DPI New School Budget Training - June 2020

Answer Key: Part 1

<u>Cover Page - Questionnaire - Enrollments</u>
Cover Page - Answer Key for the Excel budget file
Schedule 1 - Budget Questionnaire -- Answer key for Excel budget file
Schedule 2 - Anticipated Enrollments -- Answer key for Excel budget file
Schedule 3 - Expense Schedules -- Answer key for Excel budget file

The Choice program is governed by Wis. Stat. § 119.23 and 118.60, as well as Wis. Admin. Codes PI 35 and 48. The training is based on these statues and administrative rules. Provisions of the training module are subject to statutory and rule changes.

Wisconsin Department of Public Instruction
Private School Choice Programs & Special Needs Scholarship Program
BUDGET REPORT AND ANTICIPATED CASH FLOW
FOR THE YEAR ENDING JUNE 30, 2022
PI-PCP-14 (Revised 6-20)

Refer to detailed instructions on the "Instructions" tab.
See the instructions for due dates.
This report is a requirement of s. 119.23, Wis. Stat. for MPCP, s. 118.60, Wis. Stat for RPCP and WPCP, and s. 115.7915 for SNSP.

I. GENERAL INFORMATION

Name of Legal Entity of School *Must match entity name associated with the school's Federal Tax ID*

Holy Love Church and School

School Name	School City
Holy Love School	Milwaukee

Place an "X" next to all programs the school will participate in during the 2021-22 school year. *This must match the school's Intent to Participate form (ITP). Note the SNSP requires a different ITP from the other programs.*

X	Milwaukee Parental Choice Program (MPCP)	X	Wisconsin Parental Choice Program (WPCP or Statewide)
	Racine Parental Choice Program (RPCP)		Special Needs Scholarship Program (SNSP)

II. REASON COMPLETING BUDGET

Place an "X" next to the reason(s) the school is completing this budget.

X	Budget due by August 1, 2020 for schools in their first year of participation in the MPCP, RPCP, and WPCP (collectively 'Choice'). If the school withdrew or was terminated from all Choice programs, the school is in it's first year of participation.
	Budget due by May 1, 2021 for schools in their first year of participation in the MPCP, RPCP, and WPCP (collectively 'Choice'). If the school withdrew or was terminated from all Choice programs, the school is in it's first year of participation.
	Continuing MPCP, RPCP, or WPCP responding to a financial viability request from the department.
	SNSP required financial information for schools that DID NOT participate in SNSP, MPCP, RPCP, or WPCP in both 2019-20 AND 2020-21.
	SNSP required financial information for schools that PARTICIPATED in SNSP, MPCP, RPCP, or WPCP in both 2019-20 AND 2020-21.

III. COMPLETENESS REQUIREMENTS

In order to be considered complete, the budget MUST MEET ALL OF THE REQUIREMENTS below. Line 4 may not say ERROR(S) IDENTIFIED! unless an email from one of the DPI Auditors specifically excusing the error is attached to the budget. FAILURE TO PROVIDE ALL OF THE REQUIRED DOCUMENTS ON THE REQUIRED ATTACHMENTS PAGE MAY RESULT IN A NEW CHOICE SCHOOL BEING BARRED FROM PARTICIPATION IN THE PROGRAM IN THE 2021-22 SCHOOL YEAR.

1	The budget is **received** by DPI no later than the required due date.	
2	The budget submitted to the DPI is the final school version. Drafts are not acceptable.	
3	The Choice/SNSP administrator on the Intent to Participate form must sign and date the yellow box below.	
4	No errors may be included on the error report.	**ERROR(S) IDENTIFIED!**
5	The budget has been completed at the legal entity level, meaning it includes all balances and activity for the organization with the same Federal Tax ID number as the school.	
6	All of the required documents with a "Yes" in Column B of the required attachments page have been submitted with the budget.	

IV. SIGNATURE

All schools: I certify that the information contained herein is correct and accurate, and includes all liabilities of the legal entity of the school. I understand the budget MUST MEET ALL OF THE REQUIREMENTS in Section III above. I agree that typing my name below constitutes a legal signature.
For new schools participating in the MPCP, RPCP, or WPCP for the 2021-22 school year: I understand that the Department of Public Instruction (DPI) must receive a complete budget, including all required attachments, by the date in the instructions. Failure to provide a complete budget and all attachments by the required date may result in the school being ineligible to participate in the Choice program in the 2021-22 school year.

