School Financial Plan Guidesheet

1 Background
- 1.1 Summary of the school's financial profile (ownership; legal status; for-profit/non-profit; most recent total annual revenue & expenses; sources of revenue; major category(ies) of expenses; assets & liabilities; reserves)
- 1.2 Special factors (Ministry requirements; pending litigation; auditor's findings; pending significant changes, e.g. land purchase, infrastructure enhancement, program changes, etc.)

2 Assumptions about the future
- 2.1 Strategic Plan/Master Facilities Plan implications
- 2.2 Major considerations
  - 2.2.1 Anticipated enrollment levels
  - 2.2.2 Anticipated program considerations (expansion/contraction)
  - 2.2.3 Anticipated staffing considerations (numbers; turnover; recruiting strategy; local/overseas; severance payments)
  - 2.2.4 Anticipated capital investment considerations (facilities & infrastructure, i.e. new campus, tech, etc.)
  - 2.2.5 Anticipated market considerations (competitors; enrollment; economic forecast; special conditions)
  - 2.2.6 Anticipated financial goals (balanced budget; reserves target; increased profit; etc.)
  - 2.2.7 Anticipated financial parameters
    - 2.2.7.1 % inflation/currency fluctuation
    - 2.2.7.2 % compensation change
    - 2.2.7.3 preferred % tuition change
    - 2.2.7.4 investment forecast
  - 2.2.8 Other considerations

3 Scenarios described
- 3.1 Likely if no action by the school
- 3.2 Best case (preferred)
- 3.3 Worst case

4 Balance Sheet for next 3 years for each scenario
- 4.1 Parameters (enrollment; staff numbers; significant changes from prior year)
- 4.2 Operational Revenue (by category)
- 4.3 Operational Expenses (by category)
- 4.4 Capital Revenue (by category)
- 4.5 Capital Expenses (by category)

5 Financial Plan Review/Revision Schedule
- 5.1 Financial Plan subject to review/revision (after one year maximum: state month/year)

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