



Public Charter Schools Grant Program Budget Webinar December 19, 2013

California Department of Education Charter Schools Division



Tom Torlakson
State Superintendent
of Public Instruction

Welcome

Charter School Budget Technical Assistance



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State Superintendent
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Purpose of the Webinar

- To provide guidance for charter school developers completing the 2013–14 Public Charter School Grant Program (PCSGP) application – Budget Forms
- To review the PCSGP Budget Forms and budget process for PCSGP



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Agenda

- ❖ Overview of the Public Charter Schools Grant Program (PCSGP)
- ❖ Overview of Federal Guidance
- ❖ PCSGP Funding Process
- ❖ PCSGP Budget Review Process
- ❖ Overview of Allowable Expenses
- ❖ PCSGP Budget Form 6
- ❖ PCSGP Budget Form 5
- ❖ PCSGP Budget Reporting



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What to have in front of you?

- 2013–14 PCSGP RFA
- Form 5 – Budget Summary (page 35)
- Form 6 – Budget Narrative (page 36)
- Form 8 – Object of Expenditures Codes (pages 39–40)



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PCSGP Overview

- Charter School Program Purpose:
 - Increase national understanding of the charter school model
 - Expand the number of high-quality charter schools available to students across the nation
 - Provide financial assistance for the planning, program design, and initial implementation of charter schools
 - Evaluate the effects of charter schools, including their effects on students, student academic achievement, staff, and parents



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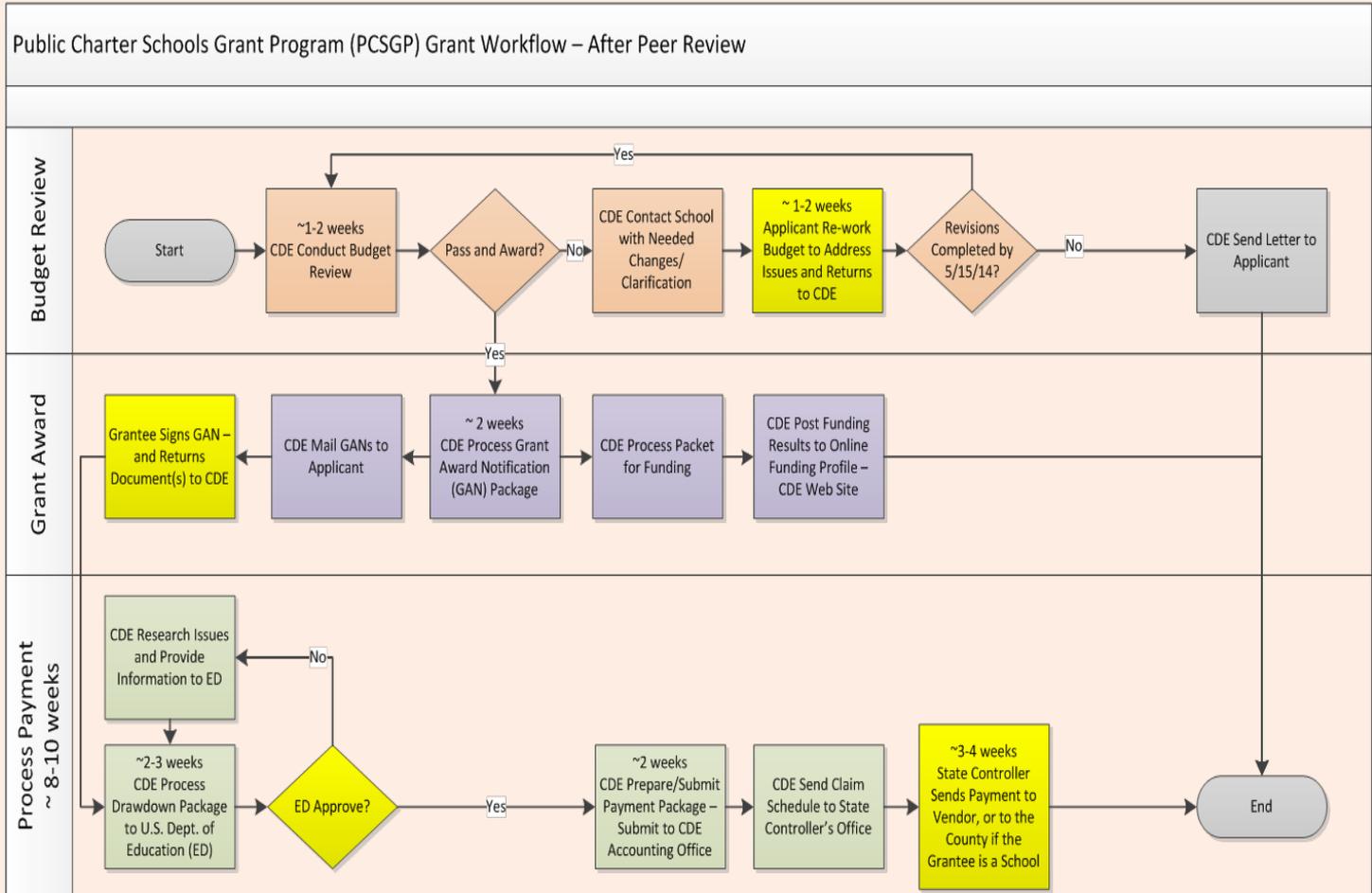
PCSGP Overview