Electronic Signature of Choice/SNSP Administrator *The Administrator must type his/her name below.*	Date Signed

V. INDIVIDUAL PREPARING REPORT

Name of Individual Preparing the Report	E-mail Address

Employer of Individual Preparing the Report - If Self Employed so State

BUDGET WILL NOT BE CONSIDERED COMPLETE WITHOUT ALL REQUIRED DOCUMENTS WITH A "YES" IN COLMUMN B OF THE REQUIRED ATTACHMENTS PAGE

Holy Love Church and School

SCHEDULE 1: BUDGET QUESTIONNAIRE

Budget for the period from July 1, 2021 to June 30, 2022

The school may not indicate any required questions are not applicable (N/A). If additional space is needed, attach an additional page and indicate see attached page in the space below.

GENERAL

1) What year did the organization begin operating a school?	1966
2a) Is the school affiliated with a church?	Yes
2b) If 2a is yes, what is the name of the church?	Holy Love
2c) If 2a is yes, do the church and school have the same federal tax id number?	Yes
3a) Is the school part of a synod, archdiocese, or other association of churches?	No
3b) If 3a is yes, what is the name of the association?	
4a) Does the legal entity of the school operate a daycare/preschool? *If part of the legal entity of the school includes a daycare/preschool, "Yes" must be selected from the drop down. This does not include before or aftercare for students in K-12 in educational programming.*	Yes

4b) Explain any non-school activities of the legal entity, other than operating a church or daycare. If there are none, insert "None."

None

5a) Select the explanation of the operating organization of the school from the drop down.	Church in #2b is the operating organization
5b) No additional information required.	

DEBT/LIABILITIES

6a) Does the legal entity of the school have any liens, levies, or other disputed amounts with the IRS, DOR, DWD, or a vendor/third party. All items must be included whether or not the amounts owed are in dispute.	No

6b) If 6a is yes, describe them below and attach documentation from the other party related to these amounts.

TRANSPORTATION

7a) Place an X next to each type of transportation the legal entity of the school will provide (check all that apply):

X	To and from school		Extra-curricular activities		Daycare/church
	No transportation will be provided	X	Field Trips		Other (Explain Below)

7b) If the legal entity of the school is providing transportation, how will it be provided (check all that apply):

	School provides own transportation		School district provides and charges the school
X	School district provides free of charge	X	Contracted from other third party

FOOD SERVICES

8a) Will the legal entity of the school provide food (check all that apply)?

X	School breakfast, lunch, or milk		The school will not provide food		Other (Explain Below)
X	Daycare breakfast, lunch, milk or snack		Food for church		

8b) How will the food service be provided (check all that apply)?

	School district provides free of charge	X	3rd party contracted by school		School provides itself
	School district provides at a cost		3rd party paid for directly by pupils		

8c) If the school will provide lunch, breakfast, or milk, insert the amount that will be provided in Columns B and C. If the food will be provided by a contractor, also insert the cost per meal or milk the contractor will charge in Column D. If the school is not providing any of a certain type, insert 0.

	A Type	B Number Served Per Day	C Number of Days	D Contractor Cost Per Meal or Milk
8d)	School Lunch	200	180	3.00
8e)	School Breakfast	50	180	2.00
8f)	School Milk	200	180	0.20

8g) Include any other non-payroll related food costs below. If the legal entity of the school is obtaining food and food supplies other than school lunches, breakfasts, or milks from a contractor, include the cost in line 8h. Insert the cost of the food that is directly purchased or other food related supplies in line 8i.

	A Type	B Total Cost	C Eligible Education Expenses
8h)	Other Contracted Food Costs	60,000	0
8i)	Food Service Supplies	1,500	1,290

Holy Love Church and School
SCHEDULE 2-1: ANTICIPATED ENROLLMENTS
Budget for the period from July 1, 2021 to June 30, 2022

All Pupil Count: This count should include all pupils at your school, whether or not participating in the Choice program or SNSP. The Preliminary enrollment number should include the pupils the school anticipates attending the school. The 3rd Friday Sept & 2nd Friday Jan Count columns should include all pupils at the school that the school anticipates will be in attendance on the count date or will attend the school any day before and any day after the count date.
Choice Pupil Count: Preliminary Enrollment-Include all Choice pupils that the school anticipates will have an accepted, eligible application by August that the school anticipates will attend the school. 3rd Friday Sept & 2nd Friday Jan Count-Include all Choice pupils that the school anticipates will have an accepted, eligible application by August that will be either in attendance on the count date or will attend the school any day before and any day after the count date.
Choice Pupils by Program: Insert the number of pupils from the Choice pupils anticipated enrollments that will participate in each program. The total that will participate by program must match the maximum number enrolled for the count dates.
Summer School: If the school has determined that it will provide Choice summer school, the number of Choice pupils must also be identified on Line 26. Pupils who attend less than 15 days receive a partial payment. If a student is expected to attend summer school less than 15 days, calculate the count for the pupil as the expected days of attendance divided by 15.

