



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	212-533-2743	212-533-2820	info@manhattancharter.org

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.
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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	212-533-2743	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	212-533-2743		gdepolo@manhattancharterschool.org
Operational Leader	Gianina Kesselman	212-533-2743		gkesselman@manhattancharterschool.org
Compliance Contact	Genie DePolo	212-533-2743		gdepolo@manhattancharterschool.org
Complaint Contact	Genie DePolo	212-533-2743		gdepolo@manhattancharterschool.org
DASA Coordinator	Genie DePolo	212-533-2743		gdepolo@manhattancharterschool.org

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

A handwritten signature in black ink that reads "Denise De Polo". The signature is written in a cursive style with a long horizontal line extending to the right.

Signature, President of the Board of Trustees

A handwritten signature in black ink that reads "Joy Elaine Daly". The signature is written in a cursive style with a long horizontal line extending to the right.

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>



Manhattan Charter School

2017-18 ACCOUNTABILITY PLAN PROGRESS REPORT

Submitted to the SUNY Charter Schools Institute on:

October 12, 2018

By Manhattan Charter School

100 Attorney Street
New York, NY 10002

212-533-2743

2017-18 ACCOUNTABILITY PLAN PROGRESS REPORT

Gianina Kesselman, HR and Finance Manager, prepared this 2017-18 Accountability Progress Report on behalf of the school's board of trustees:

Trustee's Name	Board Position
Joy Elaine Daley	Chair
Ben Breen	Vice Chair, Finance Committee
William Colavito	Treasurer, Finance Committee
Caity Conklin	Secretary, Nominating Committee
Kathleen Cudahy	Member, Nominating Committee
Annabel Javier	Member

Genie DePolo has served as the school leader since July 2006.

2017-18 ACCOUNTABILITY PLAN PROGRESS REPORT

Manhattan Charter School (MCS) is a small K-5 charter school in Manhattan's Lower East Side providing a trajectory-changing education using the small-school model. MCS opened in August 2006 and currently serves students in grades K-5.

The majority of MCS2 students are minority, live in the neighborhood, and qualify for free lunches. In 2017-18, 83% of students qualified for free and reduced priced lunches and 20% were identified as special education. Student demographics are representative of District 1 and NYS public school students as a whole.

MCS's unique educational program has a dual focus: a rigorous, standards-based educational program and an arts-rich curriculum with music class for every child, every day. The schools' educational program is unlike any other on the Lower East Side and includes a particular focus on music. Our passion for music education is demonstrated by its commitment to daily music instruction for every student, beginning in Kindergarten. The school's commitment to offering a balanced liberal arts education to every child extends beyond music. All students also take art, French, and movement. All of these programs are offered at no cost to families.

School Enrollment by Grade Level and School Year

School Year	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2013-14	48	47	48	42	37	38								260
2014-15	46	50	49	48	37	36								266
2015-16	46	48	47	45	44	32								262
2016-17	45	53	50	49	42	36								275
2017-18	44	42	50	49	35	36								256

GOAL 1: ENGLISH LANGUAGE ARTS

Goal 1: English Language Arts

Students' academic performance in ELA meets or exceeds local, state, and national standards.

BACKGROUND

The English Language Arts (ELA) curriculum and instruction at MCS are fully aligned to the New York State Next Generation Learning Standards.

Daily literacy instruction encompasses reading, writing, speaking, listening, spelling, grammar, vocabulary, phonics, phonological awareness, and word study. During the course of this charter term, MCS shifted our ELA and literacy instruction program to fully implement Expeditionary Learning (EL) and WritingCity/Write Steps across grades K-5 and Wilson Foundations for grades K-2. In 2016-17, a new Early Childhood Specialist was hired to support students in grades K-2. We also added a Reading Teacher to support our struggling readers in all grades. An AIS provider was

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brought on for the 2016-2017 school year. They join the existing, SETSS provider and Literacy Coach in working with teachers. A mandatory independent reading block was added in grades K through 5 to support student in building reading stamina. Teacher received extensive PD to enhance their conferencing tactics during the independent reading block, allowing them to support students with individual reading goals.

The daily literacy period includes time for shared and performance reading, interactive read alouds and literature discussions, independent reading, and guided reading. In the primary grades, a blend of phonetic, visual, and kinesthetic techniques are used to teach spelling and decoding. Students in K-5 are taught specific reading skills and metacognitive strategies which enable them to construct meaning from both literary and non-fiction texts in all content areas. Students also develop rich language experiences through daily reading, writing, speaking, viewing and listening. Embedded into the reading and writing program are uniquely structured activities that foster the expression of personal ideas and memoirs, creative illustrated works, and expanded research and reflection beyond curriculum expectations. All students build writing portfolios that exemplify all steps of the writing process for review and support. Students participate in writing interviews and conferences weekly, and are encouraged to use rubrics to guide, self-correct and edit their writing daily. Authors who have been lauded with national and global recognition serve as mentors to our writers and readers. Mentor texts are used daily as source of discussion and inspiration, and teachers coach students to emulate the works they love.

Goal 1: Absolute Measure

Each year, 75 percent of all tested students enrolled in at least their second year will perform at or above proficiency on the New York State English language arts examination for grades 3-8.

METHOD

The school administered the New York State Testing Program English language arts (“ELA”) assessment to students in 3rd through 5th grade in April 2018. Each student’s raw score has been converted to a grade-specific scaled score and a performance level.

The table below summarizes participation information for this year’s test administration. The table indicates total enrollment and total number of students tested. It also provides a detailed breakdown of those students excluded from the exam. Note that this table includes all students according to grade level, even if they have not enrolled in at least their second year (defined as enrolled by BEDS day of the previous school year).

2017-18 State English Language Arts Exam
Number of Students Tested and Not Tested

Grade	Total Tested	Not Tested ¹				Total Enrolled
		IEP	ELL	Absent	Refused	
3	45	0	0	0	4	49

¹ Students exempted from this exam according to their Individualized Education Program (IEP), because of English Language Learners (ELL) status, or absence for at least some part of the exam.

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4	32	0	0	0	4	36
5	34	0	0	0	3	37
6						
7						
8						
All	111	0	0	0	11	122

RESULTS AND EVALUATION

The chart below highlights the comparison of results on the NYS ELA Exam between students who were enrolled at least two years (n=105) to all students tested (n=111).

Manhattan Charter School did not meet the 75% proficiency goal on the 2017-18 State English Language Arts Exam for students enrolled in at least their second year.

Performance on 2017-18 State English Language Arts Exam By All Students and Students Enrolled in At Least Their Second Year

Grades	All Students		Enrolled in at least their Second Year	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
3	40%	45	38%	39
4	66%	32	66%	32
5	47%	34	47%	34
6				
7				
8				
All	50%	111	50%	105

ADDITIONAL EVIDENCE

Overall, the 2017-18 ELA exam scores are higher than 2016-17 for two of the three grades tested. For all students in 3rd grade, the rate of proficiency for 3rd Grade is 29 percentage points below 2016-17. For 3rd Grade students enrolled in at least their second year, there is a difference of 31 percentage points from 2016-17. Scores improved in 2017-18 for 4th Grade with an increase of 5 percentage points for all students and students enrolled in at least their second year. In 5th Grade, there was an increase of 8 percentage points for all students and for those enrolled in at least their 2nd year at the school. Please note that 2016-17 was the first year that MCS completed the Accountability Plan Progress Report and therefore, data for 3rd Grade students enrolled in their second year is unavailable.

ELA Performance by Grade Level and Year

Grade	Percent of Students Enrolled in At Least Their Second Year Achieving Proficiency					
	2015-16		2016-17		2017-18	
	Percent	Number Tested	Percent	Number Tested	Percent	Number Tested

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3			69%	36	38%	39
4	41%	34	61%	38	66%	32
5	50%	24	39%	33	47%	34
6						
7						
8						
All			57%	107	50%	105

Goal 1: Absolute Measure

Each year, the school's aggregate Performance Index ("PI") on the State English language arts exam will meet that year's state Measure of Interim Progress ("MIP") set forth in the state's ESSA accountability system.

METHOD

In New York State, ESSA school performance goals are met by showing that an absolute proportion of a school's students who have taken the English language arts test have scored at the partially proficient, or proficient and advanced performance levels (Levels 2 or 3 & 4). The percentage of students at each of these three levels is used to calculate a PI and determine if the school has met the MIP set each year by the state's ESSA accountability system. To achieve this measure, all tested students must have a PI value that equals or exceeds the state's 2017-18 English language arts MIP for all students. The state plans to calculate and disseminate the MIP in summer 2018. The PI is the sum of the percent of students in all tested grades combined scoring at Level 2, plus two times the percent of students scoring at Level 3, plus two-and-a-half times the percent of students scoring at Level 4. Thus, the highest possible PI is 250.

RESULTS AND EVALUATION

Manhattan Charter School administered its state assessments in English language arts during the 2017-18 school year to 111 students. Of those 111 students, 55 (50%) achieved proficiency at a Level 3 or higher. When including students who demonstrated partial proficiency, 97 of the 111 tested students (87%) were able to score at a Level 2 or higher. As indicated in the chart below, the school's PI for 2017-18 is 144.

English Language Arts 2017-18 Performance Index

Number in Cohort	Percent of Students at Each Performance Level			
	Level 1	Level 2	Level 3	Level 4
111	13%	38%	33%	16%

$$\begin{aligned}
 \text{PI} &= 38 + 33 + 16 = 87 \\
 &+ 33 + 16 = 49 \\
 &+ (.5) * [16] = 8 \\
 \text{PI} &= 144
 \end{aligned}$$

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Goal 1: Comparative Measure

Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state English language arts exam will be greater than that of all students in the same tested grades in the school district of comparison.

METHOD

A school compares tested students enrolled in at least their second year to all tested students in the public school district of comparison. Comparisons are between the results for each grade in which the school had tested students in at least their second year at the school and the total result for all students at the corresponding grades in the school district.²

RESULTS AND EVALUATION

The chart below compares the results of Manhattan Charter School on the 2017-18 State English Language Arts Exam against New York City Community School District 1. Manhattan Charter School's testing grades for the 2017-18 school year were 3rd through 5th grade. MCS achieved a 50% proficiency (3 or higher) rate of students enrolled in at least their second year at the school, as compared to the 55% proficiency across NYC District 1.

For Grades 4, MCS surpassed CSD1 by 8 percentage points. However, Grades 3 and 5 were below CSD 1 by 21 and 2 percentage points respectively. It is important to note that District 1 includes high-achieving, screened, gifted and talented schools (one of which draws citywide) and schools with very low populations of black and Hispanic students, neither of which are representative of Manhattan Charter School's student population.

