

**(Insert Authorizing Entity Name)**  
**2020-2021**  
**Charter School Authorizer Annual Report**

## Authorizer Annual Report Checklist

When completing the Charter School Authorizer Annual Report, verify that:

- All sections of the report are present, and all schedules are completed and attached.
- For school district authorizers, the schedule of authorizer operating costs has been included as a supplement to the school district's annual audited financial statements submitted to DPI.
- The report has been completed at the authorizer level, rather than completed for an individual school.
- Authorizer operating costs have been identified in Section VI. This section should not be left blank.
- The operating costs reported in Section VI reflect **only** the costs the authorizing entity incurred while fulfilling the duties under Wis. Stat. s. 118.40 (3m)(a) to (e) which include:
  - Soliciting and evaluating charter school applications,
  - Considering the principles and standards for quality authorizing established by the National Association of Charter School Authorizers,
  - Giving preference in the awarding of contracts for the operation of charter schools that serve children at risk,
  - Approving high-quality charter schools that meet identified educational needs and promote a diversity of educational choices, and
  - Monitoring the performance and compliance with Wis. Stat. s. 118.40 of each charter school with which it contracts.

The operating costs in this section should **not** reflect the operating costs for the authorized charter school(s).

- The total amounts reported in Section VI and Section VII are not the same. As noted above, Section VI should only include operating costs the authorizing entity incurred while fulfilling the duties under Wis. Stat. 118.40 (3m)(a) to (e); while Section VII should include the costs of services the authorizing entity provided to the charter schools with which it contracts. **The expenditures in Section VI and Section VII should not match.**
- Costs reported in Section VII are only the costs of services provided to the charter school(s). Examples of the types of costs that should be reported in this section include but are not limited to: costs for business office services, costs for food services, curriculum services, professional development services, etc. **The expenditures in Section VI and Section VII should not match.**

For further instructions and requirements related to completing each section of this report see the charter school authorizer annual report technical assistance document at <http://dpi.wi.gov/sms/charter-schools/information-authorizers>.



*This resource was developed by DPI for WRCCS at CESA 9 between 2018-2023 with funding from Wisconsin's federal Charter Schools Program grant from the U.S. Department of Education. See [wrccs.org](http://wrccs.org) for more information.*

**SECTION I: AUTHORIZER INFORMATION**

<b>Authorizing Entity:</b>	
<b>Authorizer Address:</b>	
<b>Authorizer Contact Person:</b>	
<b>Contact Person Title:</b>	
<b>Contact Person Phone:</b>	
<b>Contact Person Email:</b>	

**SECTION II: CHARTER SCHOOL INFORMATION**

*(Add additional lines or attach additional sheets, if necessary.)*

<b>Charter Schools Currently Under Contract in 2020-2021:</b>			
<b>School Name:</b>	<b>Charter School's Governing Board Legal Entity Name:</b>	<b>Contract Term Dates (7/1/20xx - 6/30/20xx):</b>	<b>Grades Served:</b>

<b>Charter Schools with Non-renewed or Revoked Contract during 2020-2021:</b>			
<b>School Name:</b>	<b>Charter School's Governing Board Legal Entity Name:</b>	<b>Contract Term Dates (7/1/20xx - 6/30/20xx)*:</b>	<b>Reason for Non-renewal or Revocation:</b>

<b>Charter Schools that Closed During or at the Conclusion of 2020-2021:</b>			
<b>School Name:</b>	<b>Date of School Closure:</b>	<b>Contract Term Dates (7/1/20xx - 6/30/20xx):</b>	<b>Reason for Closure:</b>



Charter Schools Currently Approved, But That Have Not Yet Begun to Operate:			
School Name:	Charter School's Governing Board Legal Entity Name:	Contract Term Dates (7/1/20xx - 6/30/20xx):	Anticipated First Academic Year of Instruction (e.g. 22-23):

**SECTION III: ACADEMIC PERFORMANCE OF CHARTER SCHOOLS**

In this section, provide a summary of the academic performance of each charter school that operated during the school year.