- U.S. Department of Education (DOE) PCSGP grant overview:
 - Funded by the DOE Charter Schools Program
 - California awarded \$300 million over a 5-year period to sub-grantees
 - Fiscal Year 2013–14 awarded \$57 million
 - Sub-grantees can receive up to \$575,000



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PCSGP Funding Process





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Payee Data Record

STATES OF CALIFORNIA DEPARTMENT OF FINANCE
PAYEE DATA RECORD
(Required when receiving payment from the State of California in lieu of IRS W-9)
STD 204 (Rev. 6-2003)

1	INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. NOTE: Governmental entities, federal, state, and local (including school districts), are not required to submit this form.		
2	PAYEE'S LEGAL BUSINESS NAME (Type or Print): _____		
	SOLE PROPRIETOR - ENTER NAME AS SHOWN ON SSN (Last, First, M.I.) _____		E-MAIL ADDRESS _____
	MAILING ADDRESS _____		BUSINESS ADDRESS _____
	CITY, STATE, ZIP CODE _____		CITY, STATE, ZIP CODE _____
3	ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): _____ - _____		NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.
	<input type="checkbox"/> PARTNERSHIP CORPORATION: <ul style="list-style-type: none"> <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit) <input type="checkbox"/> ALL OTHERS 		
	PAYEE ENTITY TYPE CHECK ONE BOX ONLY	<input type="checkbox"/> ESTATE OR TRUST <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: _____ - _____ <small>(SSN required by authority of California Revenue and Tax Code Section 18646)</small>	
4	<input type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California. <input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding. <ul style="list-style-type: none"> <input type="checkbox"/> No services performed in California. <input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached. 		
	PAYEE RESIDENCY STATUS		
5	I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.		
	AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) _____		TITLE _____
	SIGNATURE _____	DATE _____	TELEPHONE () _____
6	Please return completed form to:		
	Department/Office: _____		
	Unit/Section: _____		
	Mailing Address: _____		
	City/State/Zip: _____		
	Telephone: () _____ Fax: () _____		
E-mail Address: _____			



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Grant Award Notification

Sample Grant Award Notification (GAN)

California Department of Education
Legislative Affairs Division
AO-400 (REV. 09/2011)

Grant Award Notification

GRANTEE NAME AND ADDRESS Charter School Academy ABC 1234 Main Street American City, CA 90000		CDE GRANT NUMBER			
		FY	PCA	Vendor Number	Suffix
		12	14941	Z000	00
Attention Bill Smith, Principal		STANDARDIZED ACCOUNT CODE STRUCTURE			COUNTY
Program Office Charter School Academy ABC		Resource Code	Revenue Object Code	36	
Telephone 916-322-8029		4610	8290	INDEX	
Name of Grant Program Public Charter Schools Grant Program					0120
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date 08/01/2013
	\$575,000.00		\$575,000.00		7/31/2015
CFDA Number	Federal Grant Number	Federal Grant Name		Federal Agency	
84.282A	U282A100013	Charter Schools Program		U.S. Dept. of Education	
I am pleased to inform you that you have been funded for the Public Charter Schools Grant Program.					
Funds are scheduled to be issued in the following order: FY13--\$225,000.00, FY14--\$200,000.00 and FY15--\$150,000.00. For additional information regarding the grant award ending date, please refer to page 2 of the Grant Award Notification.					
This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.					
Please return the original, signed Grant Award Notification (AO-400) to: Cindy Chan, Education Fiscal Services Administrator Charter Schools Division California Department of Education 1430 N Street, Suite 5401 Sacramento, CA 95814-5901					
California Department of Education Contact Cindy Chan			Job Title Education Fiscal Services Administrator		
E-mail Address cchan@cde.ca.gov			Telephone 916-327-1824		
Signature of the State Superintendent of Public Instruction or Designee			Date		
CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS					
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>					
Printed Name of Authorized Agent			Title		
E-mail Address			Telephone		
Signature			Date		



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Question Break

- We will take a short break so that you may type your questions into the Q&A panel.
- Please note that if your question is not responded to during this live webinar, it will appear in a Frequently Asked Questions (FAQ) on our web site shortly.



