



Entry 1 School Information and Cover Page

Created: 07/05/2018 • Last updated: 07/31/2018

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, 2018**) or you may not be assigned the correct tasks.

a. SCHOOL NAME MANHATTAN CS (SUNY TRUSTEES)

(Select name from the drop down menu)

b. CHARTER AUTHORIZER (As of June 30th, 2018) SUNY-Authorized Charter School

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

c. DISTRICT / CSD OF LOCATION NYC CSD 1

d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	100 Attorney Street New York, NY 10002			

d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Genie DePolo
Title	Chief of Schools
Emergency Phone Number (###-###-####)	

e. SCHOOL WEB ADDRESS (URL) <http://www.manhattancharterschool.org/>

f. DATE OF INITIAL CHARTER 07/2004

g. DATE FIRST OPENED FOR INSTRUCTION 09/2005

i. TOTAL ENROLLMENT ON JUNE 30, 2018 256

j. GRADES SERVED IN SCHOOL YEAR 2017-18

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5
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k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION? No

l1. FACILITIES

Does the school maintain or operate multiple sites?

No, just one site.

l2. 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 (K-5, 6-9, etc.)	Receives Rental Assistance	Rental Assistance for Which Grades (write N/A if applicable)
Site 1 (same as primary site)	100 Attorney Street, New York, NY 10002		NYC CSD 1	K-5	No	N/A
Site 2						
Site 3						

I2a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Genie DePolo			
Operational Leader	Gianina Kesselman			
Compliance Contact	Genie DePolo			
Complaint Contact	Genie DePolo			
DASA Coordinator	Genie DePolo			

m1. Are any sites in co-located space? If yes, please proceed to the next question. Yes

m2. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1 (primary site)	N/A	No		No		Yes
Site 2						
Site 3						

n1. Were there any revisions to the school's charter during the 2017-18 school year? (Please include approved or pending material and non-material charter revisions).

No

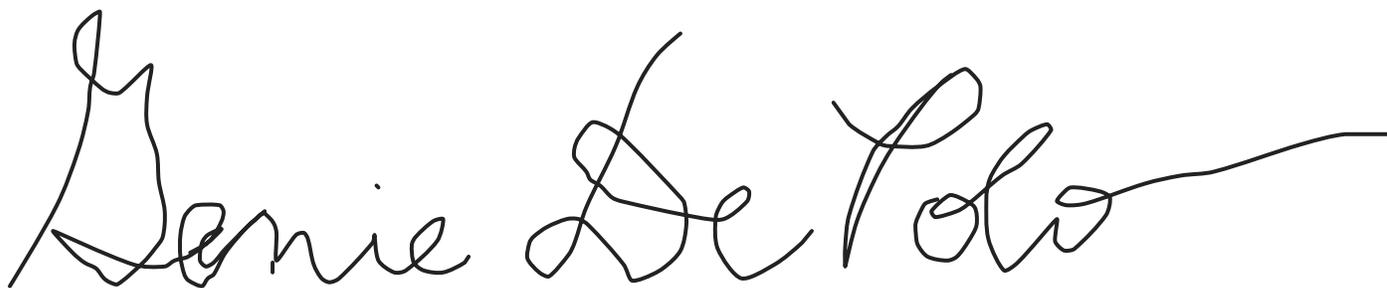
o. Name and Position of Individual(s) Who Completed this Annual Report.

Gianina Kesselman, HR and Finance Manager

p. Our signatures (Head of School and Board President) 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

Handwritten signature of Denise De Polo in black ink.

Signature, President of the Board of Trustees

Handwritten signature of Joy Elaine Daly in black ink.

Date

2018/07/31

Thank you.



Entry 2 NYS School Report Card Link

Last updated: 07/23/2018

MANHATTAN CS (SUNY TRUSTEES)

1. CHARTER AUTHORIZER (As of June 30th, 2018) SUNY-Authorized Charter School

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

2. NEW YORK STATE REPORT CARD

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).

<https://data.nysed.gov/reportcard.php?instid=800000057944&year=2017&createreport=1&allchecked=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&suspensions=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&nyseslat=1&elemELA=1&elemMATH=1&elemSci=1&unweighted=1>



Entry 4 Expenditures per Child

Created: 07/23/2018 • Last updated: 07/26/2018

MANHATTAN CS (SUNY TRUSTEES)Section Heading

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 2017-18 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	4197299
Line 2: Year End FTE student enrollment	256
Line 3: Divide Line 1 by Line 2	16396

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 2017-18 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)	290710
Line 2: Management and General Cost (Column)	186123
Line 3: Sum of Line 1 and Line 2	476833
Line 5: Divide Line 3 by the Year End FTE student enrollment	1863

Thank you.



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

TEMPLATE TABS

1- GRAY tab contains the Instructions

Instructions	Provides description of tabs and input requirements.
Funding by District	Charter School Tuition Rates

2- BLUE tabs require input of information

1.) Name of School	>Select school name from list. >Enter contact information.
2.) Enrollment	Enter enrollment information for Annual Budget (& Revisions) and Quarterly Actuals. Includes: >Enrollment by Grade >Enrollment by District
3.) Staffing Plan	Enter staffing plan information for Annual Budget (& Revisions) and Quarterly Actuals. Includes: >Full Time Equivalent (FTE), by Position Category, By Quarter
4.) Yearly Budget	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
5.) Balance Sheet	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.

6.) Quarterly Report	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
7.) Annual Report Requirement	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

Manhattan Charter School

SCHOOL

Name:	Manhattan Charter School
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CONTACT INFORMATION

Contact Name:	Gianina Kesselman
Contact Title:	HR and Finance Manager
Contact Email:	[REDACTED]
Contact Phone:	[REDACTED]

REPORT PERIOD

Current Academic Year:	2018-19
Prior Academic Year:	2017-18

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	PRIOR YEAR
		2017-18
		ACTUAL
Executive Management	Executive Management	0.8
Instructional Management	Instructional Management	1.0
Deans, Directors & Coordinators	Deans, Directors & Coordinators	0.5
CFO / Director of Finance	CFO / Director of Finance	
Operation / Business Manager	Operation / Business Manager	
Administrative Staff	Administrative Staff	4.0
TOTAL ADMINISTRATIVE STAFF	TOTAL ADMINISTRATIVE STAFF	6.3

ANNUAL BUDGETED FTE							
Q1		Q2		Q3		Q4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised
0.8		0.8		0.8		0.8	
1.0		1.0		1.0		1.0	
0.5		0.5		0.5		0.5	
3.0		3.0		3.0		3.0	
5.3	0.0	5.3	0.0	5.3	0.0	5.3	0.0

INSTRUCTIONAL PERSONNEL FTE	INSTRUCTIONAL PERSONNEL FTE	PRIOR YEAR
		2017-18
		ACTUAL
Teachers - Regular	Teachers - Regular	14.0
Teachers - SPED	Teachers - SPED	2.5
Substitute Teachers	Substitute Teachers	
Teaching Assistants	Teaching Assistants	8.0
Specialty Teachers	Specialty Teachers	6.0
Aides	Aides	
Therapists & Counselors	Therapists & Counselors	1.5
Other	Other	
TOTAL INSTRUCTIONAL	TOTAL INSTRUCTIONAL	32.0

ANNUAL BUDGETED FTE							
Q1		Q2		Q3		Q4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised
13.0		13.0		13.0		13.0	
2.5		2.5		2.5		2.5	
8.0		8.0		8.0		8.0	
6.0		6.0		6.0		6.0	
1.5		1.5		1.5		1.5	
31.0	0.0	31.0	0.0	31.0	0.0	31.0	0.0

NON-INSTRUCTIONAL PERSONNEL FTE	NON-INSTRUCTIONAL PERSONNEL FTE	PRIOR YEAR
		2017-18
		ACTUAL
Nurse	Nurse	
Librarian	Librarian	
Custodian	Custodian	
Security	Security	
Other	Other	1.6
TOTAL NON-INSTRUCTIONAL	TOTAL NON-INSTRUCTIONAL	1.6

ANNUAL BUDGETED FTE							
Q1		Q2		Q3		Q4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised
1.6		1.6		1.6		1.6	
1.6	0.0	1.6	0.0	1.6	0.0	1.6	0.0

TOTAL PERSONNEL SERVICE FTE	TOTAL PERSONNEL SERVICE FTE	39.9
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ANNUAL BUDGETED FTE							
Q1		Q2		Q3		Q4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised
37.9	0.0	37.9	0.0	37.9	0.0	37.9	0.0

**MANHATTAN CHARTER SCHOOL
2018-19**

PLAN - FULL TIME EQUIVALENT

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

Should 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
Chief of Schools
Assistant Principal
Director of Operations
Purchasing Coordinator, HR/Finance Manager, Office staff

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
Gen Ed teachers
Sped Teachers
Teaching Assistants
Music, foreign language, phys ed
Guidance counselors
No FTE - budgeted amounts are for teaching

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

Description of Assumptions
Non-instructional school aides

TOTAL PERSONNEL SERVICE FTE	0.0
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MANHATTAN CHARTER SCHOOL								
Budget / Operating Plan								
2018-19								
Total Revenue	-	1,088,941	-	-	1,148,624	-	-	1,110,887
Total Expenses	-	860,577	-	-	1,095,571	-	-	1,137,088
Net Income	-	228,364	-	-	53,053	-	-	(26,201)
Actual Student Enrollment	272	254	-	-	254	-	-	254
	Prior Year Actual	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Q
	2017-18	Original	Revised		Original	Revised		Original
	Revenue Per	Budget	Budget	Variance	Budget	Budget	Variance	Budget
	Pupil							
Charter School Program (CSP) Planning & Implementation				-			-	
Other				-			-	
Other				-			-	
TOTAL REVENUE FROM FEDERAL SOURCES	-	10,973	-	-	70,655	-	-	32,918
LOCAL and OTHER REVENUE								
Contributions and Donations		5,000		-	5,000		-	5,000
Fundraising				-			-	
Erate Reimbursement		10,659		-	10,659		-	10,659
Earnings on Investments				-			-	
Interest Income		2,000		-	2,000		-	2,000
Food Service (Income from meals)				-			-	
Text Book				-			-	
OTHER				-			-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	17,659	-	-	17,659	-	-	17,659
TOTAL REVENUE	-	1,088,941	-	-	1,148,624	-	-	1,110,887

MANHATTAN CHARTER SCHOOL
Budget / Operating Plan
2018-19

Total Revenue	-	1,088,941	-	-	1,148,624	-	-	1,110,887
Total Expenses	-	860,577	-	-	1,095,571	-	-	1,137,088
Net Income	-	228,364	-	-	53,053	-	-	(26,201)
Actual Student Enrollment	272	254	-	-	254	-	-	254