**SECTION IV: FINANCIAL PERFORMANCE OF CHARTER SCHOOLS**

In this section, provide a summary of the financial performance of each charter school that operated during the school year.

**SECTION V: OTHER CONTRACT TERMS AND EXPECTATIONS (OPTIONAL)**

In this section, provide a summary and discussion of any additional contract terms or expectations that the authorizer deems relevant to its report on the overall performance of the charter schools it authorizes.

**SECTION VI: AUTHORIZER OPERATING COSTS**

*(Complete and attach audited Schedule of Charter School Authorizer Operating Costs.)*

Examples of the types of costs that should be reported in the schedule of authorizer operating costs include, but are not limited to:

- o costs incurred by the authorizer to oversee and monitor its charter schools (i.e. salary and fringe for individuals who assume these duties);
- o costs incurred for soliciting, receiving, and reviewing applications for new charter schools (i.e. salary and fringe for individuals who assume these duties which may include administrative staff, business office staff, legal staff, etc.);
- o costs incurred for completing and analyzing charter school data for the purpose of making renewal and revocation decisions; and
- o any additional costs associated with duties under Wis. Stats. s. 118.40(3m)(a) to (e) *(please reference Technical Assistance document for the language of 118.30(3m)(a)-(e)).*

Costs that should not be included in the schedule of authorizer operating costs include salary and fringe for the teachers at the charter school, costs of charter school transportation, curriculum services, food service, etc. **Only costs associated with the authorizer fulfilling its duties should be reported in this schedule.**



## **SECTION VII: SERVICES PROVIDED TO CHARTER SCHOOLS**

*(Complete and attach Schedule of Charter School Authorizer Services and Costs.)*

Examples of the types of costs that should be reported in the schedule of services and costs include, but are not limited to:

- costs for business office services;
- costs for food services;
- curriculum services; or
- professional development services.

Costs and types of services may vary depending upon the contractual relationship between the authorizer and the charter school. Please note that contracted services provided to a charter and authorizer costs are not the same. **The expenditures in Section VI and Section VII should not match.**



(INSERT AUTHORIZING ENTITY NAME)

## Section VI

### SCHEDULE OF CHARTER SCHOOL AUTHORIZER OPERATING COSTS

FISCAL YEAR ENDING (INSERT DATE)

OPERATING ACTIVITY	WUFAR OBJECT CODE	COST
EMPLOYEE SALARIES	100	
EMPLOYEE BENEFITS	200	
PURCHASED SERVICES	300	
NON-CAPITAL OBJECTS	400	
CAPITAL OBJECTS	500	
INSURANCE & JUDGEMENTS	700	
OTHER (REPLACE OTHER WITH AN ACTIVITY NAME)	900	
OTHER (REPLACE OTHER WITH AN ACTIVITY NAME)	900	
<b>TOTAL</b>		



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(INSERT AUTHORIZING ENTITY NAME)

**SECTION VII**

**SCHEDULE OF CHARTER SCHOOL AUTHORIZER SERVICES AND COSTS**

**FISCAL YEAR ENDING (INSERT DATE)**

SERVICES PROVIDED	FUNCTION CODE	COST
REGULAR CURRICULUM	120000	
SPECIAL EDUCATION	150000	
HEALTH SERVICES	214000	
PSYCHOLOGICAL SERVICES	215000	
CURRICULUM DEVELOPMENT	221200	
INSTRUCTIONAL STAFF TRAINING	221300	
GENERAL ADMINISTRATION	230000	
BUILDING ADMINISTRATION	240000	
BUSINESS SERVICES	252000	
GENERAL OPERATIONS	253000	
PUPIL TRANSPORTATION	256000	
TECHNOLOGY	266000	
OTHER SERVICES (REPLACE OTHER WITH A SERVICE)		
<b>TOTAL</b>		



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