher/Curriculum Director and the Director/Principal enough time to work with the teachers prior to the opening day of school.

Office Manager/Registrar will be hired to start on July 1st. The duties will be consistent with the detailed description on the C.3 Personnel plan.

Bookkeeper/Finance will also be hired to start on July 1st. The duties will be consistent with the detailed description on the C.3 Personnel plan.

Chief Financial Officer will perform duties as explained on the C.3 Personnel plan in support of successfully opening ODCS. His time will be paid for by AzYP through start-up of the school.

Executive Director (AzYP) will also perform duties as explained on the C.3 Personnel plan in support of successfully opening ODCS. His time will be paid for by AzYP through start-up of the school.

Employer Benefits (25%) are currently available to employees of AzYP and are equal to 23% of salaries and wages covering: FICA/OASDI, Medicate, State and Federal Unemployment Workmen's Compensation and medical/life insurance. For ODCS an additional 2% will be available for matching contributions to a 403B retirement plan. The total amount in the start-up period is **$8,333**.

Employee Insurance is available as part of the Employer Benefits to employees and as such it is included in that amount.

Office Supplies will be made available to employees as needed for general and administrative purposes and anticipated at **$1,000** during start-up.

Purchased Services not to exceed $5,000 is for legal consultation and services to set up the new organization. The other $3,000 is for consulting associated with the curriculum development and application assistance described above pertaining to Kimberly Danley's services. The total purchased/contract services is **$8,000**.

Curriculum & Resource Materials this expense is primarily for textbooks needed in Year 1 but will be ordered and paid for prior to June. It also includes additional resources as prescribed by Core Knowledge. The total planned expense is **$33,600** during the start-up phase.

Library Resources/Software could possibly be donated or limited by space depending upon the layout of the school floor plan, there is **$4,000** of budgeted expense for these materials during start-up.

SAIS Software will be purchased for compliance and Student Information Systems reporting needs. The software platform will be Schoolmaster and is **$5,000** for implementation and training. All available staff will be trained, and therefore it's likely the training portion will not happen until after July 1st. The expense is budgeted here and will be paid for out of start-up funds regardless of the day the training takes place.

Operations & Maintenance

Supplies necessary for general use with operations and maintenance of the facility will be purchased and made available, in the amount of **$2,500**, during start-up.

Marketing/Advertising for ODCS will need to start in the November time-frame for focus groups and ramp up quickly upon notification of an approved Charter. Website development and branding are part of a complete marketing and advertising plan as described in C.2 Advertising and Promotion. The detailed costs during start-up totaling **$46,070** are explained in that section of the Business Plan.

Building Improvements for the selected school building were negotiated with the property owner to be owner financed.

Fees/Permits related to the tenant improvements are budget at **$1,675** based on estimates from Engberg Anderson, Inc.; which have been provided by William (Bill) Williams Architect/Partner pro bono. It is our assumption that any of his architectural services in the future would also be pro bono.

Utility Deposits for initial utility services in the name of ODCS are anticipated at **$5,000** during the start-up phase.

Phone/Communications/Internet service initiation and installation charges are budgeted at **$750** during start-up.

Student Furniture & Other Equipment will be purchased prior to the start of school in order to ensure classrooms are ready for opening day. The estimated cost is $140 per student for a total of **$14,700** in the start-up phase.

Office Furniture will be provided by AzYP during the start-up phase for ODCS as described in C.5 Operational Expenditures/Overhead.

Student Technology Equipment is estimated at $1,500 per classroom and will be purchased prior to the start of school in order to ensure classrooms are ready for opening day. The total budgeted cost during the start-up phase is **$7,500**.

Office Technology Equipment will be provided by AzYP during start-up as described in C.5 Operational Expenditures/Overhead.