2017-18 State English Language Arts Exam
Charter School and District Performance by Grade Level

Grade	Percent of Students at or Above Proficiency			
	Charter School Students In At Least 2 nd Year		All District Students	
	Percent	Number Tested	Percent	Number Tested
3	38%	39	59%	688
4	66%	32	58%	702
5	47%	34	49%	669
6				
7				
8				
All	50%	105	55%	2,059

² Schools can acquire these data when the New York State Education Department releases its database containing grade level ELA and math test results for all schools and districts statewide. The NYSED announces the release of the data on its [News Release webpage](#).

ADDITIONAL EVIDENCE

From 2015-2017, MCS saw continued improvement when compared to New York City District 1, Between the 2014-15 school year and the 2016-17 school year, MCS improved its overall ELA assessment proficiency by 33 percentage points (2015-24% vs. 2017 – 57%) while in contrast, the district improved by 10 percentage points in this same period. (2015-38% vs. 2017 – 48%). In 2017-18, the district improved by 7 percentage points overall while MCS decreased by seven percentage points overall.

English Language Arts Performance of Charter School and Local District
by Grade Level and School Year

Grade	Percent of Students Enrolled in at Least their Second Year Scoring at or Above Proficiency Compared to District Students					
	2015-16		2016-17		2017-18	
	Charter School	District	Charter School	District	Charter School	District
3	42%	48%	69%	49%	38%	59%
4	41%	41%	61%	51%	66%	58%
5	50%	41%	39%	46%	47%	49%
6						
7						
8						
All	44%	42%	57%	48%	50%	55%

Goal 1: Comparative Measure

Each year, the school will exceed its predicted level of performance on the state English language arts exam by an effect size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State.

METHOD

The SUNY Charter Schools Institute (“Institute”) conducts a comparative performance analysis, which compares the school’s performance to that of demographically similar public schools statewide. The Institute uses a regression analysis to control for the percentage of economically disadvantaged students among all public schools in New York State. The Institute compares the school’s actual performance to the predicted performance of public schools with a similar concentration of economically disadvantaged students. The difference between the school’s actual and predicted performance, relative to other schools with similar economically disadvantaged statistics, produces an Effect Size. An Effect Size of 0.3, or performing higher than expected to a meaningful degree, is the requirement for achieving this measure.

Given the timing of the state’s release of economically disadvantaged data and the demands of the data analysis, the 2017-18 analysis is not yet available. This report contains 2016-17 results, the most recent Comparative Performance Analysis available.

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RESULTS AND EVALUATION

During the 2016-17 school year, Manhattan Charter School made significant progress over the previous year (2015-16) in ELA thus improving the school's overall comparative performance, exceeding the goal of an Effect Size of .3 by 1.29.

2016-17 English Language Arts Comparative Performance by Grade Level

Grade	Percent Economically Disadvantaged	Number Tested	Percent of Students at Levels 3&4		Difference between Actual and Predicted	Effect Size
			Actual	Predicted		
3	85.1	39	69	31.2	37.8	2.05
4	79.5	38	61	31.3	29.7	1.62
5	83.8	33	39	23.8	15.2	1.01
6						
7						
8						
All	82.8	110	57.2	29	28.2	1.59

School's Overall Comparative Performance:

Higher than expected to large degree

ADDITIONAL EVIDENCE

Data pertaining to the Effect Size is unavailable for 2014-15 as 2015-16 is the first year this data was reported to the school and included in this report. As an indicator of the academic gains made by the school in the 2016-17 school year, the Effect Size grew from .41 in 2015-16 to 1.59 in 2016-17, a difference of 1.18.

English Language Arts Comparative Performance by School Year

School Year	Grades	Percent Economically Disadvantaged	Number Tested	Actual	Predicted	Effect Size
2014-15						
2015-16	3-5	79%	115	44%	33%	.41
2016-17	3-5	82.8%	110	57.2%	29%	1.59

Goal 1: Growth Measure³

Each year, under the state's Growth Model, the school's mean unadjusted growth percentile in English language arts for all tested students in grades 4-8 will be above the target of 50.

METHOD

This measure examines the change in performance of the same group of students from one year to the next and the progress they are making in comparison to other students with the same score in

³ See Guidelines for [Creating a SUNY Accountability Plan](#) for an explanation.

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the previous year. The analysis only includes students who took the state exam in 2016-17 and also have a state exam score from 2015-16 including students who were retained in the same grade. Students with the same 2015-16 score are ranked by their 2016-17 score and assigned a percentile based on their relative growth in performance (student growth percentile). Students' growth percentiles are aggregated school-wide to yield a school's mean growth percentile. In order for a school to perform above the target for this measure, it must have a mean growth percentile greater than 50.

Given the timing of the state's release of Growth Model data, the 2017-18 analysis is not yet available. This report contains 2016-17 results, the most recent Growth Model data available.⁴

RESULTS AND EVALUATION

Manhattan Charter School surpassed the statewide median growth percentile by 16 points overall for ELA in 2016-17. For the 4th Grade, the state median MGP was exceeded by 16.5 points, and in 5th Grade by 15.5 points.

2016-17 English Language Arts Mean Growth Percentile by Grade Level

Grade	Mean Growth Percentile	
	School	Target
4	66.5	50.0
5	65.5	50.0
6		50.0
7		50.0
8		50.0
All	66	50.0

ADDITIONAL EVIDENCE

The 5th grade mean growth percentile was mostly aligned with the state median for the 2014-2015 school year, but the 4th Grade exceeded the state median by 16.5 points that same year. The school has otherwise exceeded the state median for both 4th and 5th grade in the 2016 and 2017 school years. In 2015-16, we saw growth in 5th Grade (from 49.5 to 56 = 6.5 percentage points) but a decline in 4th Grade (from 66.5 to 53.5 = -13 points.) However, both 4th Grade and 5th Grade saw significant growth (of 13 points and 10.5 points respectively) from 2015-16 to 2016-17.

English Language Arts Mean Growth Percentile by Grade Level and School Year

Grade	Mean Growth Percentile			
	2014-15	2015-16	2016-17	Target
4	66.5	53.5	66.5	50.0
5	49.5	56	65.5	50.0
6				50.0
7				50.0
8				50.0
All	58.0	54.8	66	50.0

⁴ Schools can acquire these data from the NYSED's Business Portal: portal.nysed.gov.

SUMMARY OF THE ENGLISH LANGUAGE ARTS GOAL

While Manhattan Charter School did not meet the Absolute Goal of 75% proficiency in ELA for all students enrolled in the school for two years or the Comparative Goal against NYC CSD 1, it did meet the Growth Goal and the Comparative Effect Size Goal. We cannot yet assess whether or not we met the Absolute Goal related to the school’s aggregate PI as the Measure of Interim Progress has not yet been set by the State Education Department.

Type	Measure	Outcome
Absolute	Each year, 75 percent of all tested students who are enrolled in at least their second year will perform at proficiency on the New York State English language arts exam for grades 3-8.	Did Not Achieve
Absolute	Each year, the school’s aggregate PI on the state’s English language arts exam will meet that year’s state MIP as set forth in the state’s ESSA accountability system.	Cannot Yet be Measured
Comparative	Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state English language arts exam will be greater than that of students in the same tested grades in the school district of comparison.	Did Not Achieve
Comparative	Each year, the school will exceed its predicted level of performance on the state English language arts exam by an effect size of 0.3 or above (performing higher than expected to a small degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State. (Using 2016-17 results.)	Achieved
Growth	Each year, under the state’s Growth Model the school’s mean unadjusted growth percentile in English language arts for all tested students in grades 4-8 will be above the target of 50. (Using 2016-17 results.)	Achieved

ACTION PLAN

To ensure that all MCS students are making substantial gains in ELA, MCS will continue to take specific steps to improve the academic performance for the 2018-19 school year, including the full adoption of Engage NY for ELA across all grades. This schoolwide initiative, beginning with Kindergarten through fourth grade, will reinforce and more effectively build upon comprehensive student learning from grade to grade.

In addition, the school will continue to employ a Literacy Coach to raise the quality of ELA instruction across all grades. Supporting the work of the Literacy Coach, teachers will continue to receive dedicated Professional Development during scheduled half-days (on average twice a month).

The AIS/SETTS provider hired for the 2017-18 school will continue to provide targeted, supplemental instruction for all struggling learning in 2018-19. All students who fell below the NYSED cut-point for AIS recommendation will receive small group tutoring and interventions. Students in Special Education will also receive additional time in small-group instruction in comparison to what they received in the previous year.

To increase and extend instructional hours in ELA, Grades 3 -5 will continue to have a mandatory independent reading block to build reading stamina. Teachers received extensive training to enhance their conferencing tactics during the independent reading block, allowing them to support students with individual reading goals. In addition, a mandatory extended day for testing grades

will also continue to be in effect. Beginning in November and running to April, 3rd and 4th graders will receive an additional 45 minutes of instruction four days a week (Monday, Tuesday, Thursday and Friday).

Finally, the school will utilize additional assessment tools for 2018-19 that will complement performance assessments already in place, including STEP, a reading inventory assessment program that will be administered up to four times per year.

GOAL 2: MATHEMATICS

Goal 2: Mathematics

Students' academic performance in math meets or exceeds local, state, and national standards.

BACKGROUND

The Mathematics curriculum and instruction at MCS are fully aligned to the New York State Next Generation Learning Standards.

In Mathematics, daily instruction will include students reading, writing and discussing, critical thinking and problem solving. Instruction is based on Next Gen Math standards and addressed using Junior Under-discovered Math Prodigies ("JUMP Math") across all grades, augmented by the EngageNY Mathematics curriculum to ensure alignment.

Problem solving is emphasized in mathematics, as MCS students explore, guess, evaluate and re-evaluate solutions, gaining confidence in their ability to tackle complex mathematical problems. Working in both heterogeneous and homogeneous groups, students experience rigorous teaching and scaffolding of mathematical thinking processes. MCS students learn that they are capable of having mathematical ideas, applying what they know to new situations, and thinking and reasoning about unfamiliar problems. Cooperative learning groups and guided math groups provide differentiated instruction for advanced mathematical conversation and reinforce foundational concepts for students. Students also make conjectures and discuss the validity of those conjectures.

Goal 2: Absolute Measure

Each year, 75 percent of all tested students enrolled in at least their second year will perform at proficiency on the New York State mathematics examination for grades 3-8.

METHOD

The school administered the New York State Testing Program mathematics assessment to students in 3rd through 5th grade in April 2018. Each student's raw score has been converted to a grade-specific scaled score and a performance level.

The table below summarizes participation information for this year's test administration. The table indicates total enrollment and total number of students tested. It also provides a detailed

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breakdown of those students excluded from the exam. Note that this table includes all students according to grade level, even if they have not enrolled in at least their second year.