ALL PUPILS ANTICIPATED ENROLLMENTS

Line	A Count Category	B Preliminary Enrollment	C 3rd Friday Sept Count	D 2nd Friday Jan Count	E FTE Factor	F Average FTE
1	4-Year-Old K/437 Hours	18	18	18	0.5	9.00
2	4-Year-Old K/437 Hours + 87.5 Hrs. Outreach				0.6	-
3	5-Year-Old K/.5 Day				0.5	-
4	5-Year-Old K/3 Day				0.6	-
5	5-Year-Old K/4 Day				0.8	-
6	5-Year-Old K/5 Day	20	20	20	1.0	20.00
7	Grades 1-8	60	60	60	1.0	60.00
8	**TOTAL K4-8 ALL PUPILS**	98	98	98		89.00
9	Grades 9-12	25	25	25	1.0	25.00
10	**TOTAL ALL PUPILS**	123	123	123		114.00

CHOICE PUPILS ANTICIPATED ENROLLMENTS

Line	A Count Category	B Preliminary Enrollment	C 3rd Friday Sept Count	D 2nd Friday Jan Count	E FTE Factor	F Average FTE
11	4-Year-Old K/437 Hours	10	10	10	0.5	5.00
12	4-Year-Old K/437 Hours + 87.5 Hrs. Outreach				0.6	-
13	5-Year-Old K/.5 Day				0.5	-
14	5-Year-Old K/3 Day				0.6	-
15	5-Year-Old K/4 Day				0.8	-
16	5-Year-Old K/5 Day	18	18	18	1.0	18.00
17	Grades 1-8	40	40	40	1.0	40.00
18	**TOTAL K4-8 CHOICE PUPILS**	68	68	68		63.00
19	Grades 9-12	15	15	15	1.0	15.00
20	**TOTAL CHOICE PUPILS**	83	83	83		78.00

CHOICE PUPILS BY PROGRAM

Line	A Count Category	B MPCP Count	C WPCP Count	D RPCP Count	E High Count	F Difference
21	4-Year-Old K	8	2		10	-
22	5-Year-Old K	13	5		18	-
23	Grades 1-8	35	5		40	-
24	Grades 9-12	10	5		15	-
25	**TOTAL CHOICE PUPILS**	66	17	-	83	-

CHOICE 2021 SUMMER SCHOOL PUPILS

Line	A Line Description	B Grades K-8	C Grades 9-12	D Payment Amount
26	Total Pupils			-

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SCHEDULE 3-1: SALARIES & RELATED EXPENSES

Budget for the period from July 1, 2021 to June 30, 2022

STAFFING INFORMATION

Identify the total headcount (HC) and teaching FTE (full time equivalent) for each category. Also identify the earliest month of hire for each position. Existing schools should put the month of hire as the first month the employees will work in the school year. Then, insert the total salaries that will be paid for each position category.

Line	A Position Categories	B Total HC	C Teaching FTE	D Month of Hire	E Salaries	F Average Salaries
1	Administrative Staff	2.00	0.25	Jul 21	96,000	48,000
2	K-12 Before & After School Care Only Staff					-
3	Classroom Teachers	5.00	5.00	Aug 21	220,000	44,000
4	Classroom Teacher Aides	3.00	3.00	Aug 21	77,000	25,667
5	Maintenance Employees					-
6	Food Service Employees	2.00		Jul 21	33,000	16,500
7	Transportation Employees					-
8	SNSP Only Employees					-
9	Church Employees	1.00	0.20	Jul 21	55,800	55,800
10	Daycare/Preschool Employees	2.00		Jul 21	48,000	24,000
11	Other Employees					-
12	**TOTAL**	15.00	8.45		529,800	
	Explain below what employees are included in Other Employees (Line 11).					
13						

EXPENSES & CASH FLOWS

Insert the primarily SNSP expenses in Line 15 and the eligible education expenses, excluding primarily SNSP expenses, in Line 14. Insert the total expenses for the school year in Line 16 and the Accounts Payable and Prepaid balances at the beginning of the school year in Lines 17 and 18. Line 19 will then indicate the amount that must be paid during the school year. Include the amount that will be paid for each month in lines 20-31. If the school will have a Prepaid Expense balance at the end of the year, insert it in Line 33. Finally, review the year end Accounts Payable balance in Line 34 to determine if it is correct.

