



# Entry 1 School Information

Created: 07/07/2017 • Last updated: 07/31/2017

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer (**as of June 30, 2017**) or you may not be assigned the correct tasks.

**a. SCHOOL NAME AND BEDS#** BROOKLYN PROSPECT CS CSD 15 (SUNY Trustees)

(Select name from the drop down menu)

**b. CHARTER AUTHORIZER** SUNY Authorized Charter School

(For technical reasons, please re select authorizer name from the drop down menu).

**c. DISTRICT / CSD OF LOCATION** NYC CSD 15

## d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	3002 Fort Hamilton Pkwy Brooklyn, NY 11218	██████████	██████████	n/a

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Kelly Richardson
Title	Director of Operations
Emergency Phone Number (### ### ####)	██████████

**e. SCHOOL WEB ADDRESS (URL)** [www.brooklynprospect.org](http://www.brooklynprospect.org)

**f. DATE OF INITIAL CHARTER** 07/2008

**g. DATE FIRST OPENED FOR INSTRUCTION** 09/2009

**i. TOTAL ENROLLMENT ON JUNE 30, 2017** 964

**j. GRADES SERVED IN SCHOOL YEAR 2016-17**

Check all that apply

Grades Served	K, 1, 2, 3, 6, 7, 8, 9, 10, 11, 12
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**k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?** No

**11. FACILITIES**

Does the school maintain or operate multiple sites?

	Yes, 2 sites
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**12. SCHOOL SITES**

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	3002 Fort Hamilton Pkwy Brooklyn, NY 11218	[REDACTED]	CSD 15	6 12	Yes	Rent/Lease
Site 2	80 Willoughby St. Brooklyn, NY 11201	[REDACTED]	CSD 13	K 3	No	Rent/Lease
Site 3						

**12a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Carolyn Michael	[REDACTED]		[REDACTED]
Operational Leader	Ashley Platt	[REDACTED]		[REDACTED]
Compliance Contact	Lia Forman	[REDACTED]		[REDACTED]
Complaint Contact	Kelly Richardson	[REDACTED]		[REDACTED]

**13. Please provide the contact information for Site 2.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Jumaane Saunders	[REDACTED]		[REDACTED]
Operational Leader	Kate McCabe	[REDACTED]		[REDACTED]
Compliance Contact	Lia Forman	[REDACTED]		[REDACTED]
Complaint Contact	Kelly Richardson	[REDACTED]		[REDACTED]

**m1. Is the school or are the school sites co-located?** No

**n1. Were there any revisions to the school's charter during the 2016-17 school year? (Please include approved or pending material and non-material charter revisions).** Yes

## n2. Summary of Charter Revisions

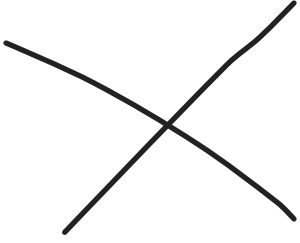
	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change District or CSD of Location	We were approved to move our K 3 to our other charter so they would be in the same district they are currently serving. We moved our students in ATS effective July 2017.		9/2016
2	Change in School Name	We changed our name from Brooklyn Prospect Charter School to Brooklyn Prospect Charter School CSD 15		1/2017
3				
4				
5				

**o. Name and Position of Individual(s) Who Completed the 2016-17 Annual Report.** Lia Forman School Support and Accountability Manager, Kelly Richardson Director of Operations

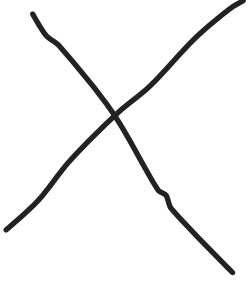
**p. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and then use the mouse on your PC or the stylist on your mobile device to sign your name).**

Yes

**Signature, Head of Charter School**

A handwritten signature consisting of two intersecting lines forming an 'X' shape.

**Signature, President of the Board of Trustees**

A handwritten signature consisting of two intersecting lines forming an 'X' shape.

**Date**

2017/07/31

**Thank you.**



# Entry 2 NYS School Report Card Link

Created: 07/07/2017 • Last updated: 07/17/2017

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## 1. NEW YORK STATE REPORT CARD

<https://data.nysed.gov/profile.php?instid=800000063976>

**Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).**

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).



# Entry 4 Expenditures per Child

Created: 07/07/2017 • Last updated: 07/31/2017

## Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

### 1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2016-17 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

**Note:** *The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:* <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	2159836
Line 2: Year End FTE student enrollment	717
Line 3: Divide Line 1 by Line 2	3012

## 2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2016 17 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

**Notes:**  
***The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:***  
**<http://www.p12.nysed.gov/psc/AuditGuide.html>.**  
**Employee benefit costs or expenditures should not be reported in the above calculations.**

Line 1: Relevant Personnel Services Cost (Row)	1739074
Line 2: Management and General Cost (Column)	420762
Line 3: Sum of Line 1 and Line 2	2159836
Line 5: Divide Line 3 by the Year End FTE student enrollment	3012

***Thank you.***



**GENERAL INSTRUCTIONS FOR  
ANNUAL BUDGET/QUARTERLY REPORT**

**TEMPLATE TABS**

**1- GRAY tab contains the Instructions**




<a href="#">Instructions</a>	Provides description of tabs and input requirements.
<a href="#">Funding by District</a>	Charter School Tuition Rates

**2- BLUE tabs require input of information**

<a href="#">1.) Name of School</a>	>Select school name from list. >Enter contact information.
<a href="#">2.) Enrollment</a>	Enter enrollment information for Annual Budget (& Revisions) and Quarterly Actuals. Includes: >Enrollment by Grade >Enrollment by District
<a href="#">3.) Staffing Plan</a>	Enter staffing plan information for Annual Budget (& Revisions) and Quarterly Actuals. Includes: >Full Time Equivalent (FTE), by Position Category, By Quarter
<a href="#">4.) Yearly Budget</a>	Enter Yearly Budget information. Includes: >"Pior Year" column may be completed based upon preliminary data, and adjusted with Annual Audited data when the Quarter 2 Actuals are being submitted. (Note: Quarterly Revenue allocation may be set) >Budgeted Enrollment data and Per Pupil Revenue for the current year are populated based upon input on tab "2.) Enrollment." >Budgeted FTE for current year is populated based upon input on tab "3.) Staffing Plan." >All other sources of revenue >All expenses >Budget Revisions, as necessary and <i>approved</i> by the school's Board of Directors, should be submitted when submitting Quarterly Actuals.
<a href="#">5.) Balance Sheet</a>	Enter Balance Sheet information for EdCorps. Separate schools merged into a primary EdCorp should NOT use this tab. >"Pior Year" column may be completed based upon preliminary data, and adjusted with Annual Audited data when the Quarter 2 Actuals are being submitted.

<a href="#">6.) Quarterly Report</a>	Enter Actual Quarterly Report information . Includes: >Actual Enrollment data and Per Pupil Revenue for the current year are populated based upon input on tab "2.) Enrollment." >Actual FTE for current year is populated based upon input on tab "3.) Staffing Plan." >All other sources of revenue >All expenses
<a href="#">7.) Annual Report Requirement</a>	Complete when submitting Actual Quarter 4.

**CELL COLORS & GUIDANCE COMMENTS**

-  = Enter information into the light BLUE shaded cells.
-  = Cells labeled in ORANGE containe guidance regarding the input of information.
-  = Cells containing RED triangles in the upper right corner contain "guidance comments" on that particular line item. Please "mouse-over" the triangle to reveal each comment.

**Charter Funding Alphabetical By NYS School District  
\* (Sum of Charter School Basic Tuition and Supplemental Basic Tuition)**



## ANNUAL BUDGET & QUARTERLY REPORT TEMPLATE

### SCHOOL

<b>Name:</b>	<i>Select from drop-down list →</i>
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### CONTACT INFORMATION

<b>Contact Name:</b>	<i>enter name</i>
<b>Contact Title:</b>	<i>enter title</i>
<b>Contact Email:</b>	<i>enter email address</i>
<b>Contact Phone:</b>	<i>enter phone number</i>

### REPORT PERIOD

<b>Current Academic Year:</b>	2017-18
<b>Prior Academic Year:</b>	2016-17









**PLAN - FULL TIME EQUIVALENT**

**STAFFING PLAN - FULL TIME EQUIVALENT ("FTE")**

**\*NOTE:** Enter the number of FTE positions in the "blue" cells.

**\*NOTE:** Enter the number of FTE positions in the "blue" cells.

**\*NOTE:** If there are NO budget revisions at the time of quarterly submittal leave the 'REVISED' Column(s) COMPLETELY BLANK.