2017-18 State Mathematics Exam
Number of Students Tested and Not Tested

Grade	Total Tested	Not Tested ⁵				Total Enrolled
		IEP	ELL	Absent	Refused	
3	45	0	0	0	4	49
4	32	0	0	0	4	36
5	34	0	0	0	3	37
6						
7						
8						
All	111	0	0	0	11	122

RESULTS AND EVALUATION

The chart below highlights the comparison of results on the NYS Math Exam between students who were enrolled at least two years (n=105) to all students tested (n=111). Manhattan Charter School did not meet the 75% proficiency goal on the 2017-18 State Math Exam.

Performance on 2017-18 State Mathematics Exam
By All Students and Students Enrolled in At Least Their Second Year

Grades	All Students		Enrolled in at least their Second Year	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
3	31%	45	33%	39
4	81%	32	81%	32
5	53%	34	53%	34
6				
7				
8				
All	52%	111	54%	105

ADDITIONAL EVIDENCE

Based on comparisons of the data between this year and last, we noticed substantial growth in the 4th Grade, with the percent at proficiency increasing from 63% in 2016-17 to 81% in 2017-18 for all students tested, all of whom are enrolled in at least their second year at the school. The 5th Grade also saw an increase from 48% to 53% for all students tested, all of whom are also enrolled in the

⁵ Students exempted from this exam according to their Individualized Education Program (IEP), because of English Language Learners (ELL) status, or absence for at least some part of the exam.

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second year at the school. For 3rd grade students enrolled in at least their second year, the decrease from the previous year is 3 percentage points.

Please note that 2016-17 was the first year that MCS completed the Accountability Plan Progress Report and therefore, data for 3rd Grade students enrolled in their second year is unavailable for 2015-16. All students in Grades 4 and 5 in that year had been enrolled for at least two years.

Mathematics Performance by Grade Level and School Year

Grade	Percent of Students Enrolled in At Least Their Second Year Achieving Proficiency					
	2015-16		2016-17		2017-18	
	Percent	Number Tested	Percent	Number Tested	Percent	Number Tested
3			36%	36	33%	39
4	71%	34	63%	38	81%	32
5	47%	38	48%	33	53%	34
6						
7						
8						
All			50%	107	54%	105

Goal 2: Absolute Measure

Each year, the school's aggregate Performance Index ("PI") on the state mathematics exam will meet that year's state Measure of Interim Progress ("MIP") set forth in the state's ESSA accountability system.

METHOD

In New York State, ESSA school performance goals are met by showing that an absolute proportion of a school's students who have taken the mathematics test have scored at the partially proficient, or proficient and advanced performance levels (Levels 2 or 3 & 4). The percentage of students at each of these three levels is used to calculate a PI and determine if the school has met the MIP set each year by the state's ESSA accountability system. To achieve this measure, all tested students must have a PI value that equals or exceeds the state's 2017-18 mathematics MIP for all students. The state plans to calculate and disseminate the MIP in summer 2018. The PI is the sum of the percent of students in all tested grades combined scoring at Level 2, plus two times the percent of students scoring at Level 3, plus two-and-a-half times the percent of students scoring at Level 4. Thus, the highest possible PI is 250.

RESULTS AND EVALUATION

A total of 52% of all MCS students achieved proficiency on the math assessment learning standards. When including students nearing proficiency (Level 2), that number is increased to 74%. As a result, the PI value for MCS is 140. We are not yet able to determine whether or not we have exceeded the Measure of Interim Progress.

2017-18 ACCOUNTABILITY PLAN PROGRESS REPORT

Mathematics 2017-18 Performance Level Index (PI)

Number in Cohort	Percent of Students at Each Performance Level			
	Level 1	Level 2	Level 3	Level 4
111	26	22	24	28

$$\begin{aligned}
 \text{PI} &= 22 + 24 + 28 = 74 \\
 & \quad \quad \quad 24 + 28 = 52 \\
 & \quad \quad \quad \quad \quad + (.5)*28 = 14 \\
 & \quad \quad \quad \quad \quad \quad \quad \text{PI} = 140
 \end{aligned}$$

Goal 2: Comparative Measure

Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state mathematics exam will be greater than that of all students in the same tested grades in the school district of comparison.

METHOD

A school compares the performance of tested students enrolled in at least their second year to that of all tested students in the public school district of comparison. Comparisons are between the results for each grade in which the school had tested students in at least their second year at the school and the total result for all students at the corresponding grades in the school district.⁶

RESULTS AND EVALUATION

The chart below compares the results of Manhattan Charter School on the 2017-18 State Math Exam against New York City Community School District 1. MCS achieved a 54% proficiency rate of students enrolled in at least their second year at the school, as compared to the 52% proficiency across NYC District 1.

2017-18 State Mathematics Exam Charter School and District Performance by Grade Level

Grade	Percent of Students at or Above Proficiency			
	Charter School Students In At Least 2 nd Year		All District Students	
	Percent	Number Tested	Percent	Number Tested
3	33%	39	56%	710
4	81%	32	47%	741
5	53%	34	52%	714
6				
7				
8				
All	54%	105	52%	2,165

⁶ Schools can acquire these data when the New York State Education Department releases its database containing grade level ELA and math test results for all schools and districts statewide. The NYSED announces the release of the data on its [News Release webpage](#).

ADDITIONAL EVIDENCE

Manhattan Charter School has consistently exceeded or been in line with the district for all grades levels in the 3rd through 5th grade math assessments over the past three years. It is important to note that District 1 includes high-achieving, screened, gifted and talented schools (one of which draws citywide) and schools with very low populations of black and Hispanic students, neither of which are representative of Manhattan Charter School’s student population.

Mathematics Performance of Charter School and Local District
by Grade Level and School Year

Grade	Percent of Students Enrolled in at Least their Second Year Who Are at Proficiency Compared to Local District Students					
	2015-16		2016-17		2017-18	
	Charter School	District	Charter School	District	Charter School	District
3	37%	51%	36%	52%	33%	56%
4	71%	46%	63%	50%	81%	47%
5	47%	45%	48%	49%	53%	52%
6						
7						
8						
All	50%	47%	50%	50%	54%	52%

Goal 2: Comparative Measure

Each year, the school will exceed its predicted level of performance on the state mathematics exam by an Effect Size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State.

METHOD

The Institute conducts a Comparative Performance Analysis, which compares the school’s performance to that of demographically similar public schools statewide. The Institute uses a regression analysis to control for the percentage of economically disadvantaged students among all public schools in New York State. The Institute compares the school’s actual performance to the predicted performance of public schools with a similar concentration of economically disadvantaged students. The difference between the school’s actual and predicted performance, relative to other schools with similar economically disadvantaged statistics, produces an Effect Size. An Effect Size of 0.3, or performing higher than expected to a meaningful degree, is the requirement for achieving this measure.

Given the timing of the state’s release of economically disadvantaged data and the demands of the data analysis, the 2017-18 analysis is not yet available. This report contains 2016-17 results, the most recent Comparative Performance Analysis available.

2017-18 ACCOUNTABILITY PLAN PROGRESS REPORT

RESULTS AND EVALUATION

During the 2016-17 school year, Manhattan Charter School made significant progress over the previous year (2015-16) in Math thus improving the school's overall comparative performance, exceeding the goal of an Effect Size of 0.3 by 0.63. These results demonstrate that MCS is making substantial progress toward the goal of proficiency in the state's Math learning standards.

2016-17 Mathematics Comparative Performance by Grade Level

Grade	Percent Economically Disadvantaged	Number Tested	Percent of Students at Levels 3&4		Difference between Actual and Predicted	Effect Size
			Actual	Predicted		
3	85.1	39	41	36.4	4.6	0.22
4	79.5	38	63	31.8	31.2	1.58
5	83.8	33	48	29	19.0	1.03
6						
7						
8						
All	82.8	110	50.7	32.6	18.1	0.93

School's Overall Comparative Performance:

Higher than expected to a large degree

ADDITIONAL EVIDENCE

Data pertaining to the Effect Size is unavailable for 2014-15 as 2015-16 is the first year this data was reported to the school and included in this report. As an indicator of the academic gains made by the school in the 2016-17 school year, the Effect Size grew slightly from 0.91 in 2015-16 to 0.93 in 2016-17.

Mathematics Comparative Performance by School Year

School Year	Grades	Percent Economically Disadvantaged	Number Tested	Actual	Predicted	Effect Size
2014-15						
2015-16	3-5	79%	115	50%	33%	0.91
2016-17	3-5	82.8%	110	50.7%	32.6%	0.93

Goal 2: Growth Measure⁷

Each year, under the state's Growth Model, the school's mean unadjusted growth percentile in mathematics for all tested students in grades 4-8 will be above the target of 50.

⁷ See Guidelines for [Creating a SUNY Accountability Plan](#) for an explanation.

METHOD

This measure examines the change in performance of the same group of students from one year to the next and the progress they are making in comparison to other students with the same score in the previous year. The analysis only includes students who took the state exam in 2016-17 and also have a state exam score in 2015-16 including students who were retained in the same grade. Students with the same 2015-16 scores are ranked by their 2016-17 scores and assigned a percentile based on their relative growth in performance (student growth percentile). Students' growth percentiles are aggregated school-wide to yield a school's mean growth percentile. In order for a school to meet the measure, the school would have to achieve a mean growth percentile above the target of 50.

Given the timing of the state's release of Growth Model data, the 2017-18 analysis is not yet available. This report contains 2016-17 results, the most recent Growth Model data available.⁸

RESULTS AND EVALUATION

Manhattan Charter School surpassed the statewide median growth percentile by 11 points overall for Math in 2016-17. For the 4th Grade, the state median MGP was exceeded by 31 points, and in 5th Grade, the MGP was lower than the state median by 13.5 points.

2016-17 Mathematics Mean Growth Percentile by Grade Level

Grade	Mean Growth Percentile	
	School	Target
4	81	50.0
5	36.5	50.0
6		50.0
7		50.0
8		50.0
All	<u>61</u>	50.0

ADDITIONAL EVIDENCE

With the exception of 5th Grade in 2016-17, MCS has consistently surpassed the state median percentile for the past three years by between 9 and 31 points. The largest difference between the state MGP and MCS is 4th Grade in 2016-17, a total of 31 points difference.

Mathematics Mean Growth Percentile by Grade Level and School Year

Grade	Mean Growth Percentile			
	2014-15	2015-16	2016-17	Target
4	63.5	64.5	81.0	50.0
5	70.5	59.0	36.5	50.0
6				50.0
7				50.0

⁸ Schools can acquire these data from the NYSED's business portal: portal.nysed.gov.