Line	A Line Description	B Salaries	C FICA & Medicare Taxes	D State & Federal Unemployment	E Employer Paid Benefits
14	Eligible Education Expenses *Excluding Ln 15*	424,600			
15	Primarily SNSP Expenses	-	-		
16	Total 2021-22 Expenses	529,800			
17	June 30, 2021 Prepaid Expenses				
18	June 30, 2021 Accounts Payable	19,400			
19	**TOTAL AMOUNT TO BE PAID**	549,200	-	-	-
20	July 2021 Cash Payments	19,400			
21	August 2021 Cash Payments	19,400			
22	September 2021 Cash Payments	49,100			
23	October 2021 Cash Payments	49,100			
24	November 2021 Cash Payments	49,100			
25	December 2021 Cash Payments	49,100			
26	January 2022 Cash Payments	49,100			
27	February 2022 Cash Payments	49,100			
28	March 2022 Cash Payments	49,100			
29	April 2022 Cash Payments	49,100			
30	May 2022 Cash Payments	49,100			
31	June 2022 Cash Payments	49,100			
32	**TOTAL CASH PAYMENTS**	529,800	-	-	-
33	JUNE 30, 2022 Prepaid Expenses				
34	**JUNE 30, 2022 ACCOUNTS PAYABLE**	19,400	-	-	-

Line	Highest Pupil Count	Teaching FTE	Average Pupils per Teacher	FICA & Medicare Expenses	Expected Unemployment	Unemployment Difference
35	123	8	15	0.00%	7,455	(7,455)

Holy Love Church and School

SCHEDULE 3-2: GENERAL EXPENSES

Budget for the period from July 1, 2021 to June 30, 2022

EXPENSES

Include the total costs and education expenses that the legal entity of the school will incur for the school year. Column C may only include eligible education expenses. If a cost partially relates to K-12 educational programming, the school must use an allocation method to determine the cost in Column C. If applicable, the school must include an explanation if no costs are included in lines 1-4 or 6-10.

Line	A Item Description	B Total Cost	C Education Expenses	D If no costs are included, explain how the utilities or supplies are being provided.
1	Telephone & Internet Access	2,400	1,896	
2	Electricity	12,000	9,480	
3	Gas	6,000	4,740	
4	Water and Other Utilities			Included with Rent
5	**TOTAL UTILITY**	20,400	16,116	
6	Administrative Supplies	2,000	1,580	
7	Classroom Supplies	10,000	10,000	
8	Pupil Transportation Supplies			
9	Food Service Supplies *Sch 1, Ln 8i*	1,500	1,290	
10	Building & Equipment Supplies			
11	**TOTAL SUPPLIES**	13,500	12,870	
12	Contributed Services, Assets, or Goods	10,000	-	
13	Bad Debt Expense	2,000	-	
14	Church Expenses	12,000	-	
15	Daycare & Preschool Expenses	6,000	-	
16	**TOTAL NON-ELIGIBLE EXPENSES**	30,000	-	

CASH FLOWS

Insert the eligible education expenses and the total expenses for the school year in Lines 17 and 18 for insurance. Next insert the Prepaid Expenses and Accounts Payable balances at the beginning of the school year in Lines 19 and 20. Line 21 will then indicate the amount that must be paid during the school year. Include the amount that will be paid for each month in Lines 22-33. If the school will have a Prepaid Expense balance at the end of the year, insert it in Line 35. Finally, review the year end Accounts Payable balance in Line 36 to determine if it is correct.