ADMINISTRATIVE PERSONNEL FTE	ADMINISTRATIVE PERSONNEL FTE
Executive Management	Executive Management
Instructional Management	Instructional Management
Deans, Directors & Coordinators	Deans, Directors & Coordinators
CFO / Director of Finance	CFO / Director of Finance
Operation / Business Manager	Operation / Business Manager
Administrative Staff	Administrative Staff
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>TOTAL ADMINISTRATIVE STAFF</b>

PRIOR YEAR
2016-17
ACTUAL
0.0

ANNUAL BUDGETED FTE							
Q1		Q2		Q3		Q4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

INSTRUCTIONAL PERSONNEL FTE	INSTRUCTIONAL PERSONNEL FTE
Teachers - Regular	Teachers - Regular
Teachers - SPED	Teachers - SPED
Substitute Teachers	Substitute Teachers
Teaching Assistants	Teaching Assistants
Specialty Teachers	Specialty Teachers
Aides	Aides
Therapists & Counselors	Therapists & Counselors
Other	Other
<b>TOTAL INSTRUCTIONAL</b>	<b>TOTAL INSTRUCTIONAL</b>

PRIOR YEAR
2016-17
ACTUAL
0.0

ANNUAL BUDGETED FTE							
Q1		Q2		Q3		Q4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

NON-INSTRUCTIONAL PERSONNEL FTE	NON-INSTRUCTIONAL PERSONNEL FTE
Nurse	Nurse
Librarian	Librarian
Custodian	Custodian
Security	Security
Other	Other
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>TOTAL NON-INSTRUCTIONAL</b>

PRIOR YEAR
2016-17
ACTUAL
0.0

ANNUAL BUDGETED FTE							
Q1		Q2		Q3		Q4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

<b>TOTAL PERSONNEL SERVICE FTE</b>	<b>TOTAL PERSONNEL SERVICE FTE</b>
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0.0
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0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
-----	-----	-----	-----	-----	-----	-----	-----

enter school name on tab - "1) Nam  
2017-18

**PLAN - FULL TIME EQUIVALENT**

*\*NOTE: Enter the number of FTE positions in the "blue" cells.*

*Id be input.*

*\*NOTE: State the assumptions that are being made for personnel FTE levels.*

ADMINISTRATIVE PERSONNEL FTE	
	Q4
	Actual
Executive Management	
Instructional Management	
Deans, Directors & Coordinators	
CFO / Director of Finance	
Operation / Business Manager	
Administrative Staff	
TOTAL ADMINISTRATIVE STAFF	0.0

Description of Assumptions

INSTRUCTIONAL PERSONNEL FTE	
	Q4
	Actual
Teachers - Regular	
Teachers - SPED	
Substitute Teachers	
Teaching Assistants	
Specialty Teachers	
Aides	
Therapists & Counselors	
Other	
TOTAL INSTRUCTIONAL	0.0

Description of Assumptions

NON-INSTRUCTIONAL PERSONNEL FTE	
	Q4
	Actual
Nurse	
Librarian	
Custodian	
Security	
Other	
TOTAL NON-INSTRUCTIONAL	0.0

Description of Assumptions

<b>TOTAL PERSONNEL SERVICE FTE</b>	0.0
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Please enter school name on tab - "1) Name of School"									
Budget / Operating Plan 2017-18									
<b>Total Revenue</b>	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-	-	-	-	-
	<b>Prior Year Actual</b>	<b>1st Quarter - 7/1 - 9/30</b>			<b>2nd Quarter - 10/1 - 12/31</b>			<b>3rd Q</b>	
	<b>2016-17 Revenue Per Pupil</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Variance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Variance</b>	<b>Original Budget</b>	
Charter School Program (CSP) Planning & Implementation				-			-		
Other				-			-		
Other				-			-		
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>	-	-	-	-	-	-	-	-	-
<b>LOCAL and OTHER REVENUE</b>									
Contributions and Donations				-			-		
Fundraising				-			-		
Erate Reimbursement				-			-		
Earnings on Investments				-			-		
Interest Income				-			-		
Food Service (Income from meals)				-			-		
Text Book				-			-		
OTHER				-			-		
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	-	-	-	-	-	-	-	-	-

Please enter school name on tab - "1) Name of School"

**Budget / Operating Plan  
2017-18**

<b>Total Revenue</b>	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-	-	-	-	-
	<b>Prior Year Actual 2016-17 Revenue Per Pupil</b>	<b>1st Quarter - 7/1 - 9/30</b>			<b>2nd Quarter - 10/1 - 12/31</b>			<b>3rd Q</b>	
		<b>Original Budget</b>	<b>Revised Budget</b>	<b>Variance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Variance</b>	<b>Original Budget</b>	

**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

Avg. No.  
of Positions

Executive Management	-			-			-	
Instructional Management	-			-			-	
Deans, Directors & Coordinators	-			-			-	
CFO / Director of Finance	-			-			-	
Operation / Business Manager	-			-			-	
Administrative Staff	-			-			-	
<b>TOTAL ADMINISTRATIVE STAFF</b>	-	-	-	-	-	-	-	-

**INSTRUCTIONAL PERSONNEL COSTS**

Teachers - Regular	-			-			-	
Teachers - SPED	-			-			-	
Substitute Teachers	-			-			-	
Teaching Assistants	-			-			-	
Specialty Teachers	-			-			-	
Aides	-			-			-	
Therapists & Counselors	-			-			-	
Other	-			-			-	
<b>TOTAL INSTRUCTIONAL</b>	-	-	-	-	-	-	-	-

**NON-INSTRUCTIONAL PERSONNEL COSTS**

Nurse	-			-			-	
Librarian	-			-			-	
Custodian	-			-			-	
Security	-			-			-	
Other	-			-			-	
<b>TOTAL NON-INSTRUCTIONAL</b>	-	-	-	-	-	-	-	-

**SUBTOTAL PERSONNEL SERVICE COSTS**

	-	-	-	-	-	-	-	-
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**PAYROLL TAXES AND BENEFITS**

Payroll Taxes				-			-	
Fringe / Employee Benefits				-			-	

Please enter school name on tab - "1) Name of School"									
Budget / Operating Plan 2017-18									
<b>Total Revenue</b>	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-	-	-	-	-
	Prior Year Actual 2016-17 Revenue Per Pupil	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Q	
		Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	
Retirement / Pension				=			=		
TOTAL PAYROLL TAXES AND BENEFITS	-	-	-	-	-	-	-	-	
<b>TOTAL PERSONNEL SERVICE COSTS</b>	-	-	-	-	-	-	-	-	
<b>CONTRACTED SERVICES</b>									
Accounting / Audit				-			-		
Legal				-			-		
Management Company Fee				-			-		
Nurse Services				-			-		
Food Service / School Lunch				-			-		
Payroll Services				-			-		
Special Ed Services				-			-		
Titlement Services (i.e. Title I)				-			-		
Other Purchased / Professional / Consulting				=			=		
<b>TOTAL CONTRACTED SERVICES</b>	-	-	-	-	-	-	-	-	

Please enter school name on tab - "1) Name of School"

**Budget / Operating Plan  
2017-18**

<b>Total Revenue</b>	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-	-	-	-	-
	<b>Prior Year Actual</b>	<b>1st Quarter - 7/1 - 9/30</b>			<b>2nd Quarter - 10/1 - 12/31</b>			<b>3rd Q</b>	
	<b>2016-17</b>	<b>Original</b>	<b>Revised</b>		<b>Original</b>	<b>Revised</b>		<b>Original</b>	
	<b>Revenue Per Pupil</b>	<b>Budget</b>	<b>Budget</b>	<b>Variance</b>	<b>Budget</b>	<b>Budget</b>	<b>Variance</b>	<b>Budget</b>	