8				50.0
All	67.0	61.75	61.0	50.0

SUMMARY OF THE MATHEMATICS GOAL

While Manhattan Charter School did not meet the Absolute Goal of 75% proficiency in ELA for all students enrolled in the school for two years, it did meet the Growth Goal, the Comparative Effect Size Goal, and the Comparative Goal against NYC District 1. We cannot yet assess whether or not we met the Absolute Goal related to the school’s aggregate PI as the Measure of Interim Program has not yet been set by the State Education Department.

Type	Measure	Outcome
Absolute	Each year, 75 percent of all tested students who are enrolled in at least their second year will perform at proficiency on the New York State mathematics exam for grades 3-8.	Did Not Achieve
Absolute	Each year, the school’s aggregate PI on the state’s English language arts exam will meet that year’s state MIP as set forth in the state’s ESSA accountability system.	Cannot Yet be Measured
Comparative	Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state mathematics exam will be greater than that of students in the same tested grades in the school district of comparison.	Achieved
Comparative	Each year, the school will exceed its predicted level of performance on the state mathematics exam by an Effect Size of 0.3 or above (performing higher than expected to a small degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State. (Using 2016-17 results.)	Achieved
Growth	Each year, under the state’s Growth Model the school’s mean unadjusted growth percentile in mathematics for all tested students in grades 4-8 will be above the target of 50. (Using the 2016-17 results.)	Achieved

ACTION PLAN

In 2018-19, MCS is continuing the use of Jump Math across K – 5th grades, adopted by the school beginning with the 2016-17 year. A math consultant will continue to work with teachers in implementing Jump Math and developing strategies to work with all students.

To extend and increase instructional hours, a mandatory extended day for testing grades will also continue to be in effect. Beginning in November and running to April 1st, 3rd, 4th and 5th graders will receive an additional 45 minutes of instruction four days a week (Monday, Tuesday, Thursday and Friday).

GOAL 3: SCIENCE

Goal 3: Science

Students' academic performance in science meets or exceeds local, state, and national standards.

BACKGROUND

Science instruction emphasizes scientific inquiry and student investigation of scientific concepts. During the charter term, as part of our ELA curriculum realignment and full adoption of EL, science instruction has been incorporated into Expeditionary Learning literacy units that are supplemented by FOSS and Picture Perfect.

Students use the processes of science, such as observing, classifying, describing, experimenting, measuring, inferring and predicting. Through hands-on investigations, collaborative learning, student discourse, inquiry, integration of disciplines and content areas, and multisensory methods, MCS students explore key scientific concepts and principles in the physical and life sciences. MCS is committed to establishing a foundation of scientific literacy for every student, advancing ideas that prepare them for a life in an increasingly complex scientific and technological world. This scientific literacy is fostered via Expeditionary Learning with the introduction and scaffolding of instructional efficiency, and with the creation of a science classroom where students actively construct ideas through inquiries, investigations, and analyses.

MCS students are given feedback on their performance in science with a series of assessment forms and will participate in individual student interviews, portfolio assessments, summative and embedded formative assessments. MCS students, prepared with the knowledge and thinking capacities to excel in science in the 21st century, are motivated to exceed societal expectations for the next generation of citizens.

Goal 3: Absolute Measure

Each year, 75 percent of all tested students enrolled in at least their second year will perform at or above proficiency on the New York State science examination.

METHOD

The school administered the New York State Testing Program science assessment to students in 4th Grade in spring 2018. The school converted each student's raw score to a performance level and a grade-specific scaled score. The criterion for success on this measure requires students enrolled in at least their second year to score at proficiency.

RESULTS AND EVALUATION

Manhattan Charter Schools has maintained a consistent population of students, with no new students enrolled following the start of 3rd Grade. As a result, all students taking the 4th grade science assessment have been enrolled in at least their 2nd year at MCS when taking the assessment. With 100% of MCS students receiving Level 3 or 4 scores, we far exceeded the goal of 75% proficiency for students enrolled in at least their second year on the science exam.

2017-18 ACCOUNTABILITY PLAN PROGRESS REPORT

Charter School Performance on 2017-18 State Science Exam By All Students and Students Enrolled in At Least Their Second Year

Grade	Percent of Students at Proficiency			
	Charter School Students In At Least 2 nd Year		All MCS Students	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
4	100%	35	100%	35
8				
All	100%	35	100%	35

ADDITIONAL EVIDENCE

MCS has maintained an effective Science program as evidenced by the consistently high proficiency levels on the 4th grade science exam for the past 3 years.

Science Performance by Grade Level and School Year

Grade	Percent of Students Enrolled in At Least Their Second Year at Proficiency					
	2015-16		2016-17		2017-18	
	Percent Proficient	Number Tested	Percent	Number Tested	Percent Proficient	Number Tested
4	100%	34	97%	38	100%	35
8						
All	100%	34	97%	38	100%	35

Goal 3: Comparative Measure

Each year, the percent of all tested students enrolled in at least their second year and performing at proficiency on the state science exam will be greater than that of all students in the same tested grades in the school district of comparison.

METHOD

The school compares tested students enrolled in at least their second year to all tested students in the public school district of comparison. Comparisons are between the results for each grade in which the school had tested students in at least their second year and the results for the respective grades in the school district of comparison. Given the timing of the state's release of district science data, the 2017-18 comparative data is not yet available. Schools should report comparison to the district's **2016-17** data.

RESULTS AND EVALUATION

The data table below shows the comparison of students at MCS for at least their second year and the overall district proficiency, using 2016-17 District data as 2017-18 is currently unavailable. With

2017-18 ACCOUNTABILITY PLAN PROGRESS REPORT

100% of students scoring a Level 3 or 4 on the Science exam, MCS anticipates that it will surpass the District in 2017-18.

2017-18 State Science Exam Charter School and District Performance by Grade Level

Grade	Percent of Students at Proficiency			
	Charter School Students In At Least 2 nd Year		All District Students ⁹	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
4	100%	35	91%	580
8				
All	100%	35	91%	580

ADDITIONAL EVIDENCE

The data table below shows the comparison of students at MCS for at least their second year and the overall district proficiency. MCS exceed the District for both 2015-16 and 2016-17. Please note that District scores are not yet available for 2017-18.

Science Performance of Charter School and Local District by Grade Level and School Year

Grade	Percent of Charter School Students at Proficiency and Enrolled in At Least their Second Year Compared to Local District Students					
	2015-16		2016-17		2017-18	
	Charter School	District	Charter School	District	Charter School	District
4	100%	92%	97%	91%	100%	N/A
8						
All	100%	92%	97%	91%	100%	N/A

SUMMARY OF THE SCIENCE GOAL

With 100% of 4th Grades reaching proficiency on the 2017-18 Science exams, Manhattan Charter School has achieved both the Absolute and Comparative Goals below.

Type	Measure	Outcome
Absolute	Each year, 75 percent of all tested students enrolled in at least their second year will perform at or above proficiency on the New York State examination.	Achieved
Comparative	Each year, the percent of all tested students enrolled in at least their second year and performing at proficiency on the state exam will be greater than that of all students in the same tested grades in the school district of comparison.	Achieved
	[Write in optional measure here]	

⁹ This table uses the prior year's results as 2017-18 district science scores are not yet available.

ACTION PLAN

Given the high level of proficiency in Science, the school has not made any changes to the Science program for the 2018-19 school year. As we did in 2017-18, MCS will engaged a Science consultant to support 3rd and 4th grade classroom teachers with the implementation of the science curriculum.

GOAL 4: ESSA

Goal 4: ESSA

The school will make Adequate Yearly Progress.

Goal 4: Absolute Measure

Under the state’s ESSA accountability system, the school is in good standing: the state has not identified the school for comprehensive or targeted improvement.

METHOD

Because *all* students are expected to meet the state's performance standards, the federal statute stipulates that various sub-populations and demographic categories of students among all tested students must meet the state standard in and of themselves aside from the overall school results. As New York State, like all states, is required to establish a specific system for making these determinations for its public schools, charter schools do not have latitude in establishing their own performance levels or criteria of success for meeting the ESSA accountability requirements. Each year, the state issues School Report Cards that indicate a school’s status under the state accountability system.

RESULTS AND EVALUATION

MCS was found to be in Good Standing as per the New York State Education Department. The school has consistently maintained this status over the past three years.

ADDITIONAL EVIDENCE

Over the past three years, the school has remained in good standing as determined by the New York State Education Department.

Accountability Status by Year

Year	Status
2015-16	Good Standing
2016-17	Good Standing
2017-18	Good Standing



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.

Manhattan Charter Schools

Financial Statements

June 30, 2018 and 2017



Independent Auditors' Report

Board of Trustees Manhattan Charter Schools

We have audited the accompanying financial statements of Manhattan Charter Schools (the "School"), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of activities and functional expenses by school on pages 14 through 16 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Report on Comparative Information

We have previously audited the School's 2017 financial statements, and we have expressed an unmodified audit opinion on those audited financial statements in our report dated September 28, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 27, 2018, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

PKF O'Connor Davies, LLP

Harrison, New York
September 27, 2018

Manhattan Charter Schools

Statement of Financial Position

June 30, 2018

(with comparative amounts at June 30, 2017)

	2018	2017
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 5,712,818	\$ 5,560,829
Investments	1,317,349	1,302,891
Grants and contracts receivable	267,625	247,503
Prepaid expenses and other current assets	62,855	73,376
Total Current Assets	7,360,647	7,184,599
Property and equipment, net	311,845	332,771
Restricted cash	148,578	147,843
	\$ 7,821,070	\$ 7,665,213
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 178,853	\$ 186,548
Accrued payroll and payroll taxes	841,580	991,620
Refundable advances	14,903	133,584
Total Current Liabilities	1,035,336	1,311,752
Net Assets		
Unrestricted		
Undesignated	5,442,614	5,217,961
Board-designated	1,310,000	1,075,000
Total Unrestricted Net Assets	6,752,614	6,292,961
Temporarily restricted	33,120	60,500
Total Net Assets	6,785,734	6,353,461
	\$ 7,821,070	\$ 7,665,213

Manhattan Charter Schools

Statement of Activities
Year Ended June 30, 2018
(with summarized totals for the year ended June 30, 2017)