Line	A Line Description	B Utility	C Supplies	D Non-Eligible Expenses	E Insurance
17	Total Eligible Education Expenses	16,116	12,870	-	10,000
18	Total 2021-22 Expenses	20,400	13,500	18,000	12,000
19	June 30, 2021 Prepaid Expenses				3,000
20	June 30, 2021 Accounts Payable	1,700	1,125	1,500	
21	**TOTAL AMOUNT TO BE PAID**	22,100	14,625	19,500	9,000
22	July 2021 Cash Payments	1,700	1,125	1,500	
23	August 2021 Cash Payments	1,700	1,125	1,500	
24	September 2021 Cash Payments	1,700	1,125	1,500	3,000
25	October 2021 Cash Payments	1,700	1,125	1,500	
26	November 2021 Cash Payments	1,700	1,125	1,500	
27	December 2021 Cash Payments	1,700	1,125	1,500	3,000
28	January 2022 Cash Payments	1,700	1,125	1,500	
29	February 2022 Cash Payments	1,700	1,125	1,500	
30	March 2022 Cash Payments	1,700	1,125	1,500	3,000
31	April 2022 Cash Payments	1,700	1,125	1,500	
32	May 2022 Cash Payments	1,700	1,125	1,500	
33	June 2022 Cash Payments	1,700	1,125	1,500	3,000
34	**TOTAL CASH PAYMENTS**	20,400	13,500	18,000	12,000
35	JUNE 30, 2022 Prepaid Expenses				3,000
36	**JUNE 30, 2022 ACCOUNTS PAYABLE**	1,700	1,125	1,500	-

Holy Love Church and School

SCHEDULE 3-3: GENERAL EXPENSES CONTINUED

Budget for the period from July 1, 2021 to June 30, 2022

EXPENSES

Include the total costs and education expenses that the legal entity of the school will incur for the school year. Column C may only include eligible education expenses. If a cost partially relates to K-12 educational programming, the school must use an allocation method to determine the cost in Column C. If applicable, the school must include the provider name in Lines 1-3 and 5-7.

Line	A Item Description	B Total Cost	C Education Expenses	D Provider Name *If not known, insert TBD*
1	Accounting Services	6,000	4,740	Accountants R Us
2	Independent Auditing Services	15,000	11,850	The External Audit Specialists
3	Consultant, Legal & Other Services			
4	**TOTAL SERVICES COSTS**	21,000	16,590	
5	Contractor Provided Pupil Transportation	2,000	2,000	Ride With Us!
6	Student Information System	10,000	10,000	Students Inc.
7	Contractor Provided Food Service	193,200	133,200	Yummy, Yum Foods
8	**TOTAL CONTRACTOR COSTS**	205,200	145,200	
9	DPI Auditor Fee	350	350	
10	Field Trips & Extracurricular Activities	1,200	1,200	
11	Marketing & Continuing Ed	5,000	5,000	
12	Primarily SNSP Expenses			
13	Non-Administrative Fundraising Expenses	2,500	2,500	
14	Other Expenses			
15	**TOTAL OTHER EXPENSES**	9,050	9,050	

CASH FLOWS

Insert the Prepaid Expenses and Accounts Payable balances at the beginning of the school year in Lines 18 and 19. Line 20 will then indicate the amount that must be paid during the school year. Include the amount that will be paid for each month in Lines 21-32. If the school will have a Prepaid Expense balance at the end of the school year, insert it in Line 34. Finally, review the year end Accounts Payable balance in Line 35 to determine if it is correct.

Line	A Line Description	B Services Costs	C Contractor Costs	D Other Expenses
16	Total Eligible Education Expenses	16,590	145,200	9,050
17	Total 2021-22 Expenses	21,000	205,200	9,050
18	June 30, 2021 Prepaid Expenses			350
19	June 30, 2021 Accounts Payable			
20	**TOTAL AMOUNT TO BE PAID**	21,000	205,200	8,700
21	July 2021 Cash Payments	500		725
22	August 2021 Cash Payments	500	5,000	725
23	September 2021 Cash Payments	500	5,000	725
24	October 2021 Cash Payments	500	24,320	725
25	November 2021 Cash Payments	500	18,320	725
26	December 2021 Cash Payments	5,500	18,320	725
27	January 2022 Cash Payments	500	18,320	1,075
28	February 2022 Cash Payments	500	18,320	725
29	March 2022 Cash Payments	500	24,320	725
30	April 2022 Cash Payments	500	18,320	725
31	May 2022 Cash Payments	5,500	18,320	725
32	June 2022 Cash Payments	500	18,320	725
33	**TOTAL CASH PAYMENTS**	16,000	186,880	9,050
34	JUNE 30, 2022 Prepaid Expenses			350
35	**JUNE 30, 2022 ACCOUNTS PAYABLE**	5,000	18,320	-