**SCHOOL OPERATIONS**

Board Expenses				-				-	
Classroom / Teaching Supplies & Materials				-				-	
Special Ed Supplies & Materials				-				-	
Textbooks / Workbooks				-				-	
Supplies & Materials other				-				-	
Equipment / Furniture				-				-	
Telephone				-				-	
Technology				-				-	
Student Testing & Assessment				-				-	
Field Trips				-				-	
Transportation (student)				-				-	
Student Services - other				-				-	
Office Expense				-				-	
Staff Development				-				-	
Staff Recruitment				-				-	
Student Recruitment / Marketing				-				-	
School Meals / Lunch				-				-	
Travel (Staff)				-				-	
Fundraising				-				-	
Other				-				-	
<b>TOTAL SCHOOL OPERATIONS</b>	-	-	-	-	-	-	-	-	-

**FACILITY OPERATION & MAINTENANCE**

Insurance				-				-	
Janitorial				-				-	
Building and Land Rent / Lease / Facility Finance Interest				-				-	
Repairs & Maintenance				-				-	
Equipment / Furniture				-				-	
Security				-				-	
Utilities				-				-	
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	-	-	-	-	-	-	-	-	-

**DEPRECIATION & AMORTIZATION**

<b>RESERVES / CONTINGENCY</b>				-				-	
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	Please enter school name on tab - "1) Name of School"								
	Budget / Operating Plan 2017-18								
Total Revenue	-	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-	-
Net Income	-	-	-	-	-	-	-	-	-
Actual Student Enrollment	-	-	-	-	-	-	-	-	-
	Prior Year Actual 2016-17 Revenue Per Pupil	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Q	
		Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	
TOTAL EXPENSES	-	-	-	-	-	-	-	-	
NET INCOME	-	-	-	-	-	-	-	-	





<b>Total Revenue</b>	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Revised Budget	Variance	Original Budget	Revised Budget	Variance
Charter School Program (CSP) Planning & Implementation		-			-
Other		-			-
Other		=			=
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>	-	-	-	-	-
<b>LOCAL and OTHER REVENUE</b>					
Contributions and Donations		-			-
Fundraising		-			-
Erate Reimbursement		-			-
Earnings on Investments		-			-
Interest Income		-			-
Food Service (Income from meals)		-			-
Text Book		-			-
OTHER		=			=
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>	-	-	-	-	-
<b>TOTAL REVENUE</b>	=	=	=	=	=

<b>Total Revenue</b>		-	-	-	-	-
<b>Total Expenses</b>		-	-	-	-	-
<b>Net Income</b>		-	-	-	-	-
<b>Actual Student Enrollment</b>		-	-	-	-	-
		Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
		Revised Budget	Variance	Original Budget	Revised Budget	Variance
<b>EXPENSES</b>						
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>		Avg. No. of Positions				
Executive Management	-		-			-
Instructional Management	-		-			-
Deans, Directors & Coordinators	-		-			-
CFO / Director of Finance	-		-			-
Operation / Business Manager	-		-			-
Administrative Staff	-		-			-
<b>TOTAL ADMINISTRATIVE STAFF</b>	-	-	-	-	-	-
<b>INSTRUCTIONAL PERSONNEL COSTS</b>						
Teachers - Regular	-		-			-
Teachers - SPED	-		-			-
Substitute Teachers	-		-			-
Teaching Assistants	-		-			-
Specialty Teachers	-		-			-
Aides	-		-			-
Therapists & Counselors	-		-			-
Other	-		-			-
<b>TOTAL INSTRUCTIONAL</b>	-	-	-	-	-	-
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>						
Nurse	-		-			-
Librarian	-		-			-
Custodian	-		-			-
Security	-		-			-
Other	-		-			-
<b>TOTAL NON-INSTRUCTIONAL</b>	-	-	-	-	-	-
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	-	-	-	-	-	-
<b>PAYROLL TAXES AND BENEFITS</b>						
Payroll Taxes	-		-			-
Fringe / Employee Benefits	-		-			-

		Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
		Revised Budget	Variance	Original Budget	Revised Budget	Variance
<b>Total Revenue</b>		-	-	-	-	-
<b>Total Expenses</b>		-	-	-	-	-
<b>Net Income</b>		-	-	-	-	-
<b>Actual Student Enrollment</b>		-	-	-	-	-
Retirement / Pension			=			=
TOTAL PAYROLL TAXES AND BENEFITS		-	-	-	-	-
<b>TOTAL PERSONNEL SERVICE COSTS</b>	-	-	-	-	-	-
<b>CONTRACTED SERVICES</b>						
Accounting / Audit			-			-
Legal			-			-
Management Company Fee			-			-
Nurse Services			-			-
Food Service / School Lunch			-			-
Payroll Services			-			-
Special Ed Services			-			-
Titlement Services (i.e. Title I)			-			-
Other Purchased / Professional / Consulting			=			=
TOTAL CONTRACTED SERVICES		-	-	-	-	-

	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Revised Budget	Variance	Original Budget	Revised Budget	Variance
<b>Total Revenue</b>	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-
<b>SCHOOL OPERATIONS</b>					
Board Expenses		-			-
Classroom / Teaching Supplies & Materials		-			-
Special Ed Supplies & Materials		-			-
Textbooks / Workbooks		-			-
Supplies & Materials other		-			-
Equipment / Furniture		-			-
Telephone		-			-
Technology		-			-
Student Testing & Assessment		-			-
Field Trips		-			-
Transportation (student)		-			-
Student Services - other		-			-
Office Expense		-			-
Staff Development		-			-
Staff Recruitment		-			-
Student Recruitment / Marketing		-			-
School Meals / Lunch		-			-
Travel (Staff)		-			-
Fundraising		-			-
Other		-			-
<b>TOTAL SCHOOL OPERATIONS</b>	-	-	-	-	-
<b>FACILITY OPERATION &amp; MAINTENANCE</b>					
Insurance		-			-
Janitorial		-			-
Building and Land Rent / Lease / Facility Finance Interest		-			-
Repairs & Maintenance		-			-
Equipment / Furniture		-			-
Security		-			-
Utilities		-			-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	-	-	-	-	-
<b>DEPRECIATION &amp; AMORTIZATION</b>		-			-
<b>RESERVES / CONTINGENCY</b>		-			-

	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Revised Budget	Variance	Original Budget	Revised Budget	Variance
<b>Total Revenue</b>	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-
<b>TOTAL EXPENSES</b>	-	-	-	-	-
<b>NET INCOME</b>	-	-	-	-	-





Please enter school name on tab - "1) Name of School"  
**Budget / Operating Plan**  
**2017-18**

<b>Total Revenue</b>	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-
<b>Actual Student Enrollment</b>					
	<b>Total Year</b>			<b>VARIANCE</b>	
	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Variance</b>	<b>Original Budget vs. PY Budget</b>	<b>Revised Budget vs. PY Budget</b>
Charter School Program (CSP) Planning & Implementation	-	-	-	-	-
Other	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>	-	-	-	-	-
<b>LOCAL and OTHER REVENUE</b>					
Contributions and Donations	-	-	-	-	-
Fundraising	-	-	-	-	-
Erate Reimbursement	-	-	-	-	-
Earnings on Investments	-	-	-	-	-
Interest Income	-	-	-	-	-
Food Service (Income from meals)	-	-	-	-	-
Text Book	-	-	-	-	-
OTHER	-	-	-	-	-
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>	-	-	-	-	-
<b>TOTAL REVENUE</b>	-	-	-	-	-

**DESCRIPTION OF ASSUMPTIONS**

Please enter school name on tab - "1) Name of School"  
**Budget / Operating Plan**

2017-18

<b>Total Revenue</b>	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-
<b>Actual Student Enrollment</b>					
	<b>Total Year</b>			<b>VARIANCE</b>	
	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Variance</b>	<b>Original Budget vs. PY Budget</b>	<b>Revised Budget vs. PY Budget</b>

**DESCRIPTION OF ASSUMPTIONS**

**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

Avg. No.  
of Positions

Executive Management	-	-	-	-	-
Instructional Management	-	-	-	-	-
Deans, Directors & Coordinators	-	-	-	-	-
CFO / Director of Finance	-	-	-	-	-
Operation / Business Manager	-	-	-	-	-
Administrative Staff	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE STAFF</b>	-	-	-	-	-

**INSTRUCTIONAL PERSONNEL COSTS**

Teachers - Regular	-	-	-	-	-
Teachers - SPED	-	-	-	-	-
Substitute Teachers	-	-	-	-	-
Teaching Assistants	-	-	-	-	-
Specialty Teachers	-	-	-	-	-
Aides	-	-	-	-	-
Therapists & Counselors	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL INSTRUCTIONAL</b>	-	-	-	-	-