	2018			2017
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and local per pupil operating revenue				
General education	\$ 6,750,514	\$ -	\$ 6,750,514	\$ 7,051,693
Special education	696,641	-	696,641	719,320
Federal grants	422,110	-	422,110	302,269
State grants	39,545	-	39,545	41,214
Total Operating Revenue	<u>7,908,810</u>	<u>-</u>	<u>7,908,810</u>	<u>8,114,496</u>
EXPENSES				
Program Services				
Regular education	5,431,433	-	5,431,433	5,424,143
Special education	1,121,346	-	1,121,346	1,019,825
Extended day	97,236	-	97,236	29,907
Total Program Services	<u>6,650,015</u>	<u>-</u>	<u>6,650,015</u>	<u>6,473,875</u>
Supporting Services				
Management and general	855,527	-	855,527	818,037
Fundraising	34,021	-	34,021	28,022
Total Expenses	<u>7,539,563</u>	<u>-</u>	<u>7,539,563</u>	<u>7,319,934</u>
Surplus from Operations	<u>369,247</u>	<u>-</u>	<u>369,247</u>	<u>794,562</u>
SUPPORT AND OTHER REVENUE				
Contributions	26,539	19,500	46,039	91,784
Investment income, net	16,987	-	16,987	11,706
Net assets released from restrictions	46,880	(46,880)	-	-
Total Support and Other Revenue	<u>90,406</u>	<u>(27,380)</u>	<u>63,026</u>	<u>103,490</u>
Change in Net Assets	459,653	(27,380)	432,273	898,052
NET ASSETS				
Beginning of year	6,292,961	60,500	6,353,461	1,042,395
Transfer of net assets pursuant to merger of MCS	-	-	-	4,413,014
End of year	<u>\$ 6,752,614</u>	<u>\$ 33,120</u>	<u>\$ 6,785,734</u>	<u>\$ 6,353,461</u>

Manhattan Charter Schools

Statement of Functional Expenses

Year Ended June 30, 2018

(with summarized totals for the year ended June 30, 2017)

	2018							2017	
	No. of Positions	Program Services				Supporting Services			Total
		General Education	Special Education	Extended Day	Total	Management and General	Fundraising	Total	
Personnel Services Costs									
Administrative staff personnel	10	\$ 387,995	\$ 85,204	\$ -	\$ 473,199	\$ 458,267	\$ 18,683	\$ 950,149	\$ 1,008,492
Instructional personnel	62	3,105,934	617,055	6,000	3,728,989	-	-	3,728,989	3,759,592
Non-instructional personnel	<u>2</u>	<u>46,834</u>	<u>11,709</u>	<u>-</u>	<u>58,543</u>	<u>19,514</u>	<u>-</u>	<u>78,057</u>	<u>74,153</u>
Total Salaries and Staff	74	3,540,763	713,968	6,000	4,260,731	477,781	18,683	4,757,195	4,842,237
Employee benefits and payroll taxes		806,953	163,828	1,322	972,103	109,363	4,288	1,085,754	1,040,431
Professional and accounting services		45,139	10,187	-	55,326	195,115	74	250,515	271,665
Professional development		90,894	20,889	66	111,849	13,200	8,903	133,952	120,286
Consultants		311,672	73,324	89,202	474,198	9,388	368	483,954	303,482
Leased equipment		16,406	3,664	13	20,083	2,365	96	22,544	9,603
Supplies and materials		39,425	8,634	30	48,089	6,809	82	54,980	46,894
Curriculum and classroom		203,875	46,582	171	250,628	1	-	250,629	233,001
Travel and conferences		21,865	5,019	1	26,885	93	4	26,982	33,758
Insurance		50,668	10,385	79	61,132	6,910	272	68,314	64,392
Postage and printing		4,553	1,021	4	5,578	658	27	6,263	4,696
Technology and communications		106,835	21,664	176	128,675	14,468	568	143,711	123,059
Dues and subscriptions		26,382	5,547	-	31,929	2,097	88	34,114	18,527
Food service		333	70	-	403	-	-	403	6,677
Student and staff recruitment and retention		71,691	16,840	44	88,575	1,457	51	90,083	39,174
Depreciation and amortization		88,834	18,474	128	107,436	12,000	484	119,920	146,054
Facility		5,145	1,250	-	6,395	3,408	33	9,836	15,923
Miscellaneous		-	-	-	-	414	-	414	75
Total Expenses		<u>\$ 5,431,433</u>	<u>\$ 1,121,346</u>	<u>\$ 97,236</u>	<u>\$ 6,650,015</u>	<u>\$ 855,527</u>	<u>\$ 34,021</u>	<u>\$ 7,539,563</u>	<u>\$ 7,319,934</u>

Manhattan Charter Schools

Statement of Cash Flows
Year Ended June 30, 2018
(with comparative amounts for the year ended June 30, 2017)

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 432,273	\$ 898,052
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	119,920	146,054
Unrealized loss on investments	2,038	1,097
Changes in operating assets and liabilities		
Grants and contracts receivable	(20,122)	(79,402)
Prepaid expenses and other current assets	10,521	22,377
Accounts payable and accrued expenses	(7,695)	34,149
Accrued payroll and payroll taxes	(150,040)	239,803
Refundable advances	(118,681)	125,410
Net Cash from Operating Activities	268,214	1,387,540
 CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(98,994)	(127,647)
Purchases of investments	(16,496)	(10,291)
Restricted cash	(735)	(729)
Net Cash from Investing Activities	(116,225)	(138,667)
Net Change in Cash and Cash Equivalents	151,989	1,248,873
 CASH AND CASH EQUIVALENTS		
Beginning of year	5,560,829	4,311,956
End of year	\$ 5,712,818	\$ 5,560,829

Manhattan Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

1. Organization and Tax Status

Manhattan Charter Schools is a New York State not-for-profit education corporation operating in New York City pursuant to Article 56 of the Education Law of the State of New York. The accompanying financial statements include the following charter schools, collectively referred to as the "School":

Manhattan Charter School ("MCS") was incorporated on July 21, 2004, and was granted a provisional charter on July 21, 2004 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The Board of Regents approved and issued several renewals to MCS's charter. Effective July 1, 2016, MCS's charter agreement was incorporated into Manhattan Charter School II's (MCS II) amended and restated charter agreement (see below).

MCS II was incorporated on September 13, 2011 and was granted a provisional charter on September 13, 2011 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The Board of Regents approved and issued a renewal to its amended and restated charter for an additional five-year term expiring July 31, 2022.

The School's mission is to prepare its students to achieve high academic levels in the four core subject areas, communicate effectively in verbal, mathematical and musical languages, and to apply critical thinking processes and ethical standards to learning, living and problem solving. The School provided education to approximately 454 students in kindergarten through fifth grade during the 2017-2018 academic year.

MCS and MCS II merged into a single not-for-profit legal entity under MCS II, which serves as the sole surviving educational corporation. The plan of merger was approved by the State University of New York Charter School Committee on February 25, 2016, and became effective for financial purposes on July 1, 2016. MCS II changed its name to Manhattan Charter Schools and each school is authorized by the Charter Schools Institute of the State University of New York under MCS II's provisional charter, as amended to effect the merger. MCS was dissolved in conjunction with this merger.

The School shares space with New York City public schools. The School is not responsible for rent, utilities, custodial services, maintenance and school safety services other than security related to the School's programs that take place outside the district's school day. The School was unable to determine a value for the contributed space and related services and did not record any value for use of donated facilities or services.

The New York City Department of Education provides free lunches and transportation directly to some of the School's students. Such costs are not included in these financial statements. The School covers a portion of the cost of lunches for children not entitled to the free lunches.

Except for taxes that may be due for unrelated business income, the School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local income taxes under comparable laws.

Manhattan Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP"), which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly actual results could differ from those estimates.

Net Assets Presentation

Resources for various purposes are classified for accounting and reporting purposes into net asset categories established according to nature and purpose as follows:

Unrestricted - consist of resources available for the general support of the School's operations. Unrestricted net assets may be used at the discretion of the School's management and Board of Trustees. The Board of Trustees has designated \$1,310,000 and \$1,075,000 for long-term educational planning, organizational growth or facilities planning as of June 30, 2018 and 2017.

Temporarily Restricted - represent amounts restricted by donors for specific activities of the School or to be used at some future date. The School records contributions as temporarily restricted if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restrictions. However, when restrictions on donor-restricted contributions are met in the same accounting period in which they are received, such amounts are reported as unrestricted net assets.

Permanently Restricted - consist of net assets that are subject to donor imposed restrictions that require the School to maintain them permanently, including funds that are subject to restrictions of gift instruments requiring that the principal be invested in perpetuity and the income be used for specific or general purposes. Income and gains earned on endowment fund investments are available to be used in the unrestricted or temporarily restricted net asset classes based upon stipulations by the donors.

The School had no permanently restricted net assets at June 30, 2018 and 2017.

Manhattan Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

2. Summary of Significant Accounting Policies (*continued*)

Fair Value Measurements

The School follows U.S. GAAP guidance on fair value measurements which defines fair value and establishes a fair value hierarchy organized into three levels based upon the input assumptions used in pricing assets. Level 1 inputs have the highest reliability and are related to assets with unadjusted quoted prices in active markets. Level 2 inputs relate to assets with other than quoted prices in active markets which may include quoted prices for similar assets or liabilities or other inputs which can be corroborated by observable market data. Level 3 inputs are unobservable inputs and are used to the extent that observable inputs do not exist.

Investment Valuation

Investments are carried at fair value.

Investment Income Recognition

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis and dividends are recorded on the ex-dividend date. Realized and unrealized gains and losses are included in the determination of income.

Cash and Cash Equivalents

Cash and cash equivalents include cash balances held in bank accounts and highly liquid debt instruments with maturities of three months or less at the time of purchase.

Restricted Cash

Under the provisions of its charter, the School established an escrow account to pay for legal and audit expenses that would be associated with a dissolution, should it occur.

Property and Equipment

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$1,000 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset. Purchased property and equipment are recorded at cost at the date of acquisition. Minor costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case such assets are expensed as incurred.

Manhattan Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

2. Summary of Significant Accounting Policies *(continued)*

Property and Equipment (continued)

Depreciation and amortization is recognized on the straight-line method over the estimated useful lives of such assets as follows:

Computers and equipment	3 - 5 years
Furniture and fixtures	7 years
Software	3 years

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2018 and 2017.

Refundable Advances

The School records certain government operating revenue as refundable advances until related services are performed, at which time they are recognized as revenue.

Revenue and Support

Revenue from the state and local governments resulting from the School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as temporarily restricted support if they are received with donor stipulations. Restricted contributions and grants that are made to support the School's current year activities are recorded as unrestricted revenue. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

Functional Expense Allocation

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses by function have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

Manhattan Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

2. Summary of Significant Accounting Policies *(continued)*

Accounting for Uncertainty in Income Taxes

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for years prior to June 30, 2015.

Prior Year Summarized Comparative Financial Information

The financial statements include prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such information should be read in conjunction with the School's financial statements as of and for the year ended June 30, 2017, from which the summarized information was derived.