Prior Year Actual 2017-18 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

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

Avg. No.
of Positions

Executive Management	0.75	36,260		-	36,260		-	36,260
Instructional Management	1.00	33,750		-	33,750		-	33,750
Deans, Directors & Coordinators	0.50	12,500		-	12,500		-	12,500
CFO / Director of Finance	-	-		-	-		-	-
Operation / Business Manager	-	-		-	-		-	-
Administrative Staff	3.00	43,958		-	43,958		-	43,958
TOTAL ADMINISTRATIVE STAFF	5.25	126,468	-	-	126,468	-	-	126,468

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	13.00	162,063		-	243,095		-	243,095
Teachers - SPED	2.50	35,272		-	52,908		-	52,908
Substitute Teachers	-	-		-	-		-	-
Teaching Assistants	8.00	47,567		-	71,350		-	71,350
Specialty Teachers	6.00	26,506		-	39,759		-	39,759
Aides	-	-		-	-		-	-
Therapists & Counselors	1.50	19,126		-	28,689		-	28,689
Other	-	48,722		-	50,583		-	50,583
TOTAL INSTRUCTIONAL	31.00	339,257	-	-	486,385	-	-	486,385

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-	-		-	-		-	-
Librarian	-	-		-	-		-	-
Custodian	-	-		-	-		-	-
Security	-	-		-	-		-	-
Other	1.60	14,790		-	14,790		-	14,790
TOTAL NON-INSTRUCTIONAL	1.60	14,790	-	-	14,790	-	-	14,790

SUBTOTAL PERSONNEL SERVICE COSTS

	37.85	480,514	-	-	627,642	-	-	627,642
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PAYROLL TAXES AND BENEFITS

Payroll Taxes		41,564		-	54,291		-	54,291
Fringe / Employee Benefits		92,603		-	92,603		-	92,603

		MANHATTAN CHARTER SCHOOL Budget / Operating Plan 2018-19							
Total Revenue		-	1,088,941	-	-	1,148,624	-	-	1,110,887
Total Expenses		-	860,577	-	-	1,095,571	-	-	1,137,088
Net Income		-	228,364	-	-	53,053	-	-	(26,201)
Actual Student Enrollment		272	254	-	-	254	-	-	254
		Prior Year Actual	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Q
		2017-18 Revenue Per Pupil	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget
Retirement / Pension			-		-	-		-	79,295
TOTAL PAYROLL TAXES AND BENEFITS		-	134,167	-	-	146,894	-	-	226,189
TOTAL PERSONNEL SERVICE COSTS			614,681	-	-	774,536	-	-	853,831
CONTRACTED SERVICES									
Accounting / Audit			14,250		-	14,250		-	14,250
Legal			3,750		-	3,750		-	3,750
Management Company Fee			-		-	-		-	-
Nurse Services			-		-	-		-	-
Food Service / School Lunch			-		-	-		-	-
Payroll Services			3,000		-	3,000		-	3,000
Special Ed Services			-		-	-		-	-
Titlement Services (i.e. Title I)			-		-	-		-	-
Other Purchased / Professional / Consulting			49,450		-	70,350		-	70,350
TOTAL CONTRACTED SERVICES		-	70,450	-	-	91,350	-	-	91,350

MANHATTAN CHARTER SCHOOL
Budget / Operating Plan
2018-19

Total Revenue	-	1,088,941	-	-	1,148,624	-	-	1,110,887
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Actual Student Enrollment	272	254	-	-	254	-	-	254

	Prior Year Actual 2017-18 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

SCHOOL OPERATIONS

Board Expenses		375		-	375		-	375
Classroom / Teaching Supplies & Materials		28,014		-	45,319		-	8,208
Special Ed Supplies & Materials		458		-	792		-	125
Textbooks / Workbooks		-		-	-		-	-
Supplies & Materials other		-		-	-		-	-
Equipment / Furniture		250		-	250		-	250
Telephone		625		-	625		-	625
Technology		27,079		-	27,079		-	27,079
Student Testing & Assessment		10,000		-	10,000		-	10,000
Field Trips		1,000		-	3,000		-	3,000
Transportation (student)		500		-	1,500		-	1,500
Student Services - other		24,300		-	57,900		-	57,900
Office Expense		7,057		-	7,057		-	7,057
Staff Development		27,500		-	27,500		-	27,500
Staff Recruitment		4,000		-	4,000		-	4,000
Student Recruitment / Marketing		4,500		-	4,500		-	4,500
School Meals / Lunch		-		-	-		-	-
Travel (Staff)		500		-	500		-	500
Fundraising		-		-	-		-	-
Other		5,813		-	5,813		-	5,813
TOTAL SCHOOL OPERATIONS	-	141,971	-	-	196,210	-	-	158,432

FACILITY OPERATION & MAINTENANCE

Insurance		11,475		-	11,475		-	11,475
Janitorial		750		-	750		-	750
Building and Land Rent / Lease / Facility Finance Interest		-		-	-		-	-
Repairs & Maintenance		2,500		-	2,500		-	2,500
Equipment / Furniture		-		-	-		-	-
Security		-		-	-		-	-
Utilities		-		-	-		-	-
TOTAL FACILITY OPERATION & MAINTENANCE	-	14,725	-	-	14,725	-	-	14,725

DEPRECIATION & AMORTIZATION

		18,750		-	18,750		-	18,750
RESERVES / CONTINGENCY				-			-	
DEFERRED RENT								

		MANHATTAN CHARTER SCHOOL Budget / Operating Plan 2018-19						
Total Revenue	-	1,088,941	-	-	1,148,624	-	-	1,110,887
Total Expenses	-	860,577	-	-	1,095,571	-	-	1,137,088
Net Income	-	228,364	-	-	53,053	-	-	(26,201)
Actual Student Enrollment	272	254	-	-	254	-	-	254
	Prior Year Actual 2017-18 Revenue Per Pupil	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd C
		Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget
TOTAL EXPENSES	-	<u>860,577</u>	-	-	<u>1,095,571</u>	-	-	<u>1,137,088</u>
NET INCOME	-	<u>228,364</u>	-	-	<u>53,053</u>	-	-	<u>(26,201)</u>

		MANHATTAN CHARTER SCHOOL Budget / Operating Plan 2018-19							
Total Revenue	-	1,088,941	-	-	1,148,624	-	-	1,110,887	
Total Expenses	-	860,577	-	-	1,095,571	-	-	1,137,088	3rd C
Net Income	-	228,364	-	-	53,053	-	-	(26,201)	
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	Prior Year Actual 2017-18 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	
ENROLLMENT - *School Districts Are Linked To Above Entries*									
Number of Districts:	1	1	-	-	1	-	-	1	
NYC CHANCELLOR'S OFFICE	272	254	-	-	254	-	-	254	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
ALL OTHER School Districts: (Weighted Avg)	-	-	-	-	-	-	-	-	
TOTAL ENROLLMENT	272	254	-	-	254	-	-	254	
REVENUE PER PUPIL	-	4,287	-	-	4,522	-	-	4,374	
EXPENSES PER PUPIL	-	3,388	-	-	4,313	-	-	4,477	

Total Revenue	-	-	1,266,777	-	-
Total Expenses	-	-	1,477,115	-	-
Net Income	-	-	(210,339)	-	-
Actual Student Enrollment	-	-	254	-	-
	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		=			=
TOTAL REVENUE FROM FEDERAL SOURCES	-	-	32,918	-	-
LOCAL and OTHER REVENUE					
Contributions and Donations		-	25,000		-
Fundraising		-			-
Erate Reimbursement		-	10,659		-
Earnings on Investments		-			-
Interest Income		-	2,000		-
Food Service (Income from meals)		-			-
Text Book		-	21,336		-
OTHER		=			=
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	-	58,995	-	-
TOTAL REVENUE	=	=	1,266,777	=	=

Total Revenue		-	-	1,266,777	-
Total Expenses		-	-	1,477,115	-
Net Income		-	-	(210,339)	-
Actual Student Enrollment		-	-	254	-
		Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30	
		Revised		Original	Revised
		Budget	Variance	Budget	Budget
					Variance
EXPENSES					
ADMINISTRATIVE STAFF PERSONNEL COSTS		Avg. No. of Positions			
Executive Management	0.75		-	36,259	-
Instructional Management	1.00		-	33,750	-
Deans, Directors & Coordinators	0.50		-	12,500	-
CFO / Director of Finance	-		-	-	-
Operation / Business Manager	-		-	-	-
Administrative Staff	3.00		-	43,958	-
TOTAL ADMINISTRATIVE STAFF	5.25	-	-	126,467	-
INSTRUCTIONAL PERSONNEL COSTS					
Teachers - Regular	13.00		-	324,127	-
Teachers - SPED	2.50		-	70,544	-
Substitute Teachers	-		-	-	-
Teaching Assistants	8.00		-	95,134	-
Specialty Teachers	6.00		-	53,012	-
Aides	-		-	-	-
Therapists & Counselors	1.50		-	38,252	-
Other	-		-	247,444	-
TOTAL INSTRUCTIONAL	31.00	-	-	828,513	-
NON-INSTRUCTIONAL PERSONNEL COSTS					
Nurse	-		-	-	-
Librarian	-		-	-	-
Custodian	-		-	-	-
Security	-		-	-	-
Other	1.60		-	14,790	-
TOTAL NON-INSTRUCTIONAL	1.60	-	-	14,790	-
SUBTOTAL PERSONNEL SERVICE COSTS		-	-	969,771	-
PAYROLL TAXES AND BENEFITS					
Payroll Taxes			-	83,885	-
Fringe / Employee Benefits			-	92,603	-

Total Revenue		-	-	1,266,777	-	-
Total Expenses		-	-	1,477,115	-	-
Net Income		-	-	(210,339)	-	-
Actual Student Enrollment		-	-	254	-	-
		Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
		Revised Budget	Variance	Original Budget	Revised Budget	Variance
Retirement / Pension			-	-		-
TOTAL PAYROLL TAXES AND BENEFITS		-	-	176,488	-	-
TOTAL PERSONNEL SERVICE COSTS						
	37.85	-	-	1,146,258	-	-
CONTRACTED SERVICES						
Accounting / Audit			-	31,250		-
Legal			-	3,750		-
Management Company Fee			-	-		-
Nurse Services			-	-		-
Food Service / School Lunch			-	-		-
Payroll Services			-	3,000		-
Special Ed Services			-	-		-
Titlement Services (i.e. Title I)			-	-		-
Other Purchased / Professional / Consulting			-	<u>74,614</u>		-
TOTAL CONTRACTED SERVICES		-	-	112,614	-	-

