Detailed Business Plan Section Checklist

Charter Holder: Gem Charter School, Inc. (Entity ID 6372)

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		The renewal application package included an organizational chart and explanation of the chart. However, as of March 16, 2012, current documents on file with the Arizona Corporation Commission matched the individuals reflected in the contract.
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			

○ 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 ADM for each fiscal year, but does not include the basis for the projected ADM. As of February 8, 2012, the charter holder's fiscal year 2012 ADM was 58.125. For the previous three years, the charter holder's ADM fluctuated between 57 and 65.
○ Assumptions provided for key components of the Renewal Budget Plan, including the basis for all projected revenue line items used.		X		No assumptions provided. The financial sustainability document indicates that the school plans to apply for Title I and Title II funding in fiscal years 2013 through 2015, but does not provide the basis for the amount included in the Federal Funds/Grants line item. In fiscal year 2012, the school did not receive Title I or Title II funds.
○ 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	

○ 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			
○ Renewal Budget Plan is mathematically correct.		X		The "Total Revenue", "Total Expenses" and "Increase (Decrease) in Net Assets" sections of the Renewal Budget Plan are mathematically correct. The calculation to determine "Net Assets, End of Year", however, is not mathematically correct. Based on the changes in net assets reflected in the Renewal Budget Plan, the fiscal year 2015 end of year net assets would be $156,415. Please note that based on the fiscal year 2011 audit, the charter holder had net assets of $181,029 at June 30, 2011.
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)	2	5	7	

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: March 16, 2012