

## Charter's Five Year Budget Plan

### Instructions

Included are seven worksheets that make up the Five Year Budget Template. Please read the following instructions before completing each worksheet.

Note: The only worksheets that require your input are the 910B5(SEG), Revenues, Other Grant Revenue, and Expenditures. The Benefits Calculation and Rates worksheets are used only to link formulas and do not require any action by you.

### 910B5(SEG)

This worksheet has been provided as a means of estimating the State Equalization Guarantee (SEG) funding. Please contact the Public Education Department - School Budget & Finance Analysis Bureau 505 827-3860 for assistance in correctly completing this form.

### Revenues

The Revenue and Expenditure worksheets contain protected formulas that calculate various fields.

**FUND 11000-OPERATIONAL REVENUE** - Enter the projected revenues for your five year budget plan. The State Equalization Guarantee (SEG) revenue amount (code 43101) comes from a separate worksheet referred to as the 910B5. This is an estimate of funding based on your Membership Projections (enrollment).

**FUND 13000-TRANSPORTATION REVENUE** - Consists of revenue generated for the purposes of transporting students to and from school only. Other events and extra-curricular activities are excluded. Enter the projected revenues for each of the five years.

**FUND 14000-INSTRUCTIONAL MATERIALS REVENUE** - Enter the projected revenues for each of the five years.

**FUND 21000-FOOD SERVICES REVENUE** - Enter the projected revenues for each of the five years.

**FUND 23000-NON-INSTRUCTIONAL SUPPORT** - Consists of revenue generated through school sponsored activities such as proms, yearbook club, student fundraisers, etc. Enter the projected revenue for each of the five years.

**FUND 31xxx-CAPITAL OUTLAY REVENUE** - Revenue generated for the purposes of specific capital outlay projects. Enter the projected revenue for each of the five years.

**FUND 24xxx-FEDERAL FLOWTHROUGH GRANTS** - Revenue from the federal government that flows through the NM Public Education Department (PED) to the charter school (i.e. Title I, IDEA-B, etc.). The funding must be used for a specific purpose. Please enter the projected amount of all federal flowthrough grant revenue for each of the five years. Then specify each federal flowthrough grant by completing the "**Other Grant Revenue**" worksheet.

**FUND 25xxx-FEDERAL DIRECT GRANTS** - Revenue direct from the federal government to the charter school that must be used for a specific purpose. Please enter the projected amount of all federal direct grant revenue for each of the five years. Then specify each federal direct grant separately on the "**Other Grant Revenue**" worksheet.

**FUND 26xxx-LOCAL GRANTS** - Revenue from local sources direct to the charter school for a specific purpose. Please enter the projected amount of all local grant revenue for each of the five years. Then specify each local grant separately on the "**Other Grant Revenue**" worksheet.

**FUND 27xxx-STATE FLOWTHROUGH GRANTS** - Revenue from state appropriated grants that flow through the PED to charter school for a specific purpose. Please enter the projected amount of all federal flowthrough revenue for each of the five years. Then specify each state flowthrough grant separately on the "**Other Grant Revenue**" worksheet.