Total Revenue	-	-	1,266,777	-	-
Total Expenses	-	-	1,477,115	-	-
Net Income	-	-	(210,339)	-	-
Actual Student Enrollment	-	-	254	-	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Revised Budget	Variance	Original Budget	Revised Budget	Variance
SCHOOL OPERATIONS					
Board Expenses		-	375		-
Classroom / Teaching Supplies & Materials		-	8,208		-
Special Ed Supplies & Materials		-	125		-
Textbooks / Workbooks		-	21,336		-
Supplies & Materials other		-	-		-
Equipment / Furniture		-	250		-
Telephone		-	625		-
Technology		-	27,079		-
Student Testing & Assessment		-	10,000		-
Field Trips		-	8,000		-
Transportation (student)		-	1,500		-
Student Services - other		-	57,900		-
Office Expense		-	7,057		-
Staff Development		-	27,500		-
Staff Recruitment		-	4,000		-
Student Recruitment / Marketing		-	4,500		-
School Meals / Lunch		-	-		-
Travel (Staff)		-	500		-
Fundraising		-	-		-
Other		-	5,813		-
TOTAL SCHOOL OPERATIONS	-	-	184,769	-	-
FACILITY OPERATION & MAINTENANCE					
Insurance		-	11,475		-
Janitorial		-	750		-
Building and Land Rent / Lease / Facility Finance Interest		-	-		-
Repairs & Maintenance		-	2,500		-
Equipment / Furniture		-	-		-
Security		-	-		-
Utilities		-	-		-
TOTAL FACILITY OPERATION & MAINTENANCE	-	-	14,725	-	-
DEPRECIATION & AMORTIZATION		-	18,750		-
RESERVES / CONTINGENCY		-			-
DEFERRED RENT		-			-

Total Revenue	-	-	1,266,777	-	-
Total Expenses	-	-	1,477,115	-	-
Net Income	-	-	(210,339)	-	-
Actual Student Enrollment	-	-	254	-	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Revised Budget	Variance	Original Budget	Revised Budget	Variance
TOTAL EXPENSES	-	-	1,477,115	-	-
NET INCOME	-	-	(210,339)	-	-

Total Revenue	-	-	1,266,777	-	-
Total Expenses	Quarter - 1/1 - 3/31	-	1,477,115	-	-
Net Income	-	-	(210,339)	-	-
Actual Student Enrollment	-	-	254	-	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Revised Budget	Variance	Original Budget	Revised Budget	Variance
ENROLLMENT - *School Districts Are Linked To Above Entries*					
Number of Districts:	-	-	1	-	-
NYC CHANCELLOR'S OFFICE	-	-	254	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
ALL OTHER School Districts: (Weighted Avg)	-	-	-	-	-
TOTAL ENROLLMENT	-	-	254	-	-
REVENUE PER PUPIL	-	-	4,987	-	-
EXPENSES PER PUPIL	-	-	5,815	-	-

		MANHATTAN CHARTER SCHOOL					DESCRIPTION OF ASSUMPTIONS
		Budget / Operating Plan			2018-19		
		4,615,229	4,615,229	-	4,615,229	4,615,229	
		4,570,352	4,570,352	-	(4,570,352)	(4,570,352)	
		44,877	44,877	-	44,877	44,877	
		Total Year			VARIANCE		
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
Total Revenue		4,615,229	4,615,229	-	4,615,229	4,615,229	
Total Expenses		4,570,352	4,570,352	-	(4,570,352)	(4,570,352)	
Net Income		44,877	44,877	-	44,877	44,877	
Actual Student Enrollment							
REVENUE							
REVENUES FROM STATE SOURCES							
Per Pupil Revenue	2018-19 Per Pupil Rate						
NYC CHANCELLOR'S OFFICE	15,307	3,887,978	3,887,978	-	3,887,978	3,887,978	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
ALL OTHER School Districts: (Weighted Avg)	-	-	-	-	-	-	
TOTAL Per Pupil Revenue (Weighted Average Per Pupil Funding)	15,307	3,887,978	3,887,978	-	3,887,978	3,887,978	
Special Education Revenue		353,260	353,260	-	353,260	353,260	
Grants							
Stimulus		-	-	-	-	-	
DYCD (Department of Youth and Community Development)		-	-	-	-	-	
Other		-	-	-	-	-	
NYC DoE Rental Assistance		-	-	-	-	-	
Other		114,554	114,554	-	114,554	114,554	
TOTAL REVENUE FROM STATE SOURCES		4,355,792	4,355,792	-	4,355,792	4,355,792	
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs		37,737	37,737	-	37,737	37,737	
Title I		101,600	101,600	-	101,600	101,600	
Title Funding - Other		8,128	8,128	-	8,128	8,128	
School Food Service (Free Lunch)		-	-	-	-	-	
Grants							

Per pupil supplement

MANHATTAN CHARTER SCHOOL					
Budget / Operating Plan					
2018-19					
	4,615,229	4,615,229	-	4,615,229	4,615,229
Total Revenue					
Total Expenses				(4,570,352)	(4,570,352)
Net Income				44,877	44,877
Actual Student Enrollment					
	Total Year			VARIANCE	
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget
Charter School Program (CSP) Planning & Implementation	-	-	-	-	-
Other	-	-	-	-	-
Other	-	-	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES	147,465	147,465	-	147,465	147,465
LOCAL and OTHER REVENUE					
Contributions and Donations	40,000	40,000	-	40,000	40,000
Fundraising	-	-	-	-	-
Erate Reimbursement	42,636	42,636	-	42,636	42,636
Earnings on Investments	-	-	-	-	-
Interest Income	8,000	8,000	-	8,000	8,000
Food Service (Income from meals)	-	-	-	-	-
Text Book	21,336	21,336	-	21,336	21,336
OTHER	-	-	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	111,972	111,972	-	111,972	111,972
TOTAL REVENUE	4,615,229	4,615,229	-	4,615,229	4,615,229

DESCRIPTION OF ASSUMPTIONS

		MANHATTAN CHARTER SCHOOL					DESCRIPTION OF ASSUMPTIONS
		Budget / Operating Plan			2018-19		
		4,615,229	4,615,229	-	4,615,229	4,615,229	
		4,570,352	4,570,352	-	(4,570,352)	(4,570,352)	
		44,877	44,877	-	44,877	44,877	
		Total Year			VARIANCE		
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
Total Revenue		4,615,229	4,615,229	-	4,615,229	4,615,229	
Total Expenses		4,570,352	4,570,352	-	(4,570,352)	(4,570,352)	
Net Income		44,877	44,877	-	44,877	44,877	
Actual Student Enrollment							
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL COSTS							
	Avg. No. of Positions						
Executive Management	0.75	145,038	145,038	-	(145,038)	(145,038)	
Instructional Management	1.00	135,000	135,000	-	(135,000)	(135,000)	
Deans, Directors & Coordinators	0.50	50,000	50,000	-	(50,000)	(50,000)	
CFO / Director of Finance	-	-	-	-	-	-	
Operation / Business Manager	-	-	-	-	-	-	
Administrative Staff	3.00	175,832	175,832	-	(175,832)	(175,832)	
TOTAL ADMINISTRATIVE STAFF	5.25	505,870	505,870	-	(505,870)	(505,870)	
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	13.00	972,381	972,381	-	(972,381)	(972,381)	
Teachers - SPED	2.50	211,633	211,633	-	(211,633)	(211,633)	
Substitute Teachers	-	-	-	-	-	-	
Teaching Assistants	8.00	285,400	285,400	-	(285,400)	(285,400)	
Specialty Teachers	6.00	159,036	159,036	-	(159,036)	(159,036)	
Aides	-	-	-	-	-	-	
Therapists & Counselors	1.50	114,756	114,756	-	(114,756)	(114,756)	
Other	-	397,333	397,333	-	(397,333)	(397,333)	
TOTAL INSTRUCTIONAL	31.00	2,140,539	2,140,539	-	(2,140,539)	(2,140,539)	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	1.60	59,160	59,160	-	(59,160)	(59,160)	
TOTAL NON-INSTRUCTIONAL	1.60	59,160	59,160	-	(59,160)	(59,160)	
SUBTOTAL PERSONNEL SERVICE COSTS							
	37.85	2,705,569	2,705,569	-	(2,705,569)	(2,705,569)	
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		234,032	234,032	-	(234,032)	(234,032)	
Fringe / Employee Benefits		370,410	370,410	-	(370,410)	(370,410)	

Includes bonus payout and summer program staff

		MANHATTAN CHARTER SCHOOL					DESCRIPTION OF ASSUMPTIONS
		Budget / Operating Plan			2018-19		
Total Revenue		4,615,229	4,615,229	-	4,615,229	4,615,229	
Total Expenses		4,570,352	4,570,352	-	(4,570,352)	(4,570,352)	
Net Income		44,877	44,877	-	44,877	44,877	
Actual Student Enrollment							
		Total Year			VARIANCE		
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
Retirement / Pension		79,295	79,295	-	(79,295)	(79,295)	
TOTAL PAYROLL TAXES AND BENEFITS		683,737	683,737	-	(683,737)	(683,737)	
TOTAL PERSONNEL SERVICE COSTS		3,389,306	3,389,306	-	(3,389,306)	(3,389,306)	37.85
CONTRACTED SERVICES							
Accounting / Audit		74,000	74,000	-	(74,000)	(74,000)	
Legal		15,000	15,000	-	(15,000)	(15,000)	
Management Company Fee		-	-	-	-	-	
Nurse Services		-	-	-	-	-	
Food Service / School Lunch		-	-	-	-	-	
Payroll Services		12,000	12,000	-	(12,000)	(12,000)	
Special Ed Services		-	-	-	-	-	
Titlement Services (i.e. Title I)		-	-	-	-	-	
Other Purchased / Professional / Consulting		264,764	264,764	-	(264,764)	(264,764)	
TOTAL CONTRACTED SERVICES		365,764	365,764	-	(365,764)	(365,764)	

MANHATTAN CHARTER SCHOOL
Budget / Operating Plan
2018-19

Total Revenue	4,615,229	4,615,229	-	4,615,229	4,615,229
Total Expenses	4,570,352	4,570,352	-	(4,570,352)	(4,570,352)
Net Income	44,877	44,877	-	44,877	44,877
Actual Student Enrollment					

	Total Year			VARIANCE	
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget

DESCRIPTION OF ASSUMPTIONS

SCHOOL OPERATIONS

Board Expenses	1,500	1,500	-	(1,500)	(1,500)
Classroom / Teaching Supplies & Materials	89,750	89,750	-	(89,750)	(89,750)
Special Ed Supplies & Materials	1,500	1,500	-	(1,500)	(1,500)
Textbooks / Workbooks	21,336	21,336	-	(21,336)	(21,336)
Supplies & Materials other	-	-	-	-	-
Equipment / Furniture	1,000	1,000	-	(1,000)	(1,000)
Telephone	2,500	2,500	-	(2,500)	(2,500)
Technology	108,317	108,317	-	(108,317)	(108,317)
Student Testing & Assessment	40,000	40,000	-	(40,000)	(40,000)
Field Trips	15,000	15,000	-	(15,000)	(15,000)
Transportation (student)	5,000	5,000	-	(5,000)	(5,000)
Student Services - other	198,000	198,000	-	(198,000)	(198,000)
Office Expense	28,229	28,229	-	(28,229)	(28,229)
Staff Development	110,000	110,000	-	(110,000)	(110,000)
Staff Recruitment	16,000	16,000	-	(16,000)	(16,000)
Student Recruitment / Marketing	18,000	18,000	-	(18,000)	(18,000)
School Meals / Lunch	-	-	-	-	-
Travel (Staff)	2,000	2,000	-	(2,000)	(2,000)
Fundraising	-	-	-	-	-
Other	23,250	23,250	-	(23,250)	(23,250)
TOTAL SCHOOL OPERATIONS	681,382	681,382	-	(681,382)	(681,382)