**NON-INSTRUCTIONAL PERSONNEL COSTS**

Nurse	-	-	-	-	-
Librarian	-	-	-	-	-
Custodian	-	-	-	-	-
Security	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	-	-	-	-	-

**SUBTOTAL PERSONNEL SERVICE COSTS**

	-	-	-	-	-
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**PAYROLL TAXES AND BENEFITS**

Payroll Taxes	-	-	-	-	-
Fringe / Employee Benefits	-	-	-	-	-

Please enter school name on tab - "1) Name of School"  
**Budget / Operating Plan**  
**2017-18**

<b>Total Revenue</b>	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-
<b>Actual Student Enrollment</b>					
	<b>Total Year</b>			<b>VARIANCE</b>	
	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Variance</b>	<b>Original Budget vs. PY Budget</b>	<b>Revised Budget vs. PY Budget</b>
Retirement / Pension	-	-	-	-	-
TOTAL PAYROLL TAXES AND BENEFITS	-	-	-	-	-
<b>TOTAL PERSONNEL SERVICE COSTS</b>	-	-	-	-	-
<b>CONTRACTED SERVICES</b>					
Accounting / Audit	-	-	-	-	-
Legal	-	-	-	-	-
Management Company Fee	-	-	-	-	-
Nurse Services	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-
Payroll Services	-	-	-	-	-
Special Ed Services	-	-	-	-	-
Titlement Services (i.e. Title I)	-	-	-	-	-
Other Purchased / Professional / Consulting	-	-	-	-	-
<b>TOTAL CONTRACTED SERVICES</b>	-	-	-	-	-

**DESCRIPTION OF ASSUMPTIONS**

Please enter school name on tab - "1) Name of School"  
Budget / Operating Plan

2017-18

	Total Year			VARIANCE	
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget
<b>Total Revenue</b>	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-
<b>Actual Student Enrollment</b>					
<b>SCHOOL OPERATIONS</b>					
Board Expenses	-	-	-	-	-
Classroom / Teaching Supplies & Materials	-	-	-	-	-
Special Ed Supplies & Materials	-	-	-	-	-
Textbooks / Workbooks	-	-	-	-	-
Supplies & Materials other	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-
Telephone	-	-	-	-	-
Technology	-	-	-	-	-
Student Testing & Assessment	-	-	-	-	-
Field Trips	-	-	-	-	-
Transportation (student)	-	-	-	-	-
Student Services - other	-	-	-	-	-
Office Expense	-	-	-	-	-
Staff Development	-	-	-	-	-
Staff Recruitment	-	-	-	-	-
Student Recruitment / Marketing	-	-	-	-	-
School Meals / Lunch	-	-	-	-	-
Travel (Staff)	-	-	-	-	-
Fundraising	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL SCHOOL OPERATIONS</b>	-	-	-	-	-
<b>FACILITY OPERATION &amp; MAINTENANCE</b>					
Insurance	-	-	-	-	-
Janitorial	-	-	-	-	-
Building and Land Rent / Lease / Facility Finance Interest	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-
Security	-	-	-	-	-
Utilities	-	-	-	-	-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	-	-	-	-	-
<b>DEPRECIATION &amp; AMORTIZATION</b>	-	-	-	-	-
<b>RESERVES / CONTINGENCY</b>	-	-	-	-	-

**DESCRIPTION OF ASSUMPTIONS**

Please enter school name on tab - "1) Name of School"  
**Budget / Operating Plan**  
**2017-18**

<b>Total Revenue</b>	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-
<b>Actual Student Enrollment</b>					
	<b>Total Year</b>			<b>VARIANCE</b>	
	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Variance</b>	<b>Original Budget vs. PY Budget</b>	<b>Revised Budget vs. PY Budget</b>
<b>TOTAL EXPENSES</b>	-	-	-	-	-
<b>NET INCOME</b>	-	-	-	-	-

**DESCRIPTION OF ASSUMPTIONS**



**ALANCE SHEET  
2017-18**

#N/A

	<u>Prior Year</u>	Q1	Q2	Q3	Q4
	<u>2016-17</u>	<u>As of 9/30</u>	<u>As of 12/31</u>	<u>As of 3/31</u>	<u>As of 6/30</u>
<b><u>ASSETS</u></b>					
<b><u>CURRENT ASSETS</u></b>					
Cash and cash equivalents	-	-	-	-	-
Grants and contracts receivable	-	-	-	-	-
Accounts receivables	-	-	-	-	-
Prepaid Expenses	-	-	-	-	-
Contributions and other receivables	-	-	-	-	-
<b>TOTAL CURRENT ASSETS</b>	-	-	-	-	-
<b><u>PROPERTY, BUILDING AND EQUIPMENT, net</u></b>	-	-	-	-	-
<b><u>OTHER ASSETS</u></b>	-	-	-	-	-
<b>TOTAL ASSETS</b>	-	-	-	-	-
<b><u>LIABILITIES AND NET ASSETS</u></b>					
<b><u>CURRENT LIABILITIES</u></b>					
Accounts payable and accrued expenses	-	-	-	-	-
Accrued payroll and benefits	-	-	-	-	-
Deferred Revenue	-	-	-	-	-
Current maturities of long-term debt	-	-	-	-	-
Short Term Debt - Bonds, Notes Payable	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL CURRENT LIABILITIES</b>	-	-	-	-	-
<b><u>LONG-TERM DEBT and NOTES PAYABLE, net current maturities</u></b>	-	-	-	-	-
<b>TOTAL LIABILITIES</b>	-	-	-	-	-
<b><u>NET ASSETS</u></b>					
Unrestricted	-	-	-	-	-
Temporarily restricted	-	-	-	-	-
<b>TOTAL NET ASSETS</b>	-	-	-	-	-
<b>TOTAL LIABILITIES AND NET ASSETS</b>	-	-	-	-	-



<b>Total Revenue</b>	-	-	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-	-	-
	<b>1st Quarter - 7/1 - 9/30</b>			<b>2nd Quarter - 10/1 - 12/31</b>			<b>3rd Quarter</b>
<b>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</b>	<b>Actual</b>	<b>Current Budget</b>	<b>Variance</b>	<b>Actual</b>	<b>Current Budget</b>	<b>Variance</b>	<b>Actual</b>
Other		=	=		=	=	
TOTAL REVENUE FROM FEDERAL SOURCES	-	-	-	-	-	-	-
<b>LOCAL and OTHER REVENUE</b>							
Contributions and Donations		-	-		-	-	
Fundraising		-	-		-	-	
Erate Reimbursement		-	-		-	-	
Earnings on Investments		-	-		-	-	
Interest Income		-	-		-	-	
Food Service (Income from meals)		-	-		-	-	
Text Book		-	-		-	-	
OTHER		=	=		=	=	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	=	=	=	=	=	=	=

<b>Total Revenue</b>	-	-	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-	-	-

<b>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</b>	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter
	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual

**EXPENSES**

Quarter 0

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

No. of Positions

Executive Management	-	-	-	-	-	-	-
Instructional Management	-	-	-	-	-	-	-
Deans, Directors & Coordinators	-	-	-	-	-	-	-
CFO / Director of Finance	-	-	-	-	-	-	-
Operation / Business Manager	-	-	-	-	-	-	-
Administrative Staff	-	-	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE STAFF</b>	-	-	-	-	-	-	-

**INSTRUCTIONAL PERSONNEL COSTS**

Teachers - Regular	-	-	-	-	-	-	-
Teachers - SPED	-	-	-	-	-	-	-
Substitute Teachers	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-
Specialty Teachers	-	-	-	-	-	-	-
Aides	-	-	-	-	-	-	-
Therapists & Counselors	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>TOTAL INSTRUCTIONAL</b>	-	-	-	-	-	-	-

**NON-INSTRUCTIONAL PERSONNEL COSTS**

Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	-	-	-	-	-	-	-

**SUBTOTAL PERSONNEL SERVICE COSTS**

-	-	-	-	-	-	-	-
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**PAYROLL TAXES AND BENEFITS**

Payroll Taxes	-	-	-	-	-	-	-
Fringe / Employee Benefits	-	-	-	-	-	-	-
Retirement / Pension	-	-	-	-	-	-	-
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	-	-	-	-	-	-	-

