

## CSBM's Training Workshops on Best Business Management Practices

### General Financial Management

1. **Grasping Key Financial Terms** – Ensure everyone on your team has the same financial language. In this session, your board or team will build their financial vocabulary and practice it using real-world examples. Explanations are shared in layperson's terms ensuring that all participants increase their financial literacy and content is accessible to everyone no matter their financial background or experience.
2. **Understanding Revenue Streams and Cash Flows** – Successful financial management begins with an understanding of how each revenue and expense line impacts the school. In this session, participants will learn all revenue streams available to the school and understand how funding works in your state and district, including which deliverables trigger payments to schools, when they are due and when the money arrives.
3. **Budgeting Best Practices** – CSBM shares their budgeting best practices developed from over ten years of supporting charter schools around the country. In this session, attendees will learn the process for creating a sound budget, who should be involved and how, as well as expense norms within the charter sector. Attendees will leave knowing how to create sound budgets based on reasonable assumptions and in alignment with their charters.
4. **The Numbers Don't Lie - Foolproof Financial Reporting, Forecasting & Analysis** – The data in financial reports empowers charter boards and leaders with the knowledge necessary to make the best financial decisions on behalf of their students. Attendees will learn how to create and analyze meaningful financial reports, projections and ratios that help schools make sound decisions and predict the future.
5. **The CSBM Binder System: How to Keep your Financial Documentation Ultra-Organized** – Learn how to organize and manage financial documents throughout the year to set your school up for a self-service financial audit.

### Prevention & Planning

1. **The Top Financial Mistakes Charter Schools Make & How to Prevent them in the First Place** – Understand the main mistakes charter schools make with finance and operations and learn the best practices to prevent them from happening. The best practices help schools at every phase of growth from founding a theoretical organization on paper to building, leading and inspiring a team to work harder than they've ever worked before, at a near-impossible rate of growth each year.

2. **Developing the Most Important Committee on your Board: The Finance Committee** – Responsible financial management can't occur without clear financial oversight. In this session, attendees will learn the role of the board and finance committee in financial oversight, the requirements and expectations of finance committee members and how to structure and plan for key finance committee activities. In addition, this session provides guidance on how to analyze financial reports and add value to the school when reviewing financial data as well as how to assess whether the finance committee is functioning at an optimal level.
3. **The Business Department's True Test: Successful Audit Preparation** – This session demystifies the audit and shares CSBM's process for preparing charter schools for and undergoing the audit. You will learn about the different types of financial audits, what auditors ask for and why, the many stages to an audit and how to prepare for audits throughout the year instead of only during the summer once the fiscal year has ended.
4. **Less Work, More Funding: Development Best Practices** – Is your school ready to fundraise? Do you have all of the resources necessary to be successful? Do you know what it takes to fundraise thousands of dollars year after year? Find out in this session and learn the development best practices including how to structure school operations and leverage the board for fundraising success.
5. **Risk Management: Unearthing and Understanding the Unknown** – In school operations, the key difference between control and chaos comes down to planning. Identifying, assessing and addressing risks is a key step in the operations planning process that can affect all aspects of school departments. Learn how to identify and avoid risks that are often lost in the mix and become proactive and strategic instead of constantly staying in the reactive, firefighting mode.
6. **50 Ways to Boost Revenues, Cut Costs & Save Time** - Although charter schools are well-intentioned, valuable time and money may be lost by operating inefficiently and not taking a critical look in the mirror. Participants will learn ways to create the room in school budgets and time in the schedule sorely needed to better serve students and staff.

## The Life Cycle of Schools

1. **Surviving Start-up** – Learn all of the non-academic steps required between the day you receive a charter and the first day of school.
2. **Know Your Role** – Understand all of the required responsibilities for finance, operations and development. Determine which role school staff, leaders and the board will take. Then, plan accordingly by understanding the various structuring options for the front and back office and how positions shift from multi-talented generalists to highly-focused specialists over time. This session is great for new and growing schools as well as those looking to determine if they have the right structure in place.

3. **Are You Ready to Replicate or Expand?** – Understand the most critical financial, academic and governance challenges that many charter schools face during either replication and/or expansion.
4. **Separation Anxiety: Parting ways with your EMO/CMO/ESP and Learning How to Independently Manage your Finances** – Are you part of a network or partnership and are interested in transitioning to independent operation? If so, this session shows you what this process entails to help you make an informed decision. It begins with an understanding of why other schools have chosen this path and an assessment of whether you are ready to do so as well. The session then demystifies the process, timeline and best practices for moving forward independently.
5. **School Closure Wake-up Call** – This session presents the worst case scenario and provide a full description of school closure and its aftermath. Attendees will learn the financial and operational aspects and realities of school closure including the timeline, true costs, requirements and impacts to all involved.