FACILITY OPERATION & MAINTENANCE

Insurance	45,900	45,900	-	(45,900)	(45,900)
Janitorial	3,000	3,000	-	(3,000)	(3,000)
Building and Land Rent / Lease / Facility Finance Interest	-	-	-	-	-
Repairs & Maintenance	10,000	10,000	-	(10,000)	(10,000)
Equipment / Furniture	-	-	-	-	-
Security	-	-	-	-	-
Utilities	-	-	-	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	58,900	58,900	-	(58,900)	(58,900)

DEPRECIATION & AMORTIZATION

	75,000	75,000	-	(75,000)	(75,000)
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RESERVES / CONTINGENCY

	-	-	-	-	-
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DEFERRED RENT

		MANHATTAN CHARTER SCHOOL				
		Budget / Operating Plan			2018-19	
Total Revenue	4,615,229	4,615,229	-	4,615,229	4,615,229	
Total Expenses	4,570,352	4,570,352	-	(4,570,352)	(4,570,352)	
Net Income	44,877	44,877	-	44,877	44,877	
Actual Student Enrollment						
	Total Year			VARIANCE		
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
TOTAL EXPENSES	<u>4,570,352</u>	<u>4,570,352</u>	-	<u>(4,570,352)</u>	<u>(4,570,352)</u>	
NET INCOME	<u>44,877</u>	<u>44,877</u>	-	<u>44,877</u>	<u>44,877</u>	

DESCRIPTION OF ASSUMPTIONS

		MANHATTAN CHARTER SCHOOL Budget / Operating Plan 2018-19						
Total Revenue	-	1,088,941	-	-	1,148,624	-	-	1,110,887
Total Expenses	-	860,577	-	-	1,095,571	-	-	1,137,088
Net Income	-	228,364	-	-	53,053	-	-	(26,201)
Actual Student Enrollment	272	254	-	-	254	-	-	254
	Prior Year Actual	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter
	2017-18	Original	Revised		Original	Revised		Original
	Revenue Per Pupil	Budget	Budget	Variance	Budget	Budget	Variance	Budget
CASH FLOW ADJUSTMENTS								
OPERATING ACTIVITIES <i>{enter descriptions below}</i>								
Example - Add Back Depreciation	-	18,750	-	-	18,750	-	-	18,750
Other	-	-	-	-	-	-	-	-
Total Operating Activities	-	18,750	-	-	18,750	-	-	18,750
INVESTMENT ACTIVITIES <i>{enter descriptions below}</i>								
Example - Subtract Property and Equipment Expenditures	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Investment Activities	-	-	-	-	-	-	-	-
FINANCING ACTIVITIES <i>{enter descriptions below}</i>								
Example - Add Expected Proceeds from a Loan or Line of Credit	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Financing Activities	-	-	-	-	-	-	-	-
Total Cash Flow Adjustments	-	18,750	-	-	18,750	-	-	18,750
NET INCOME	-	247,114	-	-	71,803	-	-	(7,451)
Beginning Cash Balance	-	-	-	-	247,114	-	-	318,917
ENDING CASH BALANCE	-	247,114	-	-	318,917	-	-	311,465

Total Revenue	-	-	1,266,777	-	-
Total Expenses	-	-	1,477,115	-	-
Net Income	-	-	(210,339)	-	-
Actual Student Enrollment	-	-	254	-	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Revised		Original	Revised	
	Budget	Variance	Budget	Budget	Variance
CASH FLOW ADJUSTMENTS					
OPERATING ACTIVITIES <i>{enter descriptions below}</i>					
Example - Add Back Depreciation	-	-	18,750	-	-
Other	-	-	-	-	-
Total Operating Activities	-	-	18,750	-	-
INVESTMENT ACTIVITIES <i>{enter descriptions below}</i>					
Example - Subtract Property and Equipment Expenditures	-	-	-	-	-
Other	-	-	-	-	-
Total Investment Activities	-	-	-	-	-
FINANCING ACTIVITIES <i>{enter descriptions below}</i>					
Example - Add Expected Proceeds from a Loan or Line of Credit	-	-	-	-	-
Other	-	-	-	-	-
Total Financing Activities	-	-	-	-	-
Total Cash Flow Adjustments	-	-	18,750	-	-
NET INCOME	-	-	(191,589)	-	-
Beginning Cash Balance	-	-	311,465	-	-
ENDING CASH BALANCE	-	-	119,877	-	-

		MANHATTAN CHARTER SCHOOL					DESCRIPTION OF ASSUMPTIONS
		Budget / Operating Plan			2018-19		
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
Total Revenue		4,615,229	4,615,229	-	4,615,229	4,615,229	
Total Expenses		4,570,352	4,570,352	-	(4,570,352)	(4,570,352)	
Net Income		44,877	44,877	-	44,877	44,877	
Actual Student Enrollment							
CASH FLOW ADJUSTMENTS							
OPERATING ACTIVITIES <i>{enter descriptions below}</i>							
Example - Add Back Depreciation		75,000	75,000	-	75,000	75,000	
Other		-	-	-	-	-	
Total Operating Activities		75,000	75,000	-	75,000	75,000	
INVESTMENT ACTIVITIES <i>{enter descriptions below}</i>							
Example - Subtract Property and Equipment Expenditures		-	-	-	-	-	
Other		-	-	-	-	-	
Total Investment Activities		-	-	-	-	-	
FINANCING ACTIVITIES <i>{enter descriptions below}</i>							
Example - Add Expected Proceeds from a Loan or Line of Credit		-	-	-	-	-	
Other		-	-	-	-	-	
Total Financing Activities		-	-	-	-	-	
Total Cash Flow Adjustments		75,000	75,000	-	75,000	75,000	
NET INCOME		119,877	119,877	-	119,877	119,877	
Beginning Cash Balance		-	-	-	-	-	
ENDING CASH BALANCE		119,877	119,877	-	119,877	119,877	

**MANHATTAN CHARTER SCHOOL
BALANCE SHEET
2018-19**

DO NOT ENTER BALANCE SHEET DATA ON THIS
TEMPLATE

Balance sheet data should for the Ed Corp:
Manhattan Charter Schools (Combined)
should be entered on the template for
Manhattan Charter School II.

	<u>Prior Year</u>	Q1	Q2	Q3	Q4
	2017-18	As of 9/30	As of 12/31	As of 3/31	As of 6/30
<u>ASSETS</u>					
<u>CURRENT ASSETS</u>					
Cash and cash equivalents	-	-	-	-	-
Grants and contracts receivable	-	-	-	-	-
Accounts receivables	-	-	-	-	-
Prepaid Expenses	-	-	-	-	-
Contributions and other receivables	-	-	-	-	-
TOTAL CURRENT ASSETS	-	-	-	-	-
<u>PROPERTY, BUILDING AND EQUIPMENT, net</u>	-	-	-	-	-
<u>OTHER ASSETS</u>	-	-	-	-	-
TOTAL ASSETS	-	-	-	-	-
<u>LIABILITIES AND NET ASSETS</u>					
<u>CURRENT LIABILITIES</u>					
Accounts payable and accrued expenses	-	-	-	-	-
Accrued payroll and benefits	-	-	-	-	-
Deferred Revenue	-	-	-	-	-
Current maturities of long-term debt	-	-	-	-	-
Short Term Debt - Bonds, Notes Payable	-	-	-	-	-
Other	-	-	-	-	-
TOTAL CURRENT LIABILITIES	-	-	-	-	-
<u>LONG-TERM DEBT and NOTES PAYABLE, net current maturities</u>	-	-	-	-	-
TOTAL LIABILITIES	-	-	-	-	-
<u>NET ASSETS</u>					
Unrestricted	-	-	-	-	-
Temporarily restricted	-	-	-	-	-
TOTAL NET ASSETS	-	-	-	-	-
TOTAL LIABILITIES AND NET ASSETS	-	-	-	-	-

MANHATTAN CHARTER SC
Budget / Operating Plan

2018-19

Total Revenue	-	1,088,941	-	-	1,148,624	-	-
Total Expenses	-	860,577	-	-	1,095,571	-	-
Net Income	-	228,364	-	-	53,053	-	-
Actual Student Enrollment	-	254	-	-	254	-	-

	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter
		Current Budget	Variance		Current Budget	Variance	Actual
	Actual			Actual			
<p>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</p>							
Other		-	-		-	-	
TOTAL REVENUE FROM FEDERAL SOURCES	-	10,973	-	-	70,655	-	-
LOCAL and OTHER REVENUE							
Contributions and Donations		5,000	-		5,000	-	
Fundraising		-	-		-	-	
Erate Reimbursement		10,659	-		10,659	-	
Earnings on Investments		-	-		-	-	
Interest Income		2,000	-		2,000	-	
Food Service (Income from meals)		-	-		-	-	
Text Book		-	-		-	-	
OTHER		-	-		-	-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	17,659	-	-	17,659	-	-
TOTAL REVENUE	-	1,088,941	-	-	1,148,624	-	-

Total Revenue	-	1,088,941	-	-	1,148,624	-	-
Total Expenses	-	860,577	-	-	1,095,571	-	-
Net Income	-	228,364	-	-	53,053	-	-
Actual Student Enrollment	-	254	-	-	254	-	-

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

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

	Quarter 0 No. of Positions	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual
Executive Management	-		36,260	-		36,260	-	
Instructional Management	-		33,750	-		33,750	-	
Deans, Directors & Coordinators	-		12,500	-		12,500	-	
CFO / Director of Finance	-		-	-		-	-	
Operation / Business Manager	-		-	-		-	-	
Administrative Staff	-		43,958	-		43,958	-	
TOTAL ADMINISTRATIVE STAFF	-		126,468	-		126,468	-	

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	-		162,063	-		243,095	-	
Teachers - SPED	-		35,272	-		52,908	-	
Substitute Teachers	-		-	-		-	-	
Teaching Assistants	-		47,567	-		71,350	-	
Specialty Teachers	-		26,506	-		39,759	-	
Aides	-		-	-		-	-	
Therapists & Counselors	-		19,126	-		28,689	-	
Other	-		48,722	-		50,583	-	
TOTAL INSTRUCTIONAL	-		339,257	-		486,385	-	

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-		-	-		-	-	
Librarian	-		-	-		-	-	
Custodian	-		-	-		-	-	
Security	-		-	-		-	-	
Other	-		14,790	-		14,790	-	
TOTAL NON-INSTRUCTIONAL	-		14,790	-		14,790	-	