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is September 27, 2018.

3. Investments

The School's investments at June 30, 2018 and 2017 consist of the following:

	2018		2017	
	Cost	Market	Cost	Market
Certificates of deposit	\$ 1,310,000	\$ 1,312,836	\$ 1,075,000	\$ 1,076,957
Money market	4,513	4,513	225,934	225,934
	<u>\$ 1,314,513</u>	<u>\$ 1,317,349</u>	<u>\$ 1,300,934</u>	<u>\$ 1,302,891</u>

Net investment income consist of the following for the years ended June 30, 2018 and 2017:

	2018	2017
Interest	\$ 19,025	\$ 12,803
Unrealized loss on investments	(2,038)	(1,097)
	<u>\$ 16,987</u>	<u>\$ 11,706</u>

4. Grants and Contracts Receivable

Grants and contracts receivable consist of federal, state, and city entitlements and grants. The School expects to collect these receivables within one year.

Manhattan Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

5. Property and Equipment

Property and equipment consists of the following at June 30:

	<u>2018</u>	<u>2017</u>
Computers and equipment	\$ 840,430	\$ 779,684
Furniture and fixtures	217,034	182,797
Leasehold improvements	174,237	174,237
Software	<u>22,026</u>	<u>18,015</u>
	1,253,727	1,154,733
Accumulated depreciation and amortization	<u>(941,882)</u>	<u>(821,962)</u>
	<u>\$ 311,845</u>	<u>\$ 332,771</u>

6. Employee Benefit Plan

The School maintains a pension plan qualified under Internal Revenue Code 403(b), for the benefit of its eligible employees. Under the plan, the School provided matching contributions up to 4% of the participant's annual compensation. Employee match for the years ended June 30, 2018 and 2017 amounted to \$145,203 and \$126,555.

7. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and cash equivalents on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. As of June 30, 2018 and 2017, approximately \$5,600,000 and \$5,400,000 of cash was maintained with an institution in excess of FDIC limits.

8. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2018 and 2017, the School received approximately 93% and 95% of total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

Manhattan Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

9. Temporarily Restricted Net Assets

Temporarily restricted net assets consist of the following at June 30:

	<u>2018</u>	<u>2017</u>
Musical education	\$ 29,120	\$ 56,000
Training of teachers in JUMP Math	4,000	4,500
	<u>\$ 33,120</u>	<u>\$ 60,500</u>

Net assets for the years ended June 30, 2018 and 2017, were released from donor restrictions by satisfying the purpose specified by donors as follows:

	<u>2018</u>	<u>2017</u>
Musical education	\$ 26,880	\$ -
Training of teachers in JUMP Math	20,000	10,000
	<u>\$ 46,880</u>	<u>\$ 10,000</u>

10. Contingency

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

Manhattan Charter Schools

Supplementary Information

June 30, 2018

Manhattan Charter Schools

Schedule of Activities by School

Year Ended June 30, 2018

(with summarized totals for the year ended June 30, 2017)

	Manhattan Charter School				Manhattan Charter School II				2018	2017
	2018		2017		2018		2017			
	Unrestricted	Temporarily Restricted	Total	Total	Unrestricted	Temporarily Restricted	Total	Total		
OPERATING REVENUE										
State and local per pupil operating revenue										
General education	\$ 3,815,809	\$ -	\$ 3,815,809	\$ 3,859,277	\$ 2,934,705	\$ -	\$ 2,934,705	\$ 3,192,416	\$ 6,750,514	\$ 7,051,693
Special education	401,106	-	401,106	455,113	295,535	-	295,535	264,207	696,641	719,320
Federal grants	234,263	-	234,263	168,379	187,847	-	187,847	133,890	422,110	302,269
State grants	21,015	-	21,015	21,267	18,530	-	18,530	19,947	39,545	41,214
Total Operating Revenue	<u>4,472,193</u>	<u>-</u>	<u>4,472,193</u>	<u>4,504,036</u>	<u>3,436,617</u>	<u>-</u>	<u>3,436,617</u>	<u>3,610,460</u>	<u>7,908,810</u>	<u>8,114,496</u>
EXPENSES										
Program Services										
Regular education	2,911,245	-	2,911,245	3,074,561	2,520,188	-	2,520,188	2,349,582	5,431,433	5,424,143
Special education	719,949	-	719,949	568,158	401,397	-	401,397	451,667	1,121,346	1,019,825
Extended day	65,607	-	65,607	9,205	31,629	-	31,629	20,702	97,236	29,907
Total Program Services	<u>3,696,801</u>	<u>-</u>	<u>3,696,801</u>	<u>3,651,924</u>	<u>2,953,214</u>	<u>-</u>	<u>2,953,214</u>	<u>2,821,951</u>	<u>6,650,015</u>	<u>6,473,875</u>
Supporting Services										
Management and general	474,337	-	474,337	453,913	381,190	-	381,190	364,124	855,527	818,037
Fundraising	24,329	-	24,329	17,357	9,692	-	9,692	10,665	34,021	28,022
Total Expenses	<u>4,195,467</u>	<u>-</u>	<u>4,195,467</u>	<u>4,123,194</u>	<u>3,344,096</u>	<u>-</u>	<u>3,344,096</u>	<u>3,196,740</u>	<u>7,539,563</u>	<u>7,319,934</u>
Surplus from Operations	<u>276,726</u>	<u>-</u>	<u>276,726</u>	<u>380,842</u>	<u>92,521</u>	<u>-</u>	<u>92,521</u>	<u>413,720</u>	<u>369,247</u>	<u>794,562</u>
SUPPORT AND OTHER REVENUE										
Contributions	26,039	19,500	45,539	63,784	500	-	500	28,000	46,039	91,784
Investment income, net	16,760	-	16,760	11,479	227	-	227	227	16,987	11,706
Net assets released from restrictions	33,440	(33,440)	-	-	13,440	(13,440)	-	-	-	-
Total Support and Other Revenue	<u>76,239</u>	<u>(13,940)</u>	<u>62,299</u>	<u>75,263</u>	<u>14,167</u>	<u>(13,440)</u>	<u>727</u>	<u>28,227</u>	<u>63,026</u>	<u>103,490</u>
Change in Net Assets	352,965	(13,940)	339,025	456,105	106,688	(13,440)	93,248	441,947	432,273	898,052
NET ASSETS										
Beginning of year	<u>4,836,619</u>	<u>32,500</u>	<u>4,869,119</u>	<u>4,413,014</u>	<u>1,456,342</u>	<u>28,000</u>	<u>1,484,342</u>	<u>1,042,395</u>	<u>6,353,461</u>	<u>5,455,409</u>
End of year	<u>\$ 5,189,584</u>	<u>\$ 18,560</u>	<u>\$ 5,208,144</u>	<u>\$ 4,869,119</u>	<u>\$ 1,563,030</u>	<u>\$ 14,560</u>	<u>\$ 1,577,590</u>	<u>\$ 1,484,342</u>	<u>\$ 6,785,734</u>	<u>\$ 6,353,461</u>

Manhattan Charter Schools

Schedule of Functional Expenses - Manhattan Charter School
Year Ended June 30, 2018
(with summarized totals for the year ended June 30, 2017)

	2018							2017	
	No. of Positions	Program Services				Supporting Services			Total
		General Education	Special Education	Extended Day	Total	Management and General	Fundraising	Total	
Personnel Services Costs									
Administrative staff personnel	5	\$ 176,209	\$ 48,214	\$ -	\$ 224,423	\$ 262,236	\$ 11,711	\$ 498,370	\$ 557,934
Instructional personnel	32	1,611,567	385,911	-	1,997,478	-	-	1,997,478	2,091,401
Non-instructional personnel	<u>1</u>	<u>40,234</u>	<u>10,059</u>	<u>-</u>	<u>50,293</u>	<u>16,764</u>	<u>-</u>	<u>67,057</u>	<u>61,904</u>
Total Salaries and Staff	38	1,828,010	444,184	-	2,272,194	279,000	11,711	2,562,905	2,711,239
Employee benefits and payroll taxes		429,617	104,392	-	534,009	65,571	2,752	602,332	576,631
Professional and accounting services		26,829	6,989	-	33,818	93,384	74	127,276	150,795
Professional development		58,701	15,588	-	74,289	2,949	8,402	85,640	66,731
Consultants		207,884	55,753	65,436	329,073	5,621	236	334,930	252,982
Leased equipment		12,633	3,070	-	15,703	1,927	81	17,711	4,714
Supplies and materials		21,411	5,633	-	27,044	1,123	47	28,214	28,095
Curriculum and classroom		108,333	29,642	171	138,146	1	-	138,147	111,280
Travel and conferences		12,309	3,353	-	15,662	72	3	15,737	19,130
Insurance		28,134	6,836	-	34,970	4,295	180	39,445	27,204
Postage and printing		3,546	862	-	4,408	542	23	4,973	4,096
Technology and communications		56,585	13,749	-	70,334	8,636	363	79,333	67,737
Dues and subscriptions		13,737	3,338	-	17,075	2,097	88	19,260	7,940
Food service		120	33	-	153	-	-	153	2,771
Student and staff recruitment and retention		45,815	12,536	-	58,351	-	-	58,351	21,142
Depreciation and amortization		52,436	12,741	-	65,177	8,003	336	73,516	68,735
Facility		5,145	1,250	-	6,395	786	33	7,214	1,972
Miscellaneous		-	-	-	-	330	-	330	-
Total Expenses		<u>\$ 2,911,245</u>	<u>\$ 719,949</u>	<u>\$ 65,607</u>	<u>\$ 3,696,801</u>	<u>\$ 474,337</u>	<u>\$ 24,329</u>	<u>\$ 4,195,467</u>	<u>\$ 4,123,194</u>

Manhattan Charter Schools

Schedule of Functional Expenses - Manhattan Charter School II
Year Ended June 30, 2018
(with summarized totals for the year ended June 30, 2017)

