

**2015-16 CSP Continuation Grant  
Combined Budget Workplan and  
Annual Progress Update**

Please complete the CSP Budget Workplan and Annual Progress Update chart by following the instructions below. Please note that the darkened sections are not to be completed until the end of the budget period.

**Budget Workplan Instructions**

The purpose of the workplan is to compile the major activities to be completed during the next budget period, aligning those activities to the amounts in the FS-10 budget, and to provide a timeline that the Department can use to gauge progress. The activities must be consistent and align with the budget amounts requested in the FS-10. Please reference the **original approved application and any approved amendments** when filling out this form and the FS-10, as the information must be aligned. When referencing project narrative from the original application, please provide a page number.

There must be (at least) one performance measure for each budget category used in the FS-10. In other words, if there are four funded categories, there would have to be at least four performance measures in the workplan (one for each). In some cases, there may be more than one budget category used for a particular performance measure.

For example, If there are funds in codes 15 (professional salaries), 40 (purchased services), 46 (travel), and 45 (supplies and materials), the chart might look like this:

Continuation Budget Workplan					Approved Budget Amendment(s)*	Annual Progress Update**
Performance Measure	Budget Category	Amount of Funds (must align to FS-10)	Timeline	Budget Justification	Please complete these columns at the end of the budget period.	
Create and implement curriculum and business systems	Code 15 – Professional Salaries	\$40,000	January 1, 2014 – June 30, 2014	Staff is needed to create and implement new systems since none currently exist.	(\$2,000)	

Recruit staff, Board of Trustees, and School Principal	Code 40 – Purchased Services	\$12,500	September 1, 2013 – January 1, 2014	Charter School needs ambitious leadership prepared to take on opening of new building.	\$2,000	
Train School Principal, Curriculum Director, and Finance Director on curriculum, leadership development, and financial and student data systems	Code 40 – Purchased Services	\$2,500	July 2014 – September 2014	Staff needs training on new programs designed for school.		
	Code 46 – Travel Expenses	\$7,750				
Procure items needed (computers, furniture, smartboards, library books) to open school in September 2014.	Code 45 – Supplies and Materials	\$172,000	January 1, 2014 – August 31, 2014	School needs basic items for start-up.		

It is important to note that a performance measure is a measurable activity. For instance, the performance measure that corresponds to the budget items for Professional Salaries describes the activities of the grant funded staff. The money allocated in the approved budget allows for specific activities – and those activities are the performance measures.

The performance measures are a general listing of planned activities and will be the basis of progress reports. The FS-10 budget for the performance measures will have more detail. As an example, the corresponding FS-10 entries for the performance measures above may look like the following:

<b>SALARIES FOR PROFESSIONAL STAFF</b>			
Subtotal - Code 15			\$40,000
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
School Principal	.10	\$100,000	\$10,000
School Curriculum Director	.15	\$100,000	\$15,000
School Finance Director	.15	\$100,000	\$15,000

<b>PURCHASED SERVICES</b>			
Subtotal - Code 40			\$15,000
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Recruitment for School Principal	ACME Consulting	100 hours x \$50 per hour	\$5,000
Recruitment for Board of Trustees	Super Consulting, Inc.	50 hours x \$50 per hour	\$2,500
Recruitment for high quality teachers	ACME Consulting	100 hours x \$50 per hour	\$5,000
Consultant to train staff on student data system	Repository Inc.	50 hours x \$50 per hour	\$2,500

TRAVEL EXPENSES			
Subtotal - Code 46			\$7,750
Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures
School Principal and Curriculum Director	Leadership Training – Rochester NY	\$750 per day x 3 days x 2 employees	\$4,500
Curriculum Director	Curriculum Training – Buffalo, NY	\$250 per day x 1 day x 1 employee	\$250
School Finance Director and School Principal	Finance Training – NYC, NY	\$500 per day x 3 days x 2 employees	\$3,000

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$172,000
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Student Laptops	100	\$1,000	\$100,000
Staff Computers	10	\$,1500	\$15,000
Furniture	10	\$4,500 per classroom	\$45,000
Smartboards	2	\$1,500	\$3,000
Library Books	3,000	\$3.00	\$9,000

**Workplan Performance Measure Activities**

Potential workplan performance measure activities are listed below. These activities are very often supported by CSP funds, so they may be helpful suggestions. The list is not inclusive, and are not required activities

- Procure equipment/supplies/materials (furniture, computers, smartboards, curricula)
- Recruit staff/board of trustees/students
- Provide professional development for staff/board of trustees
- Secure school or office space (rent)
- Prepare space for learning (wiring, etc.)
- Procure recruitment materials
- Obtain legal services
- Obtain audit or financial services
- Train teaching staff

**\*Approved Budget Amendments**

If any amendments were approved to change your budget or activities, please list them in this column of the chart.

**\*\*Annual Progress Update**

Please describe the progress made in each of the activities during the budget period.