SUBTOTAL PERSONNEL SERVICE COSTS

	-		-	480,514	-	-	627,642	-	
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PAYROLL TAXES AND BENEFITS

Payroll Taxes			41,564	-		54,291	-	
Fringe / Employee Benefits			92,603	-		92,603	-	
Retirement / Pension			-	-		-	-	
TOTAL PAYROLL TAXES AND BENEFITS			134,167	-		146,894	-	

TOTAL PERSONNEL SERVICE COSTS

	-		-	614,681	-	-	774,536	-	
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MANHATTAN CHARTER SC
Budget / Operating Plan

2018-19

Total Revenue	-	1,088,941	-	-	1,148,624	-	-
Total Expenses	-	860,577	-	-	1,095,571	-	-
Net Income	-	228,364	-	-	53,053	-	-
Actual Student Enrollment	-	254	-	-	254	-	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter
	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual
	CONTRACTED SERVICES						
Accounting / Audit		14,250	-		14,250	-	
Legal		3,750	-		3,750	-	
Management Company Fee		-	-		-	-	
Nurse Services		-	-		-	-	
Food Service / School Lunch		-	-		-	-	
Payroll Services		3,000	-		3,000	-	
Special Ed Services		-	-		-	-	
Titlment Services (i.e. Title I)		-	-		-	-	
Other Purchased / Professional / Consulting		49,450	-		70,350	-	
TOTAL CONTRACTED SERVICES	-	70,450	-	-	91,350	-	-

MANHATTAN CHARTER SC

Budget / Operating Plan

2018-19

Total Revenue	-	1,088,941	-	-	1,148,624	-	-
Total Expenses	-	860,577	-	-	1,095,571	-	-
Net Income	-	228,364	-	-	53,053	-	-
Actual Student Enrollment	-	254	-	-	254	-	-

<p>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</p>	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		375	-		375	-	
Classroom / Teaching Supplies & Materials		28,014	-		45,319	-	
Special Ed Supplies & Materials		458	-		792	-	
Textbooks / Workbooks		-	-		-	-	
Supplies & Materials other		-	-		-	-	
Equipment / Furniture		250	-		250	-	
Telephone		625	-		625	-	
Technology		27,079	-		27,079	-	
Student Testing & Assessment		10,000	-		10,000	-	
Field Trips		1,000	-		3,000	-	
Transportation (student)		500	-		1,500	-	
Student Services - other		24,300	-		57,900	-	
Office Expense		7,057	-		7,057	-	
Staff Development		27,500	-		27,500	-	
Staff Recruitment		4,000	-		4,000	-	
Student Recruitment / Marketing		4,500	-		4,500	-	
School Meals / Lunch		-	-		-	-	
Travel (Staff)		500	-		500	-	
Fundraising		-	-		-	-	
Other		5,813	-		5,813	-	
TOTAL SCHOOL OPERATIONS		-	141,971	-	-	196,210	-

FACILITY OPERATION & MAINTENANCE

Insurance		11,475	-		11,475	-	
Janitorial		750	-		750	-	
Building and Land Rent / Lease / Facility Finance Interest		-	-		-	-	
Repairs & Maintenance		2,500	-		2,500	-	
Equipment / Furniture		-	-		-	-	
Security		-	-		-	-	
Utilities		-	-		-	-	
TOTAL FACILITY OPERATION & MAINTENANCE		-	14,725	-	-	14,725	-

DEPRECIATION & AMORTIZATION

RESERVES / CONTINGENCY		18,750	-		18,750	-	
DEFERRED RENT		-	-		-	-	

MANHATTAN CHARTER SC
Budget / Operating Plan

2018-19

Total Revenue	-	1,088,941	-	-	1,148,624	-	-
Total Expenses	-	860,577	-	-	1,095,571	-	-
Net Income	-	228,364	-	-	53,053	-	-
Actual Student Enrollment	-	254	-	-	254	-	-

	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter
	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed							
TOTAL EXPENSES	-	<u>860,577</u>	-	-	<u>1,095,571</u>	-	-
NET INCOME	-	<u>228,364</u>	-	-	<u>53,053</u>	-	-

MANHATTAN CHARTER SC
Budget / Operating Plan

2018-19

Total Revenue	-	1,088,941	-	-	1,148,624	-	-
Total Expenses	-	860,577	-	-	1,095,571	-	-
Net Income	-	228,364	-	-	53,053	-	-
Actual Student Enrollment	-	254	-	-	254	-	3rd C

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

ENROLLMENT - *School Districts Are Linked To Above Entries*							
NYC CHANCELLOR'S OFFICE	-	254	-	-	254	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
ALL OTHER School Districts: (Count = 0)	-	-	-	-	-	-	-
TOTAL ENROLLMENT	-	<u>254</u>	-	-	<u>254</u>	-	-
REVENUE PER PUPIL	-	<u>4,287</u>	-	-	<u>4,522</u>	-	-
EXPENSES PER PUPIL	-	<u>3,388</u>	-	-	<u>4,313</u>	-	-

**SCHOOL
n**

Total Revenue	1,110,887	-	-	1,266,777	-
Total Expenses	1,137,088	-	-	1,477,115	-
Net Income	(26,201)	-	-	(210,339)	-
Actual Student Enrollment	254	-	-	254	-

*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		4th Quarter - 4/1 - 6/30		
	Current Budget	Variance	Actual	Current Budget	Variance

REVENUE		2018-19				
REVENUES FROM STATE SOURCES		Per Pupil Rate				
Per Pupil Revenue						
NYC CHANCELLOR'S OFFICE	15,307	971,995	-		971,995	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
ALL OTHER School Districts: (Count = 0)	-	-	-		-	-
TOTAL Per Pupil Revenue (Weighted Average Per Pupil Funding)	15,307	971,995	-	-	971,995	-
Special Education Revenue		88,315	-		88,315	-
Grants						
Stimulus		-	-		-	-
DYCD (Department of Youth and Community Development)		-	-		-	-
Other		-	-		-	-
NYC DoE Rental Assistance		-	-		-	-
Other		-	-		114,554	-
TOTAL REVENUE FROM STATE SOURCES		1,060,309	-	-	1,174,863	-
REVENUE FROM FEDERAL FUNDING						
IDEA Special Needs		-	-		-	-
Title I		30,480	-		30,480	-
Title Funding - Other		2,438	-		2,438	-
School Food Service (Free Lunch)		-	-		-	-
Grants						
Charter School Program (CSP) Planning & Implementation		-	-		-	-
Other		-	-		-	-

**SCHOOL
Year**

Total Revenue	1,110,887	-	-	1,266,777	-
Total Expenses	1,137,088	-	-	1,477,115	-
Net Income	(26,201)	-	-	(210,339)	-
Actual Student Enrollment	254	-	-	254	-
	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	Current			Current	
	Budget	Variance	Actual	Budget	Variance
Other	-	-		-	-
TOTAL REVENUE FROM FEDERAL SOURCES	32,918	-	-	32,918	-
LOCAL and OTHER REVENUE					
Contributions and Donations	5,000	-		25,000	-
Fundraising	-	-		-	-
Erate Reimbursement	10,659	-		10,659	-
Earnings on Investments	-	-		-	-
Interest Income	2,000	-		2,000	-
Food Service (Income from meals)	-	-		-	-
Text Book	-	-		21,336	-
OTHER	-	-		-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	17,659	-	-	58,995	-
TOTAL REVENUE	1,110,887	-	-	1,266,777	-

HOOL
n

Total Revenue	1,110,887	-	-	1,266,777	-
Total Expenses	1,137,088	-	-	1,477,115	-
Net Income	(26,201)	-	-	(210,339)	-
Actual Student Enrollment	254	-	-	254	-

*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		4th Quarter - 4/1 - 6/30		
	Current Budget	Variance	Actual	Current Budget	Variance

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

	Quarter 0 No. of Positions					
Executive Management	-	36,260	-		36,259	-
Instructional Management	-	33,750	-		33,750	-
Deans, Directors & Coordinators	-	12,500	-		12,500	-
CFO / Director of Finance	-	-	-		-	-
Operation / Business Manager	-	-	-		-	-
Administrative Staff	-	43,958	-		43,958	-
TOTAL ADMINISTRATIVE STAFF	-	126,468	-	-	126,467	-

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	-	243,095	-		324,127	-
Teachers - SPED	-	52,908	-		70,544	-
Substitute Teachers	-	-	-		-	-
Teaching Assistants	-	71,350	-		95,134	-
Specialty Teachers	-	39,759	-		53,012	-
Aides	-	-	-		-	-
Therapists & Counselors	-	28,689	-		38,252	-
Other	-	50,583	-		247,444	-
TOTAL INSTRUCTIONAL	-	486,385	-	-	828,513	-

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-	-	-		-	-
Librarian	-	-	-		-	-
Custodian	-	-	-		-	-
Security	-	-	-		-	-
Other	-	14,790	-		14,790	-
TOTAL NON-INSTRUCTIONAL	-	14,790	-	-	14,790	-

SUBTOTAL PERSONNEL SERVICE COSTS

PAYROLL TAXES AND BENEFITS

Payroll Taxes		54,291	-		83,885	-
Fringe / Employee Benefits		92,603	-		92,603	-
Retirement / Pension		79,295	-		-	-
TOTAL PAYROLL TAXES AND BENEFITS		226,189	-	-	176,488	-

TOTAL PERSONNEL SERVICE COSTS

	-	853,831	-	-	1,146,258	-
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SCHOOL					
Year					
Total Revenue	1,110,887	-	-	1,266,777	-
Total Expenses	1,137,088	-	-	1,477,115	-
Net Income	(26,201)	-	-	(210,339)	-
Actual Student Enrollment	254	-	-	254	-
		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		SCHOOL			
		Current Budget	Variance	Actual	Current Budget
CONTRACTED SERVICES					
Accounting / Audit	14,250	-		31,250	-
Legal	3,750	-		3,750	-
Management Company Fee	-	-		-	-
Nurse Services	-	-		-	-
Food Service / School Lunch	-	-		-	-
Payroll Services	3,000	-		3,000	-
Special Ed Services	-	-		-	-
Titlement Services (i.e. Title I)	-	-		-	-
Other Purchased / Professional / Consulting	70,350	-		74,614	-
TOTAL CONTRACTED SERVICES	91,350	-	-	112,614	-

SCHOOL
Summary

Total Revenue	1,110,887	-	-	1,266,777	-
Total Expenses	1,137,088	-	-	1,477,115	-
Net Income	(26,201)	-	-	(210,339)	-
Actual Student Enrollment	254	-	-	254	-

*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		4th Quarter - 4/1 - 6/30		
	Current Budget	Variance	Actual	Current Budget	Variance