	2018							2017	
	No. of Positions	Program Services				Supporting Services			Total
		General Education	Special Education	Extended Day	Total	Management and General	Fundraising	Total	
Personnel Services Costs									
Administrative staff personnel	5	\$ 211,786	\$ 36,990	\$ -	\$ 248,776	\$ 196,031	\$ 6,972	\$ 451,779	\$ 450,558
Instructional personnel	30	1,494,367	231,144	6,000	1,731,511	-	-	1,731,511	1,668,191
Non-instructional personnel	1	<u>6,600</u>	<u>1,650</u>	<u>-</u>	<u>8,250</u>	<u>2,750</u>	<u>-</u>	<u>11,000</u>	<u>12,249</u>
Total Salaries and Staff	36	1,712,753	269,784	6,000	1,988,537	198,781	6,972	2,194,290	2,130,998
Employee benefits and payroll taxes		377,336	59,436	1,322	438,094	43,792	1,536	483,422	463,800
Professional and accounting services		18,310	3,198	-	21,508	101,731	-	123,239	120,870
Professional development		32,193	5,301	66	37,560	10,251	501	48,312	53,555
Consultants		103,788	17,571	23,766	145,125	3,767	132	149,024	50,500
Leased equipment		3,773	594	13	4,380	438	15	4,833	4,889
Supplies and materials		18,014	3,001	30	21,045	5,686	35	26,766	18,799
Curriculum and classroom		95,542	16,940	-	112,482	-	-	112,482	121,721
Travel and conferences		9,556	1,666	1	11,223	21	1	11,245	14,628
Insurance		22,534	3,549	79	26,162	2,615	92	28,869	37,188
Postage and printing		1,007	159	4	1,170	116	4	1,290	600
Technology and communications		50,250	7,915	176	58,341	5,832	205	64,378	55,322
Dues and subscriptions		12,645	2,209	-	14,854	-	-	14,854	10,587
Food service		213	37	-	250	-	-	250	3,906
Student and staff recruitment and retention		25,876	4,304	44	30,224	1,457	51	31,732	18,032
Depreciation and amortization		36,398	5,733	128	42,259	3,997	148	46,404	77,319
Facility		-	-	-	-	2,622	-	2,622	13,951
Miscellaneous		-	-	-	-	84	-	84	75
Total Expenses		<u>\$ 2,520,188</u>	<u>\$ 401,397</u>	<u>\$ 31,629</u>	<u>\$ 2,953,214</u>	<u>\$ 381,190</u>	<u>\$ 9,692</u>	<u>\$ 3,344,096</u>	<u>\$ 3,196,740</u>



Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

Independent Auditors' Report

**Board of Trustees
Manhattan Charter Schools**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Manhattan Charter Schools (the "School"), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 27, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

PKF O'Connor Davies, LLP

Harrison, New York
September 27, 2018

Manhattan Charter Schools

Independent Auditors' Report on Communication of
Internal Control Matters

June 30, 2018

**Independent Auditors' Communication on
Internal Control Matters**

**The Board of Trustees
Manhattan Charter Schools**

In planning and performing our audit of the financial statements of Manhattan Charter Schools (the "School") as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We did not identify any deficiencies in internal control that we consider to be material weaknesses as defined above.

This communication is intended solely for the information and use of management, audit committee, Board of Trustees, The Charter Schools Institute of the State University of New York, The State Education Department of the State University of New York, and others within the School, and is not intended to be and should not be used by anyone other than these specified parties.

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us by the personnel of the School during the course of our audit.

PKF O'Connor Davies, LLP

Harrison, New York
September 27, 2018

PKF O'CONNOR DAVIES, LLP
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Transmittal Form
Annual Financial Statement Audit Report
for SUNY Authorized Charter Schools

Charter School Name:	Manhattan Charter School
Audit Period:	2017-18
Prior Period:	2016-17
Report Due Date:	Thursday, November 01, 2018
Date Submitted:	Tuesday, October 23, 2018
School Fiscal Contact Name:	Gianina Kesselman
School Fiscal Contact Email:	gkesselman@manhattancharterschool.org
School Fiscal Contact Phone:	212-533-2743
School Audit Firm Name:	PKF O'Conner Davis
School Audit Contact Name:	Gus Saliba
School Audit Contact Email:	gsaliba@pkfod.com
School Audit Contact Phone:	917-381-8900

Please submit the following items to the **SUNY Charter Schools Institute** via Epicenter:

Online Portal: <https://my.epicenternow.org/Home.aspx>

Required Items:

- 1) The independent auditor's report on financial statements and notes;
- 2) Excel template file with appropriate sheets completed: Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets; and
- 3) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc. If not applicable enter "N/A."

And, if applicable:

Item	If not included, state the reason(s) below. Or, if not applicable fill in "N/A"):
Management Letter	
Management Letter Response	
Form 990; or Extension Form 9968	
Federal Single Audit/ Uniform Guidance in 2 CFR Part 200, Subpart F	

Please **also** submit the following items to the **New York State Education Department** via online portal:

Online Portal: <https://nysed-cso.fluidreview.com>

Required Items:

- 1) This transmittal form (a copy of the Excel file containing the four schedules Does NOT need to be included)
- 2) Audited Financial Report;

And, if applicable:

- 3) Management Letter and Response;
- 4) Federal Single Audit/Uniform Guidance in 2 CFR Part 200, Subpart F.

MANHATTAN CHARTER SCHOOL
Statement of Financial Position
as of June 30, 2018

<u>ASSETS</u>	<u>2017-18</u>	<u>2016-17</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	-	-
<u>LONG-TERM LIABILITIES</u>		
Deferred Rent	-	-
All other long-term debt and notes payable, net current maturities	-	-
LIABILITIES	-	-
TOTAL LIABILITIES	-	-
<u>NET ASSETS</u>		
Unrestricted	-	-
Temporarily restricted	-	-
TOTAL NET ASSETS	-	-

**TOTAL LIABILITIES AND
NET ASSETS**

-	-
---	---

CK - Should be zero

-

-

MANHATTAN CHARTER SCHOOL

Statement of Activities

as of June 30, 2018

	2017-18			2016-17
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
Public School District				
Resident Student Enrollment	\$ 3,815,809	\$ -	\$ 3,815,809	\$ 3,859,277
Students with disabilities	401,106	-	401,106	455,113
Grants and Contracts				
State and local	21,015	-	21,015	21,267
Federal - Title and IDEA	234,263	-	234,263	168,379
Federal - Other	-	-	-	-
Other	-	-	-	-
NYC DoE Rental Assistance	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
TOTAL REVENUE, GAINS AND OTHER SUPPORT	4,472,193	-	4,472,193	4,504,036
EXPENSES				
Program Services				
Regular Education	\$ 2,911,245	\$ -	\$ 2,911,245	\$ 3,074,561
Special Education	719,949	-	719,949	568,158
Other Programs	65,607	-	65,607	9,205
Total Program Services	3,696,801	-	3,696,801	3,651,924
Management and general	474,337	-	474,337	453,913
Fundraising	24,329	-	24,329	17,357
TOTAL OPERATING EXPENSES	4,195,467	-	4,195,467	4,123,194
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	276,726	-	276,726	380,842
SUPPORT AND OTHER REVENUE				
Contributions				
Foundations	\$ 1,039	19,500	\$ 20,539	63,784
Individuals	-	-	-	-
Corporations	25,000	-	25,000	-
Fundraising	-	-	-	-
Interest income	16,760	-	16,760	11,479
Miscellaneous income	-	-	-	-
Net assets released from restriction	33,440	(33,440)	-	-
TOTAL SUPPORT AND OTHER REVENUE	76,239	(13,940)	62,299	75,263

CHANGE IN NET ASSETS	352,965	(13,940)	339,025	456,105
NET ASSETS BEGINNING OF YEAR	-	-	-	-
PRIOR YEAR/PERIOD ADJUSTMENTS	<u>4,836,619</u>	<u>32,500</u>	<u>4,869,119</u>	<u>4,413,014</u>
NET ASSETS END OF YEAR	<u>\$ 5,189,584</u>	<u>\$ 18,560</u>	<u>\$ 5,208,144</u>	<u>\$ 4,869,119</u>

MANHATTAN CHARTER SCHOOL
Statement of Cash Flows
as of June 30, 2018

	<u>2017-18</u>	<u>2016-17</u>
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ -	\$ -
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	-	-
Grants Receivable	-	-
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	-	-
Accounts Payable	-	-
Accrued Expenses	-	-
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	-	-
Other	-	-
Other	-	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ -	\$ -
CASH FLOWS - INVESTING ACTIVITIES	\$ -	\$ -
Purchase of equipment	-	-
Other	-	-
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ -	\$ -
CASH FLOWS - FINANCING ACTIVITIES	\$ -	\$ -
Principal payments on long-term debt	-	-
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ -	\$ -
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ -	\$ -
Cash at beginning of year	-	-
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ -	\$ -

MANHATTAN CHARTER SCHOOL
Statement of Functional Expenses
as of June 30, 2018

		2017-18						
		Program Services				Supporting Services		
	No. of Positions	Regular	Special	Other	Total	Fund-raising	Management	Total
		Education	Education	Education			and General	
		\$	\$	\$	\$	\$	\$	\$
Personnel Services Costs								
Administrative Staff Personnel	5.00	176,209	48,214	-	224,423	11,711	262,236	273,947
Instructional Personnel	32.00	1,611,567	385,911	-	1,997,478	-	-	-
Non-Instructional Personnel	1.00	40,234	10,059	-	50,293	-	16,764	16,764
Total Salaries and Staff	38.00	1,828,010	444,184	-	2,272,194	11,711	279,000	290,711
Fringe Benefits & Payroll Taxes		429,617	104,392		534,009	2,752	65,571	68,323
Retirement					-			-
Management Company Fees					-			-
Legal Service					-			-
Accounting / Audit Services		26,829	6,989		33,818	74	93,384	93,458
Other Purchased / Professional / Consulting Services		207,884	55,753	65,436	329,073	236	5,621	5,857
Building and Land Rent / Lease / Facility Finance Interest					-			-
Repairs & Maintenance		5,145	1,250		6,395	33	786	819
Insurance		28,134	6,836		34,970	180	4,295	4,475
Utilities					-			-
Supplies / Materials		129,744	35,275	171	165,190	47	1,124	1,171
Equipment / Furnishings		12,633	3,070		15,703	81	1,927	2,008
Staff Development		71,010	18,941		89,951	8,405	3,021	11,426
Marketing / Recruitment		45,815	12,536		58,351			-
Technology		56,585	13,749		70,334	363	8,636	8,999
Food Service		120	33		153			-
Student Services					-			-
Office Expense		3,546	862		4,408	23	542	565
Depreciation		52,436	12,741		65,177	336	8,003	8,339
OTHER		13,737	3,338		17,075	88	2,427	2,515
Total Expenses		\$ 2,911,245	\$ 719,949	\$ 65,607	\$ 3,696,801	\$ 24,329	\$ 474,337	\$ 498,666

		2016-17	
Total			
\$		\$	
498,370		557,934	
1,997,478		2,091,401	
67,057		61,904	
2,562,905		2,711,239	
602,332		576,631	
-		-	
-		-	
-		-	
127,276		150,795	
334,930		252,982	
-		-	
7,214		1,972	
39,445		27,204	
-		-	
166,361		139,375	
17,711		4,714	
101,377		85,861	
58,351		21,142	
79,333		67,737	
153		2,771	
-		-	
4,973		4,096	
73,516		68,735	
19,590		7,940	
\$ 4,195,467		\$ 4,123,194	



