

COUNTY OFFICES OF EDUCATION

PLANNING SPECIAL AND EDUCATION AND COMMUNITY SCHOOL FACILITIES

Presented by

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LET'S PLAN FIRST

- Establish eligibility for new construction and modernization - count those classrooms.
- Determine what facilities you really need.
- Identify projects for State funding.



Financial Hardship Application

First Step:

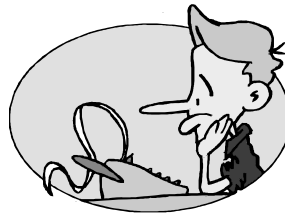
- **Get to know the fiscal staff.... *they are your friend.***



The Analysis Stage

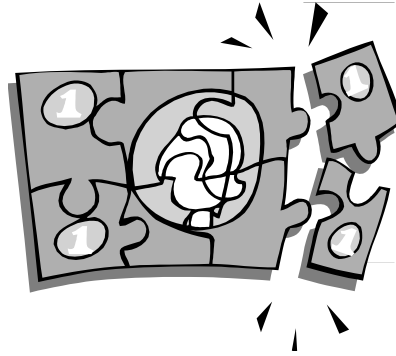
Find out if you qualify:

- Do you have funds available for match?
- Get the Greek book - Audited Financial Statement.
- Establish which accounts (if any) are dedicated to capital facilities- analyze them.



Build Your Case

- Focus on the unreserved/ unrestricted account balance(s) or *it will soon be gone*.
- What makes them “untouchable” for match to the State?
- Explain each account balance - why is it committed- and not because your boss likes lots of \$ in the bank.



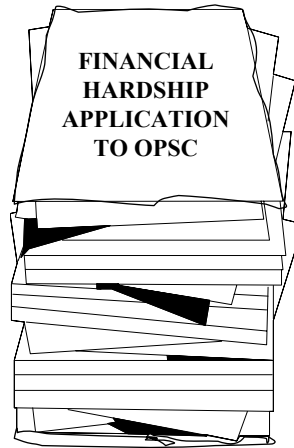
Tell the Story

- Tell the story - what happened to revenues and expenditures since the last audited financial statement.
- Cover yourself - Attach Board actions, policies, etc.



HOME STRETCH

- Put your financial hardship package together:
 - Letter stating why you qualify
 - OPSC Worksheet
 - Explanations of Account Balances
 - Audited Financial Statement
 - Account Balance worksheets for activities since the Audited Financial Statement
 - Project Worksheets & 184s



Run That Through Again

After 6 months, do it all over again!

Enjoy!