**TOTAL PERSONNEL SERVICE COSTS**

-	-	-	-	-	-	-	-
---	---	---	---	---	---	---	---

<b>Total Revenue</b>	-	-	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-	-	-
	<b>1st Quarter - 7/1 - 9/30</b>			<b>2nd Quarter - 10/1 - 12/31</b>			<b>3rd Quarter</b>
<b>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</b>	<b>Actual</b>	<b>Current Budget</b>	<b>Variance</b>	<b>Actual</b>	<b>Current Budget</b>	<b>Variance</b>	<b>Actual</b>
<b>CONTRACTED SERVICES</b>							
Accounting / Audit		-	-		-	-	
Legal		-	-		-	-	
Management Company Fee		-	-		-	-	
Nurse Services		-	-		-	-	
Food Service / School Lunch		-	-		-	-	
Payroll Services		-	-		-	-	
Special Ed Services		-	-		-	-	
Titlement Services (i.e. Title I)		-	-		-	-	
Other Purchased / Professional / Consulting		-	-		-	-	
<b>TOTAL CONTRACTED SERVICES</b>	-	-	-	-	-	-	-

<b>Total Revenue</b>	-	-	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-	-	-

<b>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</b>	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter
	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual

**SCHOOL OPERATIONS**

Board Expenses	-	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	-	-	-	-	-	-	-
Special Ed Supplies & Materials	-	-	-	-	-	-	-
Textbooks / Workbooks	-	-	-	-	-	-	-
Supplies & Materials other	-	-	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-	-	-
Telephone	-	-	-	-	-	-	-
Technology	-	-	-	-	-	-	-
Student Testing & Assessment	-	-	-	-	-	-	-
Field Trips	-	-	-	-	-	-	-
Transportation (student)	-	-	-	-	-	-	-
Student Services - other	-	-	-	-	-	-	-
Office Expense	-	-	-	-	-	-	-
Staff Development	-	-	-	-	-	-	-
Staff Recruitment	-	-	-	-	-	-	-
Student Recruitment / Marketing	-	-	-	-	-	-	-
School Meals / Lunch	-	-	-	-	-	-	-
Travel (Staff)	-	-	-	-	-	-	-
Fundraising	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>TOTAL SCHOOL OPERATIONS</b>	-	-	-	-	-	-	-

**FACILITY OPERATION & MAINTENANCE**

Insurance	-	-	-	-	-	-	-
Janitorial	-	-	-	-	-	-	-
Building and Land Rent / Lease / Facility Finance Interest	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	-	-	-	-	-	-	-

**DEPRECIATION & AMORTIZATION**

<b>RESERVES / CONTINGENCY</b>	-	-	-	-	-	-	-
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<b>TOTAL EXPENSES</b>	-	-	-	-	-	-	-
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<b>Total Revenue</b>	-	-	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-	-	-
	<b>1st Quarter - 7/1 - 9/30</b>			<b>2nd Quarter - 10/1 - 12/31</b>			<b>3rd C</b>
<b>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</b>	<b>Actual</b>	<b>Current Budget</b>	<b>Variance</b>	<b>Actual</b>	<b>Current Budget</b>	<b>Variance</b>	<b>Actual</b>
<b>NET INCOME</b>	=	=	=	=	=	=	=





Name of School"

n

<b>Total Revenue</b>	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-
	<b>Quarter - 1/1 - 3/31</b>		<b>4th Quarter - 4/1 - 6/30</b>		
<b>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</b>	<b>Current Budget</b>	<b>Variance</b>	<b>Actual</b>	<b>Current Budget</b>	<b>Variance</b>
Other	-	-	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES	-	-	-	-	-
<b>LOCAL and OTHER REVENUE</b>					
Contributions and Donations	-	-	-	-	-
Fundraising	-	-	-	-	-
Erate Reimbursement	-	-	-	-	-
Earnings on Investments	-	-	-	-	-
Interest Income	-	-	-	-	-
Food Service (Income from meals)	-	-	-	-	-
Text Book	-	-	-	-	-
OTHER	-	-	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	-	-	-	-
<b>TOTAL REVENUE</b>	-	-	-	-	-

Name of School"

n

<b>Total Revenue</b>	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	<b>Quarter - 1/1 - 3/31</b>		<b>4th Quarter - 4/1 - 6/30</b>		
	<b>Current Budget</b>	<b>Variance</b>	<b>Actual</b>	<b>Current Budget</b>	<b>Variance</b>

**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

	Quarter 0 No. of Positions					
Executive Management	-	-	-	-	-	-
Instructional Management	-	-	-	-	-	-
Deans, Directors & Coordinators	-	-	-	-	-	-
CFO / Director of Finance	-	-	-	-	-	-
Operation / Business Manager	-	-	-	-	-	-
Administrative Staff	-	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE STAFF</b>	-	-	-	-	-	-

**INSTRUCTIONAL PERSONNEL COSTS**

Teachers - Regular	-	-	-	-	-	-
Teachers - SPED	-	-	-	-	-	-
Substitute Teachers	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-
Specialty Teachers	-	-	-	-	-	-
Aides	-	-	-	-	-	-
Therapists & Counselors	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>TOTAL INSTRUCTIONAL</b>	-	-	-	-	-	-

**NON-INSTRUCTIONAL PERSONNEL COSTS**

Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	-	-	-	-	-	-
Security	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	-	-	-	-	-	-

**SUBTOTAL PERSONNEL SERVICE COSTS**

-	-	-	-	-	-	-
---	---	---	---	---	---	---

**PAYROLL TAXES AND BENEFITS**

Payroll Taxes	-	-	-	-	-	-
Fringe / Employee Benefits	-	-	-	-	-	-
Retirement / Pension	-	-	-	-	-	-
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	-	-	-	-	-	-

**TOTAL PERSONNEL SERVICE COSTS**

-	-	-	-	-	-	-
---	---	---	---	---	---	---

Name of School"					
n					
<b>Total Revenue</b>	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Name of School"				
	n	Current Budget	Variance	Actual	Current Budget
<b>CONTRACTED SERVICES</b>					
Accounting / Audit	-	-		-	-
Legal	-	-		-	-
Management Company Fee	-	-		-	-
Nurse Services	-	-		-	-
Food Service / School Lunch	-	-		-	-
Payroll Services	-	-		-	-
Special Ed Services	-	-		-	-
Titlement Services (i.e. Title I)	-	-		-	-
Other Purchased / Professional / Consulting	-	-		-	-
<b>TOTAL CONTRACTED SERVICES</b>	-	-	-	-	-

<b>Total Revenue</b>	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-

<p><b>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</b></p>	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Current Budget	Variance	Actual	Current Budget	Variance

<b>SCHOOL OPERATIONS</b>					
Board Expenses	-	-		-	-
Classroom / Teaching Supplies & Materials	-	-		-	-
Special Ed Supplies & Materials	-	-		-	-
Textbooks / Workbooks	-	-		-	-
Supplies & Materials other	-	-		-	-
Equipment / Furniture	-	-		-	-
Telephone	-	-		-	-
Technology	-	-		-	-
Student Testing & Assessment	-	-		-	-
Field Trips	-	-		-	-
Transportation (student)	-	-		-	-
Student Services - other	-	-		-	-
Office Expense	-	-		-	-
Staff Development	-	-		-	-
Staff Recruitment	-	-		-	-
Student Recruitment / Marketing	-	-		-	-
School Meals / Lunch	-	-		-	-
Travel (Staff)	-	-		-	-
Fundraising	-	-		-	-
Other	-	-		-	-
<b>TOTAL SCHOOL OPERATIONS</b>	-	-	-	-	-
<b>FACILITY OPERATION &amp; MAINTENANCE</b>					
Insurance	-	-		-	-
Janitorial	-	-		-	-
Building and Land Rent / Lease / Facility Finance Interest	-	-		-	-
Repairs & Maintenance	-	-		-	-
Equipment / Furniture	-	-		-	-
Security	-	-		-	-
Utilities	-	-		-	-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	-	-	-	-	-
<b>DEPRECIATION &amp; AMORTIZATION</b>	-	-		-	-
<b>RESERVES / CONTINGENCY</b>	-	-		-	-
<b>TOTAL EXPENSES</b>	-	-	-	-	-

