

**MULTIYEAR FINANCIAL SUSTAINABILITY PLAN 2009-2010
CHECKLIST**

	2009-10
Monitor Factors Affecting the Budget	
Enrollment – is student enrollment declining or increasing?	+/-
Is the Charter Schools' enrollment declining or increasing?	+/-
State Budget: Are District Revenues increasing or decreasing?	+/-
Budget Development; Are multiple stakeholders involved?	Yes/No
Are Multi-Year Financial Projections completed annually and at each interim reporting period?	Yes/No
Fiscal Controls	
Results Based Budgeting; are more principals staying within their budgets?	Yes/No
Service Culture; are customer satisfaction ratings increasing?	+/-
School Size Analysis: 1. Are tiny schools being closed and are multiple schools on a site being merged? 2. If not, has the board committed resources to support small schools?	Yes/No
Debt Structure and Control: Has the district's long-term debt increased?	Yes/No
Resolving Audit Findings: Are 2006-07, 2007-08 completed?	Yes/No
Credit Rating Restoration: Has the district's credit rating been upgraded? Has the minimum reserve for economic uncertainty been increased?	Yes/No
Cash Flow Management: Are Monthly Reports being produced?	Yes/No
Revenue Enhancements	
Asset Management: Is the Plan Completed? Is it Implemented?	Yes/No
Increase Attendance and Enrollment; Have attendance staff been trained? Are attendance incentives in place?	Yes/No
Class Size Reduction: Is CSR strategically considered in budgeting?	Yes/No
Private Fundraising; Revenues from private fundraising increasing?	+/-
Local Tax Bases: has a new parcel tax been passed?	Yes/No
Redevelopment Agency: Are funds used to repay the state loan fund?	Yes/No
Expenditure Controls	
Manage use of Consultants/Vendors; Reduction in consultant costs?	Yes/No
Retain quality employees: are retention rates increasing?	Yes/No
Invest in Technology; are there greater efficiencies, lower costs?	Yes/No
Reduce Utility Costs; are utility costs increasing or decreasing?	+/-
Reduce contribution to Special Education; is contribution decreasing?	+/-
Reduce central office GP hires; are there fewer GP hires?	+/-
Contain vacation and sick leaves; are leaves being monitored?	Yes/No
Contain health and welfare benefits; are unions sharing contributions?	Yes/No
Conduct Monthly budget reviews; is spending monitored by sites?	Yes/No

**MULTIYEAR FINANCIAL SUSTAINABILITY PLAN 2010-11
CHECKLIST**

	2010-11
Monitor Factors Affecting the Budget	
Enrollment – is student enrollment declining or increasing?	+/-
Is the Charter Schools’ enrollment declining or increasing?	+/-
State Budget: Are District Revenues increasing or decreasing?	+/-
Budget Development; Are multiple stakeholders involved?	Yes/No
Are Multi-Year Financial Projections completed annually and at each interim reporting period?	Yes/No
Fiscal Controls	
Results Based Budgeting; are more principals staying within their budgets?	Yes/No
Service Culture; are customer satisfaction ratings increasing?	+/-
School Size Analysis: 1. Are tiny schools being closed and are multiple schools on a site being merged? 2. If not, has the board committed resources to support small schools?	Yes/No
Debt Structure and Control: Has the district’s long-term debt increased?	Yes/No
Resolving Audit Findings: Are 2006-07, 2007-08 completed?	Yes/No
Credit Rating Restoration: Has the district’s credit rating been upgraded? Has the minimum reserve for economic uncertainty been increased?	Yes/No
Cash Flow Management: Are Monthly Reports being produced?	Yes/No
Revenue Enhancements	
Asset Management: Is the Plan Completed? Is it Implemented?	Yes/No
Increase Attendance and Enrollment; Have attendance staff been trained? Are attendance incentives in place?	Yes/No
Class Size Reduction: Is CSR strategically considered in budgeting?	Yes/No
Private Fundraising; Revenues from private fundraising increasing?	+/-
Local Tax Bases: has a new parcel tax been passed?	Yes/No
Redevelopment Agency: Are funds used to repay the state loan fund?	Yes/No
Expenditure Controls	
Manage use of Consultants/Vendors; Reduction in consultant costs?	Yes/No
Retain quality employees: are retention rates increasing?	Yes/No
Invest in Technology; are there greater efficiencies, lower costs?	Yes/No
Reduce Utility Costs; are utility costs increasing or decreasing?	+/-
Reduce contribution to Special Education; is contribution decreasing?	+/-
Reduce central office GP hires; are there fewer GP hires?	+/-
Contain vacation and sick leaves; are leaves being monitored?	Yes/No
Contain health and welfare benefits; are unions sharing contributions?	Yes/No
Conduct Monthly budget reviews; is spending monitored by sites?	Yes/No

