

DOCUMENTS TO PREPARE FOR THE PROCESS

Paul Jasin



SPECIALIZED PUBLIC FINANCE INC.
FINANCIAL ADVISORY SERVICES

DOCUMENTS TO PREPARE FOR THE FINANCING PROCESS

| School Documents | |
|--|--|
| Form 1023 | Form 990 |
| Bylaws and Policies (conflicts of interest, non-discrimination) | Charter Contract |
| Board meeting minutes | Board member biographies |
| Test scores by grade level (for the school and compared to district and neighboring schools) | Enrollment by grade level including waitlists (historical and projected) |
| Current and projected staff | State and local funding data |
| Operating Budgets | Annual Reports |
| Projected 5-year forecast | Lease Agreement / Purchase Agreement |

DOCUMENTS TO PREPARE FOR THE FINANCING PROCESS

| Project Documents | |
|---|---|
| Third party reports <ul style="list-style-type: none">• Alta Survey• Title• Phase I Environmental• Engineering Reports• Insurance• Appraisal | Site specific information <ul style="list-style-type: none">• Restrictions• Access• Encroachments |
| Costs incurred | Project specific information |

{PRESENTERS}



SPECIALIZED PUBLIC FINANCE INC.
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**CHARTER SCHOOL
FACILITY
CENTER**