SCHOOL OPERATIONS					
Board Expenses	375	-		375	-
Classroom / Teaching Supplies & Materials	8,208	-		8,208	-
Special Ed Supplies & Materials	125	-		125	-
Textbooks / Workbooks	-	-		21,336	-
Supplies & Materials other	-	-		-	-
Equipment / Furniture	250	-		250	-
Telephone	625	-		625	-
Technology	27,079	-		27,079	-
Student Testing & Assessment	10,000	-		10,000	-
Field Trips	3,000	-		8,000	-
Transportation (student)	1,500	-		1,500	-
Student Services - other	57,900	-		57,900	-
Office Expense	7,057	-		7,057	-
Staff Development	27,500	-		27,500	-
Staff Recruitment	4,000	-		4,000	-
Student Recruitment / Marketing	4,500	-		4,500	-
School Meals / Lunch	-	-		-	-
Travel (Staff)	500	-		500	-
Fundraising	-	-		-	-
Other	5,813	-		5,813	-
TOTAL SCHOOL OPERATIONS	158,432	-	-	184,769	-
FACILITY OPERATION & MAINTENANCE					
Insurance	11,475	-		11,475	-
Janitorial	750	-		750	-
Building and Land Rent / Lease / Facility Finance Interest	-	-		-	-
Repairs & Maintenance	2,500	-		2,500	-
Equipment / Furniture	-	-		-	-
Security	-	-		-	-
Utilities	-	-		-	-
TOTAL FACILITY OPERATION & MAINTENANCE	14,725	-	-	14,725	-
DEPRECIATION & AMORTIZATION	18,750	-		18,750	-
RESERVES / CONTINGENCY	-	-		-	-
DEFERRED RENT					

:HOOL					
n					
:HOOL					
Total Revenue	1,110,887	-	-	1,266,777	-
Total Expenses	1,137,088	-	-	1,477,115	-
Net Income	(26,201)	-	-	(210,339)	-
Actual Student Enrollment	254	-	-	254	-
		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
TOTAL EXPENSES	1,137,088	-	-	1,477,115	-
NET INCOME	(26,201)	-	-	(210,339)	-

SCHOOL					
n					
Total Revenue	1,110,887	-	-	1,266,777	-
Total Expenses	1,137,088	-	-	1,477,115	-
Net Income	(26,201)	-	-	(210,339)	-
Actual Student Enrollment	Quarter - 1/1 - 3/31 254	-	-	254	-
	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	Current			Current	
	Budget	Variance	Actual	Budget	Variance
ENROLLMENT - *School Districts Are Linked To Above Entries*					
NYC CHANCELLOR'S OFFICE	254	-	-	254	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
ALL OTHER School Districts: (Count = 0)	-	-	-	-	-
TOTAL ENROLLMENT	254	-	-	254	-
REVENUE PER PUPIL	4,374	-	-	4,987	-
EXPENSES PER PUPIL	4,477	-	-	5,815	-

**MANHATTAN CHARTER SCHOOL
Budget / Operating Plan**

2018-19

Total Revenue	-	-	-	4,615,229	(4,615,229)	-	-	4,615,229
Total Expenses	-	-	-	4,570,352	4,570,352	-	-	4,570,352
Net Income	-	-	-	44,877	(44,877)	-	-	44,877
Actual Student Enrollment	-	-	-			-	-	

***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 - TY
Other	-	-	-	-	-	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES	-	-	-	147,465	(147,465)	-	-	147,465
LOCAL and OTHER REVENUE								
Contributions and Donations	-	-	-	40,000	(40,000)	-	-	40,000
Fundraising	-	-	-	-	-	-	-	-
Erate Reimbursement	-	-	-	42,636	(42,636)	-	-	42,636
Earnings on Investments	-	-	-	-	-	-	-	-
Interest Income	-	-	-	8,000	(8,000)	-	-	8,000
Food Service (Income from meals)	-	-	-	-	-	-	-	-
Text Book	-	-	-	21,336	(21,336)	-	-	21,336
OTHER	-	-	-	-	-	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	-	-	111,972	(111,972)	-	-	111,972
TOTAL REVENUE	-	-	-	4,615,229	(4,615,229)	-	-	4,615,229

MANHATTAN CHARTER SCHOOL
Budget / Operating Plan

2018-19

Total Revenue	-	-	-	4,615,229	(4,615,229)	-	-	4,615,229
Total Expenses	-	-	-	4,570,352	4,570,352	-	-	4,570,352
Net Income	-	-	-	44,877	(44,877)	-	-	44,877
Actual Student Enrollment	-	-	-			-	-	

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

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 - TY
EXPENSES										
		Quarter 0	No. of Positions							
ADMINISTRATIVE STAFF PERSONNEL COSTS										
Executive Management	-			-	-	145,038	145,038	-	-	145,038
Instructional Management	-			-	-	135,000	135,000	-	-	135,000
Deans, Directors & Coordinators	-			-	-	50,000	50,000	-	-	50,000
CFO / Director of Finance	-			-	-	-	-	-	-	-
Operation / Business Manager	-			-	-	-	-	-	-	-
Administrative Staff	-			-	-	175,832	175,832	-	-	175,832
TOTAL ADMINISTRATIVE STAFF	-			-	-	505,870	505,870	-	-	505,870
INSTRUCTIONAL PERSONNEL COSTS										
Teachers - Regular	-			-	-	972,381	972,381	-	-	972,381
Teachers - SPED	-			-	-	211,633	211,633	-	-	211,633
Substitute Teachers	-			-	-	-	-	-	-	-
Teaching Assistants	-			-	-	285,400	285,400	-	-	285,400
Specialty Teachers	-			-	-	159,036	159,036	-	-	159,036
Aides	-			-	-	-	-	-	-	-
Therapists & Counselors	-			-	-	114,756	114,756	-	-	114,756
Other	-			-	-	397,333	397,333	-	-	397,333
TOTAL INSTRUCTIONAL	-			-	-	2,140,539	2,140,539	-	-	2,140,539
NON-INSTRUCTIONAL PERSONNEL COSTS										
Nurse	-			-	-	-	-	-	-	-
Librarian	-			-	-	-	-	-	-	-
Custodian	-			-	-	-	-	-	-	-
Security	-			-	-	-	-	-	-	-
Other	-			-	-	59,160	59,160	-	-	59,160
TOTAL NON-INSTRUCTIONAL	-			-	-	59,160	59,160	-	-	59,160
SUBTOTAL PERSONNEL SERVICE COSTS	-			-	-	2,705,569	2,705,569	-	-	2,705,569
PAYROLL TAXES AND BENEFITS										
Payroll Taxes	-			-	-	234,032	234,032	-	-	234,032
Fringe / Employee Benefits	-			-	-	370,410	370,410	-	-	370,410
Retirement / Pension	-			-	-	79,295	79,295	-	-	79,295
TOTAL PAYROLL TAXES AND BENEFITS	-			-	-	683,737	683,737	-	-	683,737
TOTAL PERSONNEL SERVICE COSTS	-			-	-	3,389,306	3,389,306	-	-	3,389,306

MANHATTAN CHARTER SCHOOL
Budget / Operating Plan

2018-19

Total Revenue	-	-	-	4,615,229	(4,615,229)	-	-	4,615,229
Total Expenses	-	-	-	4,570,352	4,570,352	-	-	4,570,352
Net Income	-	-	-	44,877	(44,877)	-	-	44,877
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**

	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 -
CONTRACTED SERVICES								
Accounting / Audit	-	-	-	74,000	74,000	-	-	74,000
Legal	-	-	-	15,000	15,000	-	-	15,000
Management Company Fee	-	-	-	-	-	-	-	
Nurse Services	-	-	-	-	-	-	-	
Food Service / School Lunch	-	-	-	-	-	-	-	
Payroll Services	-	-	-	12,000	12,000	-	-	12,000
Special Ed Services	-	-	-	-	-	-	-	
Titlement Services (i.e. Title I)	-	-	-	-	-	-	-	
Other Purchased / Professional / Consulting	-	-	-	264,764	264,764	-	-	264,764
TOTAL CONTRACTED SERVICES	-	-	-	365,764	365,764	-	-	365,764

**MANHATTAN CHARTER SCHOOL
Budget / Operating Plan**

2018-19

Total Revenue	-	-	-	4,615,229	(4,615,229)	-	-	4,615,229
Total Expenses	-	-	-	4,570,352	4,570,352	-	-	4,570,352
Net Income	-	-	-	44,877	(44,877)	-	-	44,877
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**

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 -
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SCHOOL OPERATIONS

Board Expenses	-	-	-	1,500	1,500	-	-	1,500
Classroom / Teaching Supplies & Materials	-	-	-	89,750	89,750	-	-	89,750
Special Ed Supplies & Materials	-	-	-	1,500	1,500	-	-	1,500
Textbooks / Workbooks	-	-	-	21,336	21,336	-	-	21,336
Supplies & Materials other	-	-	-	-	-	-	-	-
Equipment / Furniture	-	-	-	1,000	1,000	-	-	1,000
Telephone	-	-	-	2,500	2,500	-	-	2,500
Technology	-	-	-	108,317	108,317	-	-	108,317
Student Testing & Assessment	-	-	-	40,000	40,000	-	-	40,000
Field Trips	-	-	-	15,000	15,000	-	-	15,000
Transportation (student)	-	-	-	5,000	5,000	-	-	5,000
Student Services - other	-	-	-	198,000	198,000	-	-	198,000
Office Expense	-	-	-	28,229	28,229	-	-	28,229
Staff Development	-	-	-	110,000	110,000	-	-	110,000
Staff Recruitment	-	-	-	16,000	16,000	-	-	16,000
Student Recruitment / Marketing	-	-	-	18,000	18,000	-	-	18,000
School Meals / Lunch	-	-	-	-	-	-	-	-
Travel (Staff)	-	-	-	2,000	2,000	-	-	2,000
Fundraising	-	-	-	-	-	-	-	-
Other	-	-	-	23,250	23,250	-	-	23,250
TOTAL SCHOOL OPERATIONS	-	-	-	681,382	681,382	-	-	681,382

FACILITY OPERATION & MAINTENANCE

Insurance	-	-	-	45,900	45,900	-	-	45,900
Janitorial	-	-	-	3,000	3,000	-	-	3,000
Building and Land Rent / Lease / Facility Finance Interest	-	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	10,000	10,000	-	-	10,000
Equipment / Furniture	-	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	-	-	-	58,900	58,900	-	-	58,900

DEPRECIATION & AMORTIZATION

	-	-	-	75,000	75,000	-	-	75,000
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RESERVES / CONTINGENCY

	-	-	-	-	-	-	-	-
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DEFERRED RENT

	-	-	-	-	-	-	-	-
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**MANHATTAN CHARTER SCHOOL
Budget / Operating Plan**

2018-19

Total Revenue	-	-	-	4,615,229	(4,615,229)	-	-	4,615,229
Total Expenses	-	-	-	4,570,352	4,570,352	-	-	4,570,352
Net Income	-	-	-	44,877	(44,877)	-	-	44,877
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

	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 - TY
TOTAL EXPENSES	-	-	-	<u>4,570,352</u>	<u>4,570,352</u>	-	-	<u>4,570,352</u>
NET INCOME	-	-	-	<u>44,877</u>	<u>(44,877)</u>	-	-	<u>44,877</u>

