Detailed Business Plan Section Checklist

Charter Holder: Choice Education and Development Corporation – Sequoia Charter School (Entity ID 6446)

Each Detailed Business Plan will be reviewed to determine if all of the required elements have been addressed:

Yes – Required element addressed.
No – Required element not addressed.
Not **A**pplicable – Required element not applicable to the charter holder.

Arizona State Board for Charter Schools (Board) staff will complete the Detailed Business Plan Section Checklist. The Checklist will be used by the Board in its consideration of the charter holder's request for charter renewal. " No" answers may adversely affect the Board's decision regarding a charter holder's request for charter renewal.

II b.1. CHARTER HOLDER'S ORGANIZATIONAL MEMBERSHIP				
Required Elements	**Yes**	**No**	**N/A**	**COMMENTS**
○ Evidence of the appropriate filings with either the Board, Arizona Corporation Commission or both submitted.			X	
II b.2. CHARTER HOLDER'S FINANCIAL SUSTAINABILITY PART A – RENEWAL BUDGET PLAN				
Required Elements	**Yes**	**No**	**N/A**	**COMMENTS**
○ Completed Renewal Budget Plan submitted.	X			The Renewal Budget Plan was completed for the charter schools operated under this charter contract. The charter holder has five charter contracts with the Board.

○ 4 years of financial information provided as required by the *Renewal Instructions* with fiscal years clearly identified.		X		The Renewal Budget Plan includes four years of financial information. However, instead of including actual information for fiscal year 2011 and projecting the next three fiscal years, the Renewal Budget Plan uses fiscal year 2012 as the "actual" year and includes financial information for the next three fiscal years.
○ Renewal Budget Plan includes average daily membership (ADM) used in each fiscal year and the basis for projected ADM.	X			The Renewal Budget Plan includes the projected ADM for each fiscal year, which is the same for all four years. According to Arizona Department of Education reports, as of May 11, 2012, the charter holder ADM was 797.712, which is approximately 65 ADM lower than the number included in the Renewal Budget Plan.
○ Assumptions provided for key components of the Renewal Budget Plan, including the basis for all projected revenue line items used.	X			
○ Increases or decreases of 10% or more in the "total expenses" line item from year to year in the Renewal Budget Plan are explained in the "Assumptions/Notes" section.			X	
○ Each "Other" line item used is explained in the "Assumptions/Notes" section to specify what is included.		X		The Renewal Budget Plan does not include explanations for the "Other" line items used in the Instructional and Non-Instructional sections.

○ For those required to submit the Academic Performance Section of the renewal application, the charter holder's previous two audits and the Renewal Budget Plan demonstrate the charter holder has the financial capacity to implement the "budget" as detailed in the Academic Performance Section.	X			As identified by the charter, the first year of the performance management plan (PMP) is fiscal year 2013 ($122,333) although some of the "first-year" purchases under the PMP may have occurred in fiscal year 2012. For the three charters held by Choice Education and Development Corporation (CEDC), the total PMP expenses in the first year (2013) are approximately $213,350. For fiscal year 2013, the Renewal Budget Plan is based on the ADM increasing by approximately 65 to 863. To the extent that the charter realizes its projected increase in ADM, the charter could generate sufficient equalization to be able to implement its PMP. However, this section received a "yes" due to the CEDC ending fiscal year 2011 with approximately $646,000 in unrestricted cash and cash equivalents.
○ Renewal Budget Plan is mathematically correct.	X			Taking into account rounding issues, the Renewal Budget Plan is mathematically correct.
II b.2. CHARTER HOLDER'S FINANCIAL SUSTAINABILITY PART B – FINANCIAL SUSTAINABILITY NARRATIVE				
Required Elements	**Yes**	**No**	**N/A**	**COMMENTS**
○ For those required to complete the renewal application's "Charter Holder's Financial Sustainability" section because at least one of the two previous audits identified a going concern or identified negative net assets or negative members'/stockholders' equity at year end, a narrative is provided.	X			

○ Narrative does not exceed one page in length.	X			
○ Narrative explains the charter holder's current financial situation.	X			
○ Narrative includes the specific steps the charter holder has already taken to improve its financial situation and ensure the continued financial sustainability of the charter school(s).	X			
○ Evidence provided that supports each of the steps already taken by the charter holder to improve its financial situation and ensure the continued financial sustainability of the charter school(s).	X			
TOTAL (Sections II b.1, II b.2 Part A, and II b.2 Part B)	10	2	2	

Check one *(required)*:

☐ MEETS THE REQUIREMENTS (All applicable "Required Elements" received a "Yes".)

☒ DOES NOT MEET THE REQUIREMENTS (One or more applicable "Required Elements" received a "No".)

Board Staff Review Date: May 30, 2012