Charter School

Revenue Estimate Worksheet Instructions

Open the attached Excel workbook and fill in all gray shaded cells in accordance with these directions:

1. Select "All charter school calculator" tab on the Excel workbook.

2. Enter your district number in cell A1. (These sheets are currently set to District #1.) Only by entering the correct number will you be able to pull in the district-appropriate data from the feeder sheets.

You can find your district number on the second tab of the workbook. Columns A & B on that sheet list the district name preceded by the district number.

3. Check the line under the heading to be sure that the sheet pulls in your district name just above the #1. If the district name does not reflect your district, press F9 to initiate the indexing of the data and check again for the correct district name.

4. Enter your annualized FTE (full-time equivalent) in section 1, column (2), Number of FTE. *(Column for data entry is headed in red.)*

5. Enter your additional FTE in section 1, cells C30 through C35, Number of FTE. *(Column for data entry is headed in red.)*

6. Re-enter the ESE FTE from programs 111, 112 and 113 into section 2, by appropriate grade and matrix level. *(Column for data entry is headed in red.)*

7. Enter your annualized number of bus riders in section 16. Enter your total number of riders in the first line. Enter the number of riders with ESE services in the second line.

8. Enter your Federally Connected Students in section 17, Number of students. *(Column for data entry is headed in red.)*

9. Enter allocations for the following components (if applicable): section 18, Florida Teachers Classroom Supply Assistance Program and section 19, Food Service.

10. Enter "1" in section 20, cell G92, if the charter school has more than a 75 percent ESE student population.

11. Calculate your estimated Revenue. The bottom line should calculate automatically; if not, press F9 again to initiate the calculation.