Total Revenue	(4,615,229)	-	-
Total Expenses	4,570,352	-	-
Net Income	(44,877)	-	-
Actual Student Enrollment		-	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY	Actual CY vs. Actual PY
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REVENUE				
REVENUES FROM STATE SOURCES				
Per Pupil Revenue	2018-19 Per Pupil Rate			
NYC CHANCELLOR'S OFFICE	15,307	(3,887,978)	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
ALL OTHER School Districts: (Count = 0)	-	-	-	-
TOTAL Per Pupil Revenue (Weighted Average Per Pupil Funding)	15,307	(3,887,978)	-	-
Special Education Revenue		(353,260)	-	-
Grants				
Stimulus		-	-	-
DYCD (Department of Youth and Community Development)		-	-	-
Other		-	-	-
NYC DoE Rental Assistance		-	-	-
Other		(114,554)	-	-
TOTAL REVENUE FROM STATE SOURCES		(4,355,792)	-	-
REVENUE FROM FEDERAL FUNDING				
IDEA Special Needs		(37,737)	-	-
Title I		(101,600)	-	-
Title Funding - Other		(8,128)	-	-
School Food Service (Free Lunch)		-	-	-
Grants				
Charter School Program (CSP) Planning & Implementation		-	-	-
Other		-	-	-

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Total Revenue	(4,615,229)	-	-
Total Expenses	4,570,352	-	-
Net Income	(44,877)	-	-
Actual Student Enrollment		-	
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed			
	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY	Actual CY vs. Actual PY
Other	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES	(147,465)	-	-
LOCAL and OTHER REVENUE			
Contributions and Donations	(40,000)	-	-
Fundraising	-	-	-
Erate Reimbursement	(42,636)	-	-
Earnings on Investments	-	-	-
Interest Income	(8,000)	-	-
Food Service (Income from meals)	-	-	-
Text Book	(21,336)	-	-
OTHER	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	(111,972)	-	-
TOTAL REVENUE	(4,615,229)	-	-

Total Revenue	(4,615,229)	-	-
Total Expenses	4,570,352	-	-
Net Income	(44,877)	-	-
Actual Student Enrollment		-	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY	Actual CY vs. Actual PY
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EXPENSES	Quarter 0 No. of Positions			
ADMINISTRATIVE STAFF PERSONNEL COSTS				
Executive Management	-	145,038	-	-
Instructional Management	-	135,000	-	-
Deans, Directors & Coordinators	-	50,000	-	-
CFO / Director of Finance	-	-	-	-
Operation / Business Manager	-	-	-	-
Administrative Staff	-	175,832	-	-
TOTAL ADMINISTRATIVE STAFF	-	505,870	-	-
INSTRUCTIONAL PERSONNEL COSTS				
Teachers - Regular	-	972,381	-	-
Teachers - SPED	-	211,633	-	-
Substitute Teachers	-	-	-	-
Teaching Assistants	-	285,400	-	-
Specialty Teachers	-	159,036	-	-
Aides	-	-	-	-
Therapists & Counselors	-	114,756	-	-
Other	-	397,333	-	-
TOTAL INSTRUCTIONAL	-	2,140,539	-	-
NON-INSTRUCTIONAL PERSONNEL COSTS				
Nurse	-	-	-	-
Librarian	-	-	-	-
Custodian	-	-	-	-
Security	-	-	-	-
Other	-	59,160	-	-
TOTAL NON-INSTRUCTIONAL	-	59,160	-	-
SUBTOTAL PERSONNEL SERVICE COSTS	-	2,705,569	-	-
PAYROLL TAXES AND BENEFITS				
Payroll Taxes		234,032	-	-
Fringe / Employee Benefits		370,410	-	-
Retirement / Pension		79,295	-	-
TOTAL PAYROLL TAXES AND BENEFITS		683,737	-	-
TOTAL PERSONNEL SERVICE COSTS	-	3,389,306	-	-

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Total Revenue	(4,615,229)	-	-
Total Expenses	4,570,352	-	-
Net Income	(44,877)	-	-
Actual Student Enrollment		-	

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY	Actual CY vs. Actual PY
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CONTRACTED SERVICES			
Accounting / Audit	74,000	-	-
Legal	15,000	-	-
Management Company Fee	-	-	-
Nurse Services	-	-	-
Food Service / School Lunch	-	-	-
Payroll Services	12,000	-	-
Special Ed Services	-	-	-
Titlment Services (i.e. Title I)	-	-	-
Other Purchased / Professional / Consulting	<u>264,764</u>	-	-
TOTAL CONTRACTED SERVICES	<u>365,764</u>	-	-

Total Revenue	(4,615,229)	-	-
Total Expenses	4,570,352	-	-
Net Income	(44,877)	-	-
Actual Student Enrollment		-	-
<p>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</p>			
	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY	Actual CY vs. Actual PY
SCHOOL OPERATIONS			
Board Expenses	1,500	-	-
Classroom / Teaching Supplies & Materials	89,750	-	-
Special Ed Supplies & Materials	1,500	-	-
Textbooks / Workbooks	21,336	-	-
Supplies & Materials other	-	-	-
Equipment / Furniture	1,000	-	-
Telephone	2,500	-	-
Technology	108,317	-	-
Student Testing & Assessment	40,000	-	-
Field Trips	15,000	-	-
Transportation (student)	5,000	-	-
Student Services - other	198,000	-	-
Office Expense	28,229	-	-
Staff Development	110,000	-	-
Staff Recruitment	16,000	-	-
Student Recruitment / Marketing	18,000	-	-
School Meals / Lunch	-	-	-
Travel (Staff)	2,000	-	-
Fundraising	-	-	-
Other	23,250	-	-
TOTAL SCHOOL OPERATIONS	681,382	-	-
FACILITY OPERATION & MAINTENANCE			
Insurance	45,900	-	-
Janitorial	3,000	-	-
Building and Land Rent / Lease / Facility Finance Interest	-	-	-
Repairs & Maintenance	10,000	-	-
Equipment / Furniture	-	-	-
Security	-	-	-
Utilities	-	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	58,900	-	-
DEPRECIATION & AMORTIZATION	75,000	-	-
RESERVES / CONTINGENCY	-	-	-
DEFERRED RENT			

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Total Revenue	(4,615,229)	-	-
Total Expenses	4,570,352	-	-
Net Income	(44,877)	-	-
Actual Student Enrollment		-	
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY	Actual CY vs. Actual PY
TOTAL EXPENSES	4,570,352	-	-
NET INCOME	(44,877)	-	-

				-
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Total Revenue	(4,615,229)	-	-
Total Expenses	4,570,352	-	-
Net Income	(44,877)	-	-
Actual Student Enrollment		-	-

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

ENROLLMENT - *School Districts Are Linked To Above Entries*			
NYC CHANCELLOR'S OFFICE		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
ALL OTHER School Districts: (Count = 0)		-	-
TOTAL ENROLLMENT		-	-
REVENUE PER PUPIL		-	-
EXPENSES PER PUPIL		-	-



Annual Report Requirement
for SUNY Authorized Charter Schools
MANHATTAN CHARTER SCHOOL
2018-19

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: **Benjamin Breen**

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

Manhattan Charter Schools

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.

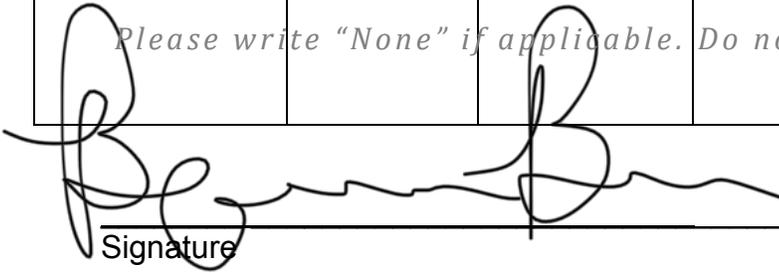
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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.

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
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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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**.

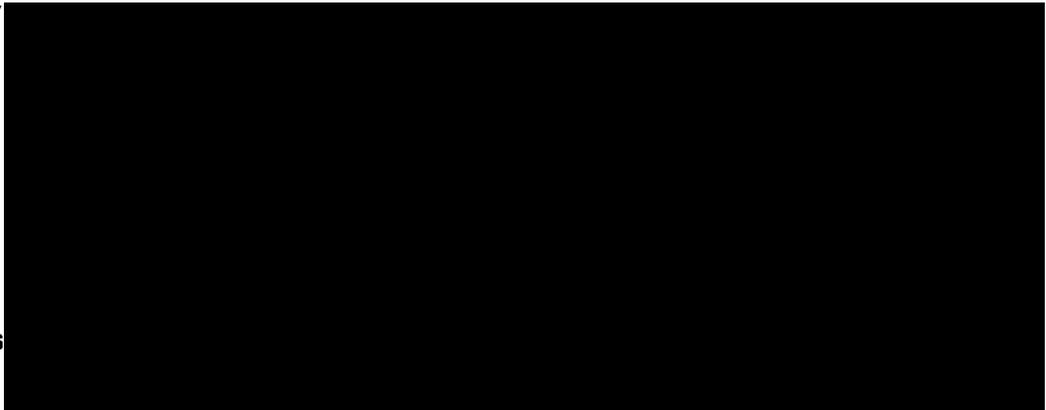
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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


 Signature

7/9/18
 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 w

Business Tel
Business Ad
E-mail Addre
Home Teleph
Home Address



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

Trustee Name:

William Colavito

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

Manhattan Charter School

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

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
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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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>				

Wendy Cole 7/19/18
 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.

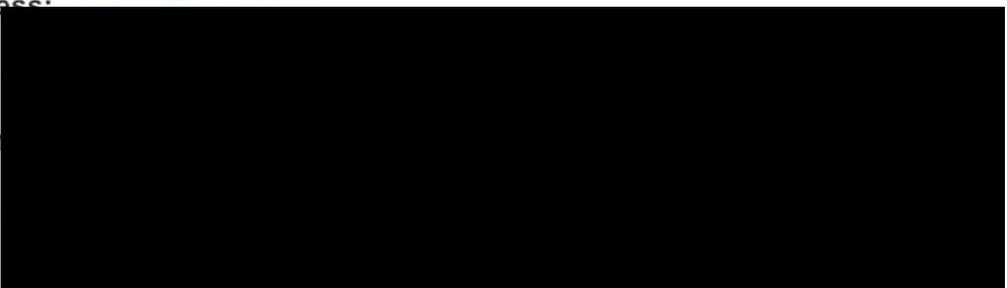
Business Telephone: _____

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:

Caitlin C. Conklin

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

Manhattan 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

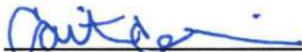
If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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
<i>Please write "None" if applicable. Do not leave this space blank.</i>			
	<u>None</u>		

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><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p style="font-size: 1.2em; color: blue;">None</p>				


Signature

7/26/2018
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.