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Overview of Federal Guidance

Federal Guidance on allowable costs for PCSGP may be found in the following resources:

- Elementary and Secondary Education Act (ESEA) 5204(f)(3), (Outside Source):
<http://www2.ed.gov/policy/elsec/leg/esea02/pg62.html#sec5204>
- U.S. Department of Education (ED) Charter Schools Program (CSP) Non-regulatory Guidance (Outside Source – DOC; 184 KB; 22pp.):
<http://www2.ed.gov/programs/charter/nonregulatory-guidance.doc>
- Office of Management and Budget (OMB) Circular A-21, Cost Principles for Educational Institutions (Outside Source): http://www.whitehouse.gov/omb/circulars_a021_2004/
- OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments (Outside Source): http://www.whitehouse.gov/omb/circulars_a087_2004/
- OMB Circular A-122, Cost Principles for Non-Profit Organizations (Outside Source):
http://www.whitehouse.gov/omb/circulars_a122_2004/



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Supplement versus Supplant

- **Supplement:** Resources or activities that will enhance the charter school and its programs when added to the charter school program.
- **Supplant:** Resources or activities that replace programs or activities that are considered on-going



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Allowable Costs

- Object Code 1000
 - Certificated Personnel Salaries
 - Administrators
 - Pupil Support
 - Teachers



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Allowable Costs

- Object Code 2000
 - Classified Personnel Salaries
 - Classified Instructional Salaries
 - Classified Support Salaries
 - Classified Supervisors and Administrators Salaries
 - Other Classified Salaries



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Allowable Costs

- Object Code 3000
 - Employee Benefits
 - Retirement: Certificated and Classified
 - Health and Welfare
 - Other employee benefits (outlined on Form 8)



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Allowable Costs

- Object Code 4000
 - Books and Supplies
 - Textbooks and core curricular
 - Books and other reference materials
 - Non-capitalized Equipment



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Allowable Costs

- Object Code 5000
 - Services and Other Operating Expenditures
 - Subagreements for Services
 - Travel and Conference
 - Rent and Leases



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Allowable Costs

- Object Code 6000
 - Capital Outlay
 - Books and Media for New School Libraries
 - Equipment over \$5000



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Allowable Costs

- Object Code 7000
 - Direct and Indirect expenses are not allowed with PCSGP funds



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PCSGP Form 8

Object Codes Reference

PCSGP Form 8 Object of Expenditure Codes

Public Charter Schools Grant Program object of expenditure codes.

This list of expenditure codes is provided for reference to complete the Proposed Budget Summary form (PCSGP Form 5) and the Budget Narrative form (PCSGP Form 6). The applicant is encouraged to retain a copy of these specific assurances at the charter school site. School districts and county superintendents of schools are required to report expenditures in accordance with the object classification plan in the California School Accounting Manual. The use of these object codes will facilitate the preparation of budgets and the various financial reports requested by federal, state, county, and local agencies. The California School Accounting Manual is available from the CDE Publication Sales (call 1-800-995-4099), or online on the [CDE Definitions, Instructions, and Procedures Web page](#).

1000–1999 Certificated Personnel Salaries

1100 Certificated Teachers' Salaries
1200 Certificated Pupil Support Salaries
1300 Certificated Supervisors' and Administrators' Salaries
1900 Other Certificated Salaries

2000–2999 Classified Personnel Salaries

2100 Classified Instructional Salaries
2200 Classified Support Salaries
2300 Classified Supervisors' and Administrators' Salaries
2400 Clerical, Technical, and Office Staff Salaries
2900 Other Classified Salaries

3000–3999 Employee Benefits

3101 State Teachers' Retirement System, certificated positions
3102 State Teachers' Retirement System, classified positions
3201 Public Employees' Retirement System, certificated positions
3202 Public Employees' Retirement System, classified positions
3301 OASDI/Medicare/Alternative, certificated positions
3302 OASDI/Medicare/Alternative, classified positions
3401 Health and Welfare Benefits, certificated positions
3402 Health and Welfare Benefits, classified positions
3501 State Unemployment Insurance, certificated positions
3502 State Unemployment Insurance, classified positions
3601 Workers' Compensation Insurance, certificated positions
3602 Workers' Compensation Insurance, classified positions
3701 OPEB, Allocated, certificated positions
3702 OPEB, Allocated, classified positions
3751 OPEB, Active Employees, certificated positions
3752 OPEB, Active Employees, classified positions
3801 PERS Reduction, certificated positions
3802 PERS Reduction, classified positions
3901 Other Benefits, certificated positions
3902 Other Benefits, classified positions

4000–4999 Books and Supplies

4100 Approved Textbooks and Core Curricula Materials
4200 Books and Other Reference Materials
4300 Materials and Supplies
4400 Non-capitalized Equipment
4700 Food

