

SUNY Charter Schools Institute  
2020-21 Budget Narrative

School Name:

Fiscal Contact:

Date:

Name

Budget Period:

Email

1. What steps has the school taken to ensure it has enacted a conservative budget?

2. Which budget line items have the school deemed to be most vulnerable? What mitigation strategies has the school developed to address these should they need to?

3. Is the school planning to utilize any accumulated reserves to balance the budget? If so, how much and what percentage of the budget does this make up and are there parameters established?

4. Please describe how the school utilized the COVID-19/Contingency expense category line item including methods used to determine the appropriate amount to budget.

5. Are there any specific issues the school needed to address while budgeting that it would like the Institute to know about?

Please check all that apply:

The school has budgeted at an enrollment level less than or equal to the school's chartered enrollment

The school has existing lines of credit established

The board has discussed the potential need to make budget revisions on a quarterly basis

The school will be unable to hold normally scheduled fundraising events due to COVID-19

The school was forced to make staffing cuts due to flat per-pupil tuition rates