Name of School"					
Name of School"					
n					
Total Revenue	-	-	-	-	-
Total Expenses	-	-	-	-	-
Net Income	-	-	-	-	-
Actual Student Enrollment	-	-	-	-	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Quarter - 1/1 - 3/31				
	Current Budget	Variance	Actual	Current Budget	Variance
NET INCOME	=	=	=	=	=





**Budget / Operating Plan**

2017-18

<b>Total Revenue</b>	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-	-	-	-

**TOTALS AND VARIANCE ANALYSIS**

\*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed

	Actual	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget -
Other	-	-	-	-	-	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES	-	-	-	-	-	-	-	-
<b>LOCAL and OTHER REVENUE</b>								
Contributions and Donations	-	-	-	-	-	-	-	-
Fundraising	-	-	-	-	-	-	-	-
Erate Reimbursement	-	-	-	-	-	-	-	-
Earnings on Investments	-	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-	-
Food Service (Income from meals)	-	-	-	-	-	-	-	-
Text Book	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	-	-	-	-	-	-	-	-

Budget / Operating Plan

2017-18

Total Revenue	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-
Net Income	-	-	-	-	-	-	-
Actual Student Enrollment	-	-	-	-	-	-	-

TOTALS AND VARIANCE ANALYSIS							
	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget -
Actual							

\*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed

EXPENSES	Quarter 0 No. of Positions
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>	
Executive Management	-
Instructional Management	-
Deans, Directors & Coordinators	-
CFO / Director of Finance	-
Operation / Business Manager	-
Administrative Staff	-
<b>TOTAL ADMINISTRATIVE STAFF</b>	-
<b>INSTRUCTIONAL PERSONNEL COSTS</b>	
Teachers - Regular	-
Teachers - SPED	-
Substitute Teachers	-
Teaching Assistants	-
Specialty Teachers	-
Aides	-
Therapists & Counselors	-
Other	-
<b>TOTAL INSTRUCTIONAL</b>	-
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>	
Nurse	-
Librarian	-
Custodian	-
Security	-
Other	-
<b>TOTAL NON-INSTRUCTIONAL</b>	-
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	-
<b>PAYROLL TAXES AND BENEFITS</b>	
Payroll Taxes	-
Fringe / Employee Benefits	-
Retirement / Pension	-
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	-
<b>TOTAL PERSONNEL SERVICE COSTS</b>	-

**Budget / Operating Plan**

2017-18

<b>Total Revenue</b>	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-	-	-	-

**TOTALS AND VARIANCE ANALYSIS**

\*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed

	Actual	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget -
<b>CONTRACTED SERVICES</b>								
Accounting / Audit	-	-	-	-	-	-	-	-
Legal	-	-	-	-	-	-	-	-
Management Company Fee	-	-	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-	-	-
Payroll Services	-	-	-	-	-	-	-	-
Special Ed Services	-	-	-	-	-	-	-	-
Titlement Services (i.e. Title I)	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	-	-	-	-	-	-	-
<b>TOTAL CONTRACTED SERVICES</b>	-	-	-	-	-	-	-	-

**Budget / Operating Plan**

2017-18

<b>Total Revenue</b>	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	-	-	-	-	-	-	-	-
<b>Net Income</b>	-	-	-	-	-	-	-	-
<b>Actual Student Enrollment</b>	-	-	-	-	-	-	-	-

\*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed

**TOTALS AND VARIANCE ANALYSIS**

	Actual	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget -
<b>SCHOOL OPERATIONS</b>								
Board Expenses	-	-	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	-	-	-	-	-	-	-	-
Special Ed Supplies & Materials	-	-	-	-	-	-	-	-
Textbooks / Workbooks	-	-	-	-	-	-	-	-
Supplies & Materials other	-	-	-	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-	-	-	-
Telephone	-	-	-	-	-	-	-	-
Technology	-	-	-	-	-	-	-	-
Student Testing & Assessment	-	-	-	-	-	-	-	-
Field Trips	-	-	-	-	-	-	-	-
Transportation (student)	-	-	-	-	-	-	-	-
Student Services - other	-	-	-	-	-	-	-	-
Office Expense	-	-	-	-	-	-	-	-
Staff Development	-	-	-	-	-	-	-	-
Staff Recruitment	-	-	-	-	-	-	-	-
Student Recruitment / Marketing	-	-	-	-	-	-	-	-
School Meals / Lunch	-	-	-	-	-	-	-	-
Travel (Staff)	-	-	-	-	-	-	-	-
Fundraising	-	-	-	-	-	-	-	-
Other	=	=	=	=	=	=	=	=
<b>TOTAL SCHOOL OPERATIONS</b>	-	-	-	-	-	-	-	-
<b>FACILITY OPERATION &amp; MAINTENANCE</b>								
Insurance	-	-	-	-	-	-	-	-
Janitorial	-	-	-	-	-	-	-	-
Building and Land Rent / Lease / Facility Finance Interest	-	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-	-
Utilities	=	=	=	=	=	=	=	=
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	-	-	-	-	-	-	-	-
<b>DEPRECIATION &amp; AMORTIZATION</b>	-	-	-	-	-	-	-	-
<b>RESERVES / CONTINGENCY</b>	-	-	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	=	=	=	=	=	=	=	=

Please enter school name on tab - "1) Name of School

**Budget / Operating Plan**

2017-18

Total Revenue	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Net Income	-	-	-	-	-	-	-	-
Actual Student Enrollment	-	-	-	-	-	-	-	-

**TOTALS AND VARIANCE ANALYSIS**

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed		Current Budget	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget -
	Actual	(Current Quarter)	Current Budget		Current Budget TY		Original Budget	
NET INCOME	=	=	=	=	=	=	=	=





<b>Total Revenue</b>	-	-	-
<b>Total Expenses</b>	-	-	-
<b>Net Income</b>	-	-	-
<b>Actual Student Enrollment</b>		-	
<b>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</b>	<b>Actual vs. Original Budget TY</b>	<b>PY Actual (PY TY / No. of COMPLETED Actual CY</b>	<b>Actual CY vs. Actual PY</b>
Other	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES	-	-	-
<b>LOCAL and OTHER REVENUE</b>			
Contributions and Donations	-	-	-
Fundraising	-	-	-
Erate Reimbursement	-	-	-
Earnings on Investments	-	-	-
Interest Income	-	-	-
Food Service (Income from meals)	-	-	-
Text Book	-	-	-
OTHER	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	-	-
<b>TOTAL REVENUE</b>	-	-	-

<b>Total Revenue</b>	-	-	-
<b>Total Expenses</b>	-	-	-
<b>Net Income</b>	-	-	-
<b>Actual Student Enrollment</b>		-	
<p><b>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</b></p>			
	<b>Actual vs. Original Budget TY</b>	<b>PY Actual (PY TY / No. of COMPLETED Actual CY</b>	<b>Actual CY vs. Actual PY</b>

<b>EXPENSES</b>	<b>Quarter 0 No. of Positions</b>			
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>				
Executive Management	-	-	-	-
Instructional Management	-	-	-	-
Deans, Directors & Coordinators	-	-	-	-
CFO / Director of Finance	-	-	-	-
Operation / Business Manager	-	-	-	-
Administrative Staff	-	-	-	-
<b>TOTAL ADMINISTRATIVE STAFF</b>	-	-	-	-
<b>INSTRUCTIONAL PERSONNEL COSTS</b>				
Teachers - Regular	-	-	-	-
Teachers - SPED	-	-	-	-
Substitute Teachers	-	-	-	-
Teaching Assistants	-	-	-	-
Specialty Teachers	-	-	-	-
Aides	-	-	-	-
Therapists & Counselors	-	-	-	-
Other	-	-	-	-
<b>TOTAL INSTRUCTIONAL</b>	-	-	-	-
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>				
Nurse	-	-	-	-
Librarian	-	-	-	-
Custodian	-	-	-	-
Security	-	-	-	-
Other	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	-	-	-	-
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	-	-	-	-
<b>PAYROLL TAXES AND BENEFITS</b>				
Payroll Taxes		-	-	-
Fringe / Employee Benefits		-	-	-
Retirement / Pension		-	-	-
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		-	-	-
<b>TOTAL PERSONNEL SERVICE COSTS</b>	-	-	-	-