**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:	gkesselman@manhattancharterschool.org
Contact Phone:	212-533-2743

REPORT PERIOD

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

**MANHATTAN CHARTER SCHOOL
2018-19**

ENROLLMENT BY GRADES

GRADES	K	1	2	3	4	5	6	7
INITIAL BUDGETED ENROLLMENT	44	42	42	42	42	42		
TOTAL ENROLLMENT = 254								

ENROLLMENT BY DISTRICT

		PRIOR YEAR	ANNUAL BUDGET						
		ACTUAL	TOTAL DISTRICTS/ENROLLMENT BY QUARTER						
			QUARTER 1		QUARTER 2		QUARTER 3		QUAR
			Original	<i>Revised</i>	Original	<i>Revised</i>	Original	<i>Revised</i>	Original
NUMBER OF SCHOOL DISTRICTS ENROLLED:		1	1	0	1	0	1	0	1
NUMBER OF STUDENTS ENROLLED:		272.25	254	0	254	0	254	0	254
			*NOTE: If there are NO budget revisions at the time of quarterly submittal leave the 'REVISED COMPLETELY BLANK. If budget revisions ARE made, the entire "REVISED" budget columns affected quarter(s) must be completed on tabs 2, 3 and 4.						
		PRIOR YEAR	ANNUAL BUDGET						
		2017-18	QUARTER 1		QUARTER 2		QUARTER 3		QUAR
PRIMARY/OTHER	DISTRICT NAME(S)	Actual Enrollment	Original Budgeted Enrollment	<i>Revised</i> Budgeted Enrollment	Original Budgeted Enrollment	<i>Revised</i> Budgeted Enrollment	Original Budgeted Enrollment	<i>Revised</i> Budgeted Enrollment	Original Budgeted Enrollment
PRIMARY District	NYC CHANCELLOR'S OFFICE	272.25	254		254		254		254
SECONDARY District	(Select from drop-down list) →								

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
------------------------------------	------------------------------------	------

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 Quarter
	2017-18	Original	Revised	Variance	Original	Revised	Variance	Original
	Revenue Per Pupil	Budget	Budget		Budget	Budget		Budget

REVENUE

REVENUES FROM STATE SOURCES

2018-19

Per Pupil Rate

Allocate Per Pupil Revenue by Quarter

PPR %/Qtr->

*NOTE: If there are NO budget revisions at the time of quarterly submittal leave the "REVISED" budget columns for the affected quarters blank. If budget revisions ARE made, the entire "REVISED" budget columns for the affected quarters must be updated.

		25.0%	25.0%		25.0%	25.0%		25.0%
NYC CHANCELLOR'S OFFICE	15,307	971,995	-	-	971,995	-	-	971,995
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
ALL OTHER School Districts: (Weighted Avg)								
TOTAL Per Pupil Revenue (Weighted Average Per Pupil Funding)	15,307	971,995	-	-	971,995	-	-	971,995
Special Education Revenue		88,315		-	88,315		-	88,315
Grants								
Stimulus				-			-	
DYCD (Department of Youth and Community Development)				-			-	
Other				-			-	
NYC DoE Rental Assistance								
Other				-			-	
TOTAL REVENUE FROM STATE SOURCES		1,060,309	-	-	1,060,309	-	-	1,060,309

REVENUE FROM FEDERAL FUNDING								
IDEA Special Needs				-	37,737		-	
Title I		10,160		-	30,480		-	30,480
Title Funding - Other		813		-	2,438		-	2,438
School Food Service (Free Lunch)				-			-	
Grants								

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	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

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 Quarter
		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

37.85

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
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)	
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	
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
REVENUE		Please the 'REVISED' Column(s) COMPLETELY BLANK.				
REVENUES FROM STATE SOURCES		ected quarter(s) must be completed on tabs 2, 3 and 4.				
	2018-19					
Per Pupil Revenue	Per Pupil Rate	25.0%		25.0%	25.0%	
NYC CHANCELLOR'S OFFICE	15,307	-	-	971,995	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
ALL OTHER School Districts: (Weighted Avg)	-	-	-	-	-	-
TOTAL Per Pupil Revenue (Weighted Average Per Pupil Funding)	15,307	-	-	971,995	-	-
Special Education Revenue				88,315		
Grants						
Stimulus						
DYCD (Department of Youth and Community Development)						
Other						
NYC DoE Rental Assistance						
Other				114,554		
TOTAL REVENUE FROM STATE SOURCES		-	-	1,174,863	-	-
REVENUE FROM FEDERAL FUNDING						
IDEA Special Needs						
Title I				30,480		
Title Funding - Other				2,438		
School Food Service (Free Lunch)						
Grants						

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 Budget	Variance	Original Budget	Revised 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	
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	
REVENUE							
REVENUES FROM STATE SOURCES							
		2018-19					
Per Pupil Revenue		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		
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
		Total Year			VARIANCE		
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							
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)	
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)	

37.85

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						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		
ENROLLMENT - *School Districts Are Linked To Above Entries* Number of Districts: NYC CHANCELLOR'S OFFICE - - - - - - - - - - - - - - - - ALL OTHER School Districts: (Weighted Avg) TOTAL ENROLLMENT REVENUE PER PUPIL EXPENSES PER PUPIL							

		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
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	-	-

***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 - 1/1 - 3/31
	Actual	Current Budget	Variance	Actual	Current Budget	Variance	

REVENUE
REVENUES FROM STATE SOURCES

	2018-19 Per Pupil Rate	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual
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			-	-		-	-	
TOTAL REVENUE FROM STATE SOURCES			- 1,060,309	-		- 1,060,309	-	

REVENUE FROM FEDERAL FUNDING

IDEA Special Needs			-	-		37,737	-	
Title I			10,160	-		30,480	-	
Title Funding - Other			813	-		2,438	-	
School Food Service (Free Lunch)			-	-		-	-	
Grants								
Charter School Program (CSP) Planning & Implementation			-	-		-	-	
Other			-	-		-	-	

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			
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed							
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	Quarter 0 No. of Positions	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual
ADMINISTRATIVE STAFF PERSONNEL COSTS								
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	-	
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	-	

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		-	-		-	-	
Titlement 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	-	-

*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
	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

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

<p>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</p>	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		15,307				
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	<u>5,813</u>	=		<u>5,813</u>	=
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

RESERVES / CONTINGENCY

DEFERRED RENT

	18,750	-		18,750	-
	-	-		-	-

: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		Actual	Current	
	Budget	Variance		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 -
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REVENUE

REVENUES FROM STATE SOURCES

Per Pupil Revenue

2018-19
Per Pupil Rate

NYC CHANCELLOR'S OFFICE	15,307
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
ALL OTHER School Districts: (Count = 0)	-
TOTAL Per Pupil Revenue (Weighted Average Per Pupil Funding)	15,307

Special Education Revenue	-
Grants	-
Stimulus	-
DYCD (Department of Youth and Community Development)	-
Other	-
NYC DoE Rental Assistance	-
Other	-
TOTAL REVENUE FROM STATE SOURCES	-

REVENUE FROM FEDERAL FUNDING

IDEA Special Needs	-
Title I	-
Title Funding - Other	-
School Food Service (Free Lunch)	-
Grants	-
Charter School Program (CSP) Planning & Implementation	-
Other	-

-	-	-	3,887,978	(3,887,978)	-	-	3,887,978
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	3,887,978	(3,887,978)	-	-	3,887,978
-	-	-	353,260	(353,260)	-	-	353,260
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	114,554	(114,554)	-	-	114,554
-	-	-	4,355,792	(4,355,792)	-	-	4,355,792
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	37,737	(37,737)	-	-	37,737
-	-	-	101,600	(101,600)	-	-	101,600
-	-	-	8,128	(8,128)	-	-	8,128
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

**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

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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EXPENSES	Quarter 0 No. of Positions	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 -
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 - TY
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>

~~2018-19~~
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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ENROLLMENT - *School Districts Are Linked To Above Entries*

*** Enrollment Data Based on Last Actual Quarter Completed**

NYC CHANCELLOR'S OFFICE	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
-	-	-	-		-	-	
ALL OTHER School Districts: (Count = 0)	-	-	-		-	-	
TOTAL ENROLLMENT	-	-	-		-	-	
REVENUE PER PUPIL	-	-	-		-	-	
EXPENSES PER PUPIL	-	-	-		-	-	

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		-	-	-



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
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		-	
<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
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	264,764	-	-
TOTAL CONTRACTED SERVICES	365,764	-	-

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.

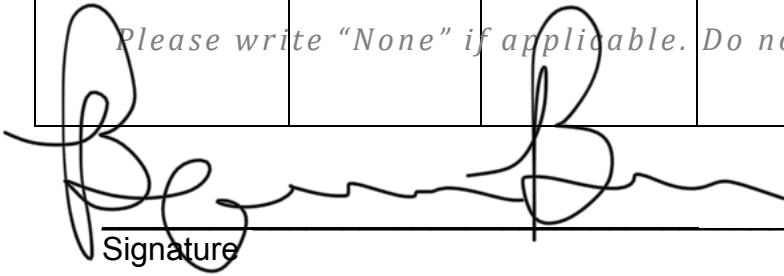
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the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



7/9/18

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:

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


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

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

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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**.

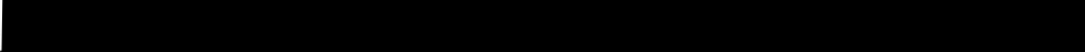
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

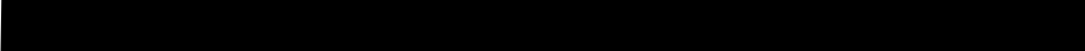
Signature *Joseph B. Busby* Date *7/10/18*

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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:

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 jdaley@manhattancharterschool.org	Chair	N/A	Yes	4	07/01/2018	06/30/2020	8
2	Ben Breen bbreen@manhattancharterschool.org	Vice Chair	Finance	Yes	4	07/01/2018	06/30/2020	6
3	William Colavito wcolavito@manhattancharterschool.org	Treasurer	Finance	Yes	1	07/01/2018	06/30/2020	9
4	Caity Conklin cconklin@manhattancharterschool.org	Secretary	Nominating	Yes	1	07/01/2018	06/30/2020	9
5	Kathleen Cudahy kcudahy@manhattancharterschool.org	Trustee/Member	Nominating	Yes	1	07/01/2018	06/30/2020	8

6	Annabel Javier Ajavier@ manhatta ncharters chool.org	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>
Students with Disabilities	<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