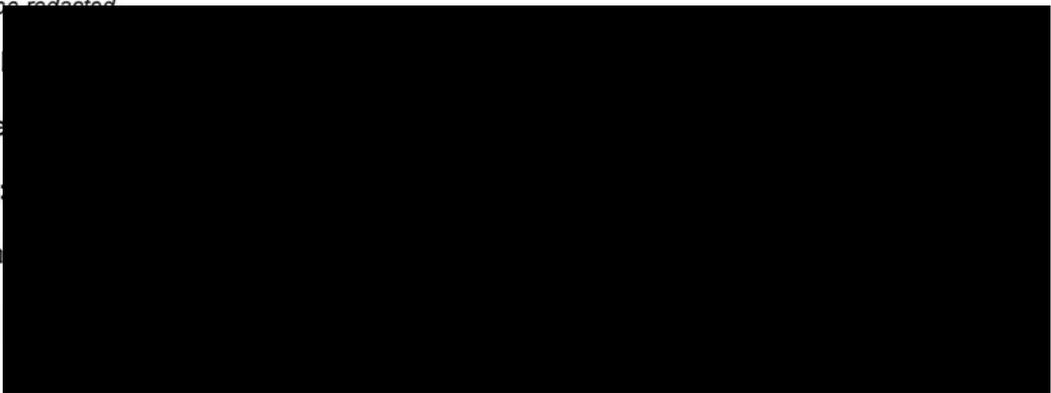
Business Telephone:

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:

Kathleen B Cudahy

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

Manhattan Charter School 1 & 2

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

- 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.

- 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
<p align="center">Please write "None" if applicable. Do not leave this space blank.</p> <p align="center"><i>NONE</i></p>			

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

Trustee Name:

JOY ELAINE DALEY

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

MANHATTAN CHARTER SCHOOLS

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

PRESIDENT

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
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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>				



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:

Annabel Javier

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

Manhattan Charter school

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

- 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.

- 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
<i>none</i>	<i>none</i>	<i>none</i>	<i>none</i>

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



Entry 8 BOT Table

Last updated: 07/23/2018

1. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
1	Joy Elaine Daley [REDACTED]	Chair	N/A	Yes	4	07/01/2018	06/30/2020	8
2	Ben Breen [REDACTED]	Vice Chair	Finance	Yes	4	07/01/2018	06/30/2020	6
3	William Colavito [REDACTED]	Treasurer	Finance	Yes	1	07/01/2018	06/30/2020	9
4	Caity Conklin [REDACTED]	Secretary	Nominating	Yes	1	07/01/2018	06/30/2020	9
5	Kathleen Cudahy [REDACTED]	Trustee/Member	Nominating	Yes	1	07/01/2018	06/30/2020	8

6	Annabel Javier 	Trustee/M ember	N/A	Yes	1	07/01/20 18	06/30/20 20	5 or less
7								
8								
9								

1a. Are there more than 9 members of the Board of Trustees? No

2. Total number of members on June 30, 2018 6

3. Total number of members joining the Board during the 2017-18 school year 1

4. Total number of members departing the Board during the 2017-18 school year 1

5. Number of voting members in 2017-18, as set by the by-laws, resolution or minutes 5

6. Number of Board meetings conducted during the 2017-18 School Year 9

7. Number of Board meetings scheduled for the coming 2018-19 school year 12

Thank you.



Entry 10 Enrollment and Retention of Special Populations

Created: 07/23/2018 • Last updated: 07/26/2018

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2017-18 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 2018-19.

MANHATTAN CS (SUNY TRUSTEES)Section Heading

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2017-18	Describe Recruitment Plans in 2018-19)
Economically Disadvantaged	In 2017-18, 83% of our students were economically disadvantaged, as measured by eligibility for Free and Reduced Price Lunch. To recruit these students, MCS focuses its efforts in small, low-tuition Pre-K programs as well as Head Start Programs located in CSD1. Outreach sessions for students are publicized using flyers, signage at the School, and contact with community organizations. Families are encouraged to visit the school, talk to instructional, executive and other staff, visit classes, and meet currently enrolled students.	In 2018-19, MCS will continue to focus its efforts to recruit economically disadvantaged students in small, low-tuition Pre-K programs as well as Head Start Programs located in CSD1. Outreach sessions for students will be publicized using flyers, signage at the School, and contact with community organizations. Families will be encouraged to visit the school, talk to instructional, executive and other staff, visit classes, and meet currently enrolled students.
English Language Learner	Manhattan Charter School undertakes significant measures to recruit student applicants who are English Language Learners (14% of total student body in 2017-18) including translated promotional materials and translation services for person-to-person interactions, when needed. The school has a 20% lottery set-aside for students who indicate they primarily speak a language other than English on their application in an effort to recruit additional English Language Learners. The paper application is available in English, Mandarin, Spanish, and Tibetan in addition to the Common Charter School application via the	In 2018-19, Manhattan Charter School will continue to undertake all measures to recruit ELL students and will provide translation services for all promotional materials and any person-to-person interaction requiring an English translation. The school has a 20% lottery set-aside for students who indicate they primarily speak a language other than English on their application in an effort to recruit additional English Language Learners. The paper application will be made available in English, Mandarin, Spanish, and Tibetan. In addition, we will accept the Common Charter School application via the NYC Charter Schools Center website, which is

s	<p>NYC Charter Schools Center website, which is available in 10 languages. For any parent that requests assistance in completing the application, the Family Relations and Attendance Coordinator and other multi-lingual MCS staff will provide help. If translation services are required and multi-lingual staff are unavailable, we will hire translators during the admission period. Our website is available in all languages using Google translation services.</p>	<p>available in 10 languages. For any parent that requests assistance in completing the application, the Family Relations and Attendance Coordinator and other multi-lingual MCS staff will provide help. If translation services are required and multi-lingual staff are unavailable, we will hire translators during the admission period. Our website is available in all languages using Google translation services.</p>
Student s with Disabilit ies	<p>Each year, Manhattan Charter School holds tours and information sessions to inform the families of prospective students and community members about its program. Information sessions are held at the school itself, at Pre-Ks and nursery schools, and programs offering music instruction to children and additional community locations. These meetings provide us the opportunity to discuss the many services we have available to families including the support of our academic intervention specialists, our Child Associate, Speech, OT and our reading teacher who work directly with any students with disabilities. In 2017-18, our SWD percentage was 20%.</p>	<p>In 2018-19, Manhattan Charter School will hold tours and information sessions to inform the families of prospective students and community members about its program. Information sessions will be held at the school itself, at Pre-Ks and nursery schools, and programs offering music instruction to children and additional community locations. These meetings will provide us the opportunity to discuss the many services we have available to families including the support of our academic intervention specialists, our Child Associate, Speech, OT and our reading teacher who work directly with any students with disabilities.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2017-18	Describe Retention Plans in 2018-19)
Economically Disadvantaged	Our Family coordinators are available at each school to meet with families to support with any home needs, including providing resources for additional financial support as needed. In addition our annual budget includes funding to support families financially with the after school program.	Our Family coordinators will continue to be available at each school to meet with families to support with any home needs, including providing resources for additional financial support as needed. In addition our annual budget includes funding to support families financially with the after school program.
English Language Learners	We provide constant translation services as well as one on one support for our ELL students as needed.	We will continue to provide constant translation services as well as one on one support for our ELL students as needed.
Students with Disabilities	Services we have available to families include the support of our academic intervention specialists, our Child Associate, Speech, OT and our reading teacher who work directly with any students with disabilities.	We will continue to make services available to families including the support of our academic intervention specialists, our Child Associate, Speech, OT and our reading teacher who work directly with any students with disabilities.



Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/23/2018 • Last updated: 07/26/2018

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2017-2018 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2017-2018 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2017; the FTE for any departed staff from July 1, 2017 through June 30, 2018; the FTE for added staff from July 1, 2017 through June 30, 2018; and the FTE of staff added in newly created positions from July 1, 2017 through June 30, 2018 using the tables provided.

1. Classroom Teacher Attrition Table

FTE Classroom Teachers on 6/30/17	FTE Classroom Teachers Departed 7/1/17 - 6/30/18	FTE Classroom Teachers Filling Vacant Positions 7/1/17 - 6/30/18	FTE Classroom Teachers Added in New Positions 7/1/17 - 6/30/18	FTE of Classroom Teachers on 6/30/18
29	15	15	2	31

2. Administrator Position Attrition Table

FTE Administrative Positions on 6/30/17	FTE Administrators Departed 7/1/17 - 6/30/18	FTE Administrators Filling Vacant Positions 7/1/17 - 6/30/18	FTE Administrators Added in New Positions 7/1/17 - 6/30/18	FTE Administrative Positions on 6/30/18
13	4	1	0	10

3. Tell your school's story

Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher's advancement up the ladder to a leadership position within the network or an administrator's movement to lead a new network charter school.

(No response)

4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability \(OSPRA\)](#) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

Have all employees have been cleared through the NYSED TEACH system?

Yes

5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?

	Not Applicable
--	----------------

Thank you



MCS and MCS2 Calendar 2018-2019

Student hours 7:45 AM - 3:30 PM

Grades 3 – 5, November 5th – March 29th 7:45 – 4:15

Date	Description
August 27	First Day of School for all students
September 3	Labor Day – School Closed
September 10	Rosh Hashanah – School is OPEN
September 11	Rosh Hashanah – School is OPEN
September 12	Student Half Day
September 19	Yom Kippur – School is OPEN
September 26	Student Half Day
October 8	Columbus Day – School Closed
October 10	Student Half Day
October 24	Student Half Day – Parent Teacher Conferences
November 6	Election Day – School is OPEN
November 7	Student Half Day
November 12	Veteran’s Day – School is OPEN
November 21	Student Half Day
November 22-23	Thanksgiving Break – School Closed
December TBD	MCS K - 2 Winter Concert
December 5	Student Half Day
December TBD	MCS 3rd – 5th Winter Concert
December TBD	MCS2 K – 5 Winter Concert
December 19	Student Half Day
December 24 – January 1, 2019	Winter Recess – No School
January 9	Student Half Day

January 21	Martin Luther King, Jr. Day – No School
January 23	Student Half Day – Parent Teacher Conferences
February 5	Lunar New Year – School is OPEN
February 6	Student Half Day
February 18-22	Midwinter Recess – No School
March 6	Student Half Day
March 20	Student Half Day
April 2,3,4	NYS ELA Exam (Gr. 3-5)
April 10	Student Half Day
April 15-22	Spring Recess – No School
April 24	Student Half Day
April 26 th	MCS – K - 2 Spring Concert
May 1, 2, 3	NYS Math Exam (Gr. 3-5)
May 8	Student Half Day – Parent Teacher Conferences
May TBD	MCS 2 (K-5) Spring Concert
May 17	MCS – 3 rd – 5 th Spring Concert
May 22	Student Half Day
May 27	Memorial Day – No School
June 7	Last day of school for all students