<b>Total Revenue</b>	-	-	-
<b>Total Expenses</b>	-	-	-
<b>Net Income</b>	-	-	-
<b>Actual Student Enrollment</b>		-	
<b>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</b>	<b>/</b>	<b>Actual vs. Original Budget TY</b>	<b>PY Actual (PY TY / No. of COMPLETED Actual CY vs. Actual PY</b>
<b>CONTRACTED SERVICES</b>			
Accounting / Audit	-	-	-
Legal	-	-	-
Management Company Fee	-	-	-
Nurse Services	-	-	-
Food Service / School Lunch	-	-	-
Payroll Services	-	-	-
Special Ed Services	-	-	-
Titlement Services (i.e. Title I)	-	-	-
Other Purchased / Professional / Consulting	-	-	-
<b>TOTAL CONTRACTED SERVICES</b>	-	-	-

<b>Total Revenue</b>	-	-	-
<b>Total Expenses</b>	-	-	-
<b>Net Income</b>	-	-	-
<b>Actual Student Enrollment</b>		-	
<p><b>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</b></p>			
	<b>Actual vs. Original Budget TY</b>	<b>PY Actual (PY TY / No. of COMPLETED Actual CY</b>	<b>Actual CY vs. Actual PY</b>
<b>SCHOOL OPERATIONS</b>			
Board Expenses	-	-	-
Classroom / Teaching Supplies & Materials	-	-	-
Special Ed Supplies & Materials	-	-	-
Textbooks / Workbooks	-	-	-
Supplies & Materials other	-	-	-
Equipment / Furniture	-	-	-
Telephone	-	-	-
Technology	-	-	-
Student Testing & Assessment	-	-	-
Field Trips	-	-	-
Transportation (student)	-	-	-
Student Services - other	-	-	-
Office Expense	-	-	-
Staff Development	-	-	-
Staff Recruitment	-	-	-
Student Recruitment / Marketing	-	-	-
School Meals / Lunch	-	-	-
Travel (Staff)	-	-	-
Fundraising	-	-	-
Other	-	-	-
<b>TOTAL SCHOOL OPERATIONS</b>	-	-	-
<b>FACILITY OPERATION &amp; MAINTENANCE</b>			
Insurance	-	-	-
Janitorial	-	-	-
Building and Land Rent / Lease / Facility Finance Interest	-	-	-
Repairs & Maintenance	-	-	-
Equipment / Furniture	-	-	-
Security	-	-	-
Utilities	-	-	-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	-	-	-
<b>DEPRECIATION &amp; AMORTIZATION</b>	-	-	-
<b>RESERVES / CONTINGENCY</b>	-	-	-
<b>TOTAL EXPENSES</b>	-	-	-

"
"

<b>Total Revenue</b>	-	-	-
<b>Total Expenses</b>	-	-	-
<b>Net Income</b>	-	-	-
<b>Actual Student Enrollment</b>		-	
<p><b>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</b></p>			
	<b>Actual vs. Original Budget TY</b>	<b>PY Actual (PY TY / No. of COMPLETED Actual CY</b>	<b>Actual CY vs. Actual PY</b>
<b>NET INCOME</b>	=	=	=





**Annual Report Requirement**  
*for SUNY Authorized Charter Schools*

*Please enter school name on tab - "1) Name of School"*

**2017-18**

Administrative  
expenditures per pupil:

\$0.00

Per NYS Statute

Administrative expenditures per pupil: the sum of all general administration salaries and other general administration expenditures divided by the total number of enrolled students. Employee benefit costs or expenditures should not be reported here.

**\*NOTE: THIS TAB ONLY NEEDS TO BE COMPLETED FOR Q4**

**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

DANIO VON SPRACKELSAW

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

BROOKLYN PROSPECT CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). N/A


2. Is the trustee an employee of any school operated by the Education Corporation?  
 \_\_\_ Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 \_\_\_ Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

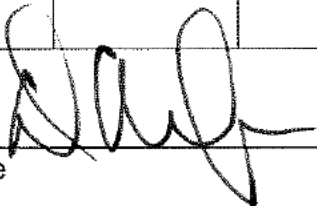
Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
			

Please write "None" if applicable. Do not leave this space blank.

NONE

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="font-size: 2em; font-family: cursive;">NONE</p>				

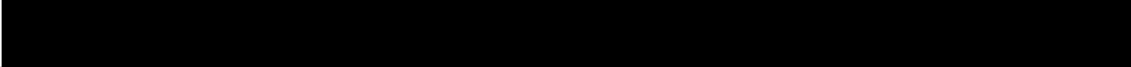
Signature 

Date 7/11/17

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 

Business Address: 

E-mail Address: 

Home Telephone: 

Home Address: 

**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

CHRISTINE BURKE

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

BROOKLYN PROSPECT CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

NONE

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
(None)			



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

Pearl Rock Kane

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Brooklyn Prospect Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Member, Governance Committee  
Academic Committee

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

Please write  
*None*

"None" if applicable. Do not leave this space blank.


5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.


Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
<i>None</i>				

*Pearl Cook Lane*  
Signature

*7/13/19*  
Date


Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 

Business Address: 

E-mail Address: 

Home Telephone: 

Home Address: 

**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Elizabeth Varley Camp

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Brooklyn Prospect Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Trustee, head of audit & finance c'tee, strategy & development c'tee, etc.
2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

none

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Sam Koch

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Brooklyn Prospect Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Secretary

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

Please write "None" if applicable. Do not leave this space blank.

None

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="font-size: 2em;">None</p>				


7/28/17  
 \_\_\_\_\_  
 Signature Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:**   
**Business Address:**   
**E-mail Address:**   
**Home Telephone:**   
**Home Address:** 

**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

Luyen Chou

---

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Brooklyn Prospect Charter School

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1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

*Board Chair*

2. Is the trustee an employee of any school operated by the Education Corporation?

Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

Please write "None" if applicable. Do not leave this space blank.

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

*Jasper Chen*  
 Signature \_\_\_\_\_ Date 7/13/17

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

Business Telephone: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_



# Entry 9 BOT Table

Created: 07/07/2017 • Last updated: 07/17/2017

(tab across or use scroll bar at bottom of table)

## 1. Current Board Member Information

	Trustee Name	Email Addresses	Position on the Board	Committee Affiliations	Voting Member Per By Laws? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)	Number of Board Mtgs Attended during 2016-17?
1	Christine Burke	[REDACTED]	Trustee/Member	Academic Oversight; Governance	Yes	Operations, business	2 2 yr term elected 6/10/14; expires 6/10/18	
2	Anne Burns	[REDACTED]	Trustee/Member	Governance Chair; Executive; Academic Oversight; Discipline	Yes	Educations	5 2 yr. terms; elected 7/28/08; expires 7/28/18	
3	Elizabeth	[REDACTED]	Trustee/Mem	Committees: Finance/Audit Chair;	Yes	Financ	5 2 yr. terms; elected 7/28/0	

	Camp	[REDACTED]	ber	Executive; Development		e	8; expires 7/28/18	
4	Luyen Chou	[REDACTED]	Chair/ Board President	Executive; Academic Oversight; Audit/ Finance ; Development; Discipline; Facility ; Governance	Yes	Technology, Education	5 2 yr. terms; elected 7/01/08; expires 6/30/18	
5	Stacey Hightower	[REDACTED]	Trustee/ Member	Development Chair; Executive; Finance/ Audit	Yes	Finance, Corp Reorganization	4 2yr. terms; elected 10/27/ 10; expires 10/26/ 18	
6	Jill Inbar	[REDACTED]	Trustee/ Member	PTSO President	Yes	PTSO President	1 year ex officio rep.	
7	Pearl Kane	[REDACTED]	Trustee/ Member	Academic Oversight; Discipline; Governance	Yes	Education	5 2 yr. terms; elected 7/28/08; expires 7/28/18	
8	Sam Koch	[REDACTED]	Trustee/ Member	Discipline; Governance	Yes	Legal	2 2yr. Term, elected 4/3/15; expires	

							4/3/19	
9	Kevin Mole	[REDACTED]	Trustee/Member	Finance/Audit	Yes	Operations, Business Strategy	2 2yr. Term, elected 4/3/15; expires 4/3/19	
10	Candice Olson	[REDACTED]	Trustee/Member	Academic Oversight Chair; Executive	Yes	Business Development; Education	5 2 yr. terms; elected 7/28/08; expires 7/28/18	
11	David Von Spreckelsen	[REDACTED]	Trustee/Member	Development; Facility	Yes	Real Estate	2 2yr term; elected 5/16/14; expires 5/16/18	
12								
13								
14								
15								
16								
17								
18								
19								
20								

**2. Total Number of Members on June 30, 2016** 11

- |  |    |
|--|----|
| <b>3. Total Number of Members<br/>Joining the Board 2016-17 School<br/>Year</b>                  | 0  |
| <b>4. Total Number of Members<br/>Departing the Board during the<br/>2016-17 School Year</b>     | 2  |
| <b>5. Number of Voting Members<br/>2016-17, as set by the by-laws,<br/>resolution or minutes</b> | 11 |
| <b>6. Number of Board Meetings<br/>Conducted in the 2016-17 School<br/>Year</b>                  | 10 |
| <b>7. Number of Board Meetings<br/>Scheduled for the <a href="#">2017-18</a><br/>School Year</b> | 10 |

**Thank you.**



# Entry 11 Enrollment and Retention of Special Populations

Last updated: 07/17/2017

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2016 2017 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2017 2018.

## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Recruitment Targets 2016 17)	Describe Plans Toward Meeting Recruitment Targets 2017 18)
Economically Disadvantaged	<ul style="list-style-type: none"> <li>• Our admissions policy allows a 45% set aside for incoming Kindergarten and 6th grade, in district families eligible for free and reduced lunch.</li> <li>• Recruitment occurred throughout neighborhoods surrounding the school and in the local district that have high percentages of families receiving free and reduced lunch.</li> </ul>	
English Language Learners	<ul style="list-style-type: none"> <li>• Our application is available in multiple languages (English, Spanish, Mandarin).</li> <li>• Spanish translation is offered at our admissions information sessions.</li> <li>• Brochures are distributed in Spanish and English.</li> <li>• We provide outreach by multi lingual staff and in immigrant communities.</li> <li>• Advertising and school materials and communications are translated frequently, as needed.</li> <li>• We have revised our Admissions Policy to include a wait list preference for transient students who are new to New York and qualify as English Language Learners.</li> </ul>	<ul style="list-style-type: none"> <li>• We will work toward ensuring that all school brochures, mailings and applications will mention that the school accommodates students with disabilities, English language learners and participates in the free and reduced lunch program.</li> <li>• School information session(s) will be held in trusted cultural centers in the community to attract more families who speak a language other than English.</li> <li>• Advertising materials will be distributed in the primary languages other than English spoken in the area.</li> <li>• With notice, translators will also be made available for families at regular school events, such as parent teacher conferences and PTSO meetings.</li> <li>• Brooklyn Prospect has hired an ELL coordinator to ensure that the educational needs of the growing ELL population are being met.</li> </ul>

		<ul style="list-style-type: none"> <li>• Brooklyn Prospect is implementing the MAP testing program to ensure that all students, especially ELL's and students with special needs are growing at least one grade level in reading and math per year with the goal of 1.5 years of growth.</li> </ul>
Students with Disabilities	<ul style="list-style-type: none"> <li>• Admissions information sessions are held, including a presentation on our robust Special Education program and Collaborative Team Teaching model.</li> <li>• We have a full Special Education department ('Student Support Services'), which is advertised on our website, along with team bios.</li> <li>• Our percentage of students with IEPs is larger than that of the district average, and has grown based primarily on word of mouth and the quality of our program.</li> </ul>	

### Retention Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Retention Targets 2016 17)	Describe Plans Toward Meeting Retention Targets 2017 18)
Economically Disadvantaged	<ul style="list-style-type: none"> <li>• Support is offered to assist families in completing all necessary paperwork to ensure eligible students participate in the lunch program.</li> <li>• We continue to participate in the state Child Nutrition Program as a School Food Authority.</li> </ul>	
English Language Learners	<ul style="list-style-type: none"> <li>• Brooklyn Prospect has hired a staff member dedicated to recruitment and support of ELL and FRPL families. This staff member is charged with increasing access to our admissions and ensuring that the families are supported once the student is enrolled.</li> <li>• We provide outreach by multi lingual staff and in immigrant communities.</li> </ul>	
Students with Disabilities	<ul style="list-style-type: none"> <li>• Our Special Education Department Head is accessible and available to meet with all prospective families regarding accommodations and individual student needs.</li> <li>• We have a full Special Education department ('Student Support Services'), which is advertised on our website, along with team bios.</li> </ul>	



# Entry 12 Classroom Teacher and Administrator Attrition

Created: 07/19/2017 • Last updated: 07/30/2017

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the two tables named 2016-2017 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing in 2016-2017. Please provide the full time equivalent (FTE) of staff on June 30, 2016; the FTE for any departed staff from July 1, 2016 through June 30, 2017; the FTE for added staff from July 1, 2016 through June 30, 2017; and the FTE of staff added in newly created positions from July 1, 2016 through June 30, 2017 using the two tables provided.

### Classroom Teacher Attrition Table

	FTE Classroom Teachers on June 30, 2016	FTE Classroom Teachers Departed 7/1/16 6/30/17	FTE Classroom Teachers Filling Vacant Positions 7/1/16 6/30/17	FTE Classroom Teachers Added in New Positions 7/1/16 6/30/17	FTE of Classroom Teachers on June 30, 2017
	83	13	31	10	96

### Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2016	FTE Administrators Departed 7/1/16 6/30/17	FTE Administrators Filling Vacant Positions 7/1/16 6/30/17	FTE Administrators Added in New Positions 7/1/16 6/30/17	FTE Administrative Positions on June 30, 2017
	3	0	0	0	3

Thank you

**2017 – 2018 CALENDAR – IMPORTANT DATES\***

July 4	Independence Day - OFFICE CLOSED
August 9-10	New Teachers/New Professional - BPCS Treehouse (Teaching and non-teaching professionals new to teaching or post-college professional culture)
August 14-16	New Faculty Retreat - Hackley School, Tarrytown, NY (Teachers new to Brooklyn Prospect; <i>First day only:</i> All employees who have started in the past year, and have not attended.)
August 17-18	New Faculty Orientation** (School site)
August 21-25	New Faculty Orientation
August 21	Faculty Leadership returns (department, advisory, grade level leaders)
August 28	Full faculty returns (1 week prior to Labor Day) - opening breakfast
August 29	Employees who are BPCS Parent breakfast
September 4	Labor Day - OFFICE CLOSED
-----	
September 5	All Schools - New Student Orientation [ <i>see individual school calendars for details</i> ]
September 6	All School - First Day of Classes [ <i>see individual school calendar for details</i> ]
October 9	Columbus Day – NO SCHOOL. OFFICE CLOSED
October 10	PD Day (Innovation Day) - NO SCHOOL. OFFICE OPEN (Treehouse led)
October 27	PD Day – NO SCHOOL. OFFICE OPEN
November 20-24	Thanksgiving Recess – NO SCHOOL. OFFICE CLOSED
November 27	Classes resume
Dec. 25 - Jan. 1	Winter Recess - NO SCHOOL. OFFICE CLOSED
January 2	Classes resume
January 15	Martin Luther King, Jr. Day – NO SCHOOL. OFFICE CLOSED
January 29	PD Day – NO SCHOOL. OFFICE OPEN
February 19	President’s Birthday – NO SCHOOL. OFFICE CLOSED
February 20-23	Mid-Winter Break -NO SCHOOL. OFFICE OPEN
February 26	Classes resume
April 2- April 6	Spring Break - NO SCHOOL. OFFICE OPEN
April 4	BPCS Admission Lottery
April 9	Classes resume
May 28	Memorial Day - NO SCHOOL. OFFICE CLOSED
June 1	LAST INSTRUCTIONAL DAY FOR HIGH SCHOOL (Regents & finals begin June 4)
June 7	NO SCHOOL. Office open. Faculty Professional Development

June 21	8:30am - Graduation (tentative-pending confirmation of venue, Regents)
June 22	LAST DAY OF SCHOOL FOR Elementary and Middle School Students (early dismissal*)
June 25-26	Professional Development Days - returning employees (School-based)
June 27	Professional Development - returning employees (Treehouse led) End of year celebration

*\*\*See individual school calendars on websites*

**KEY:**

Orange = No classes

Green = School staff special days- no students