5000–5999 Services and Other Operating Expenditures

5100 Sub-agreements for Services
5200 Travel and Conferences
5300 Dues and Memberships
5400 Insurance
5500 Operations and Housekeeping Services
5600 Rentals, Leases, Repairs, and Non-capitalized Improvements
5700–5799 Transfers of Direct Costs
5710 Transfers of Direct Costs
5760 Transfers of Direct Costs—Interfund
5800 Professional/Consulting Services and Operating Expenditures
5900 Communications

6000–6999 Capital Outlay

6100 Land
6170 Land Improvements
6200 Buildings and Improvements of Buildings
6300 Books and Media for New School Libraries or Major Expansion of School Libraries
6400 Equipment
6500 Equipment Replacement
6900 Depreciation Expense (for proprietary and fiduciary funds only)



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PCSGP Budget Form 6

PCSGP Form 6 – Proposed Budget Narrative (Required in Application)
[Charter School ABC]

****SAMPLE****

Budget Expenditure Detail (See instructions)	Required Element	Funds Budgeted (Identified per year)			Object Code
		FY Planning Year (If Applicable)	FY Implementation Year 1	FY Implementation Year 2	
Teacher Summer Prep: 5 teachers @ \$175/day x 10 days (8/1/2014 – 8/14/2014) to meet in grade level teams for curriculum and lesson plan alignment	EP	\$8,750	\$8,750	\$8,750	1100
Principal Salary: Pre-opening planning activities. Principal will begin six (6) months (monthly salary: \$8,500) prior to school opening to order equipment and materials to prepare campus for opening day. Activities include: xxxxxxx	EP	\$51,000			1300
Total for Object Code 1000		\$59,750	\$8,750	\$8,750	1000
Office Manager Salary: Pre-opening planning activities. Begin six (6) months prior to opening (monthly salary: \$3,500) prior to school opening.	EP	\$21,000			2200
Total for Object Code 2000		\$21,000			2000
Employee Benefits: Certificated	EP	\$5,975	\$875	\$875	3101
Employee Benefits: Classified		\$2,100			3201
Total for Object Code 3000		\$8,075	\$875	\$875	3000
SmartBoards: 5 SmartBoards per year for school grade expansion. \$1,200 per board. Includes installation and training.	EP	\$6,000	\$6,000	\$6,000	4400
Apple iPads & carts: 60 iPads (\$459) & 2 iPad (\$2000) carts per year for school grade expansion for classroom use.	EP	\$27,500	\$27,500	\$27,500	4400
Apple desktop computer lab: 30 units @ \$1300 per unit.	EP	\$39,000			4400
Total for Object Code 4000		\$72,500	\$33,500	\$33,500	4000
Board Governance Training with ABC Consulting (5 sessions @ \$1000 per session)	CM		\$5,000		5100
Board Fiscal Management Training with ABC Consulting (2 sessions @ \$2500 per session)	CM		\$5,000		5100
Response to Intervention training with CURR Consulting for new certificated staff. (5 sessions @ \$1000 per session).	EP	\$5,000	\$5,000	\$5,000	5100
Rent for facility during Planning Year: 6 months @ \$5,000	CM	\$30,000			5600
Total for Object Code 5000		\$35,000	\$15,000	\$5,000	5000
		\$169,825	\$58,125	\$48,125	



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PCSGP Budget Form 5

PCSGP Form 5 - Proposed Budget Summary (Required in Application)
 [Charter School ABC]

Charter School Name: Charter School ABC		Charter Number: 9999	
County District School (CDS) Code: 9999999999		Charter Number: 9999	
County: DEF County			
Contact: Principal Jones		Telephone Number: 999-999-9999	
E-Mail: jones@ABCSS.com		Fax Number: 999-999-9999	
PCA: SACS Resource: 4610 Revenue Object: 8290			

Object Code	Description of Line Item	PCSGP Funds Budgeted		
		FY	FY	FY
		Planning Year (If Applicable)	Implementation Year 1	Implementation Year 2
	Revolving Fund Series (Implementation Year 1 only)			
1000-1999	Certificated Personnel Salaries	\$59,750	\$8,750	\$8,750
2000-2999	Classified Personnel Salaries	\$21,000		
3000-3999	Employee Benefits	\$8,075	\$875	\$875
4000-4999	Books and Supplies	\$72,500	\$33,500	\$33,500
5000-5999	Services and Other Operating Expenditures	\$35,000	\$15,000	\$5,000
6000-6999	Capital Outlay			
7310 & 7350	Indirect Costs			
Total Amount Budgeted		\$169,825	\$58,125	\$48,125

******SAMPLE******



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Budget Reporting

- Quarterly Expenditure Report
 - Required expense report by quarter
 - Quarterly/Annual Fiscal Report Form



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Budget Reporting

- Annual Progress Report
 - Annual Progress Report Questionnaire
 - Work Plan percent complete annual submission



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Questions

