

Objective: Participants will be able to identify necessary financial documents for analysis, generate questions from financial ratios and create action plans for ongoing monitoring

**The Financial Basics Every Staffer Should Know...Even Non-Finance Folks!**

**Scenario**

You are responsible for conducting quarterly financial meetings with a network that oversees several schools within your portfolio. The network entered the year projecting to serve 2000 students, and has a strong academic track record of success. To account for the increased demand for the academic model, the school has engaged in leases for several new facilities.

Several days before the November quarterly meeting, you and your team must analyze the school's financial documents.

1. What documents would you ask for, and what information would these documents provide?

Document	Information Provided

After analyzing various financial documents, your team arrives at the following ratios:

Short Term Financial Health	
Days Cash on Hand	22
Current Ratio	1.2
Enrollment Variance	92%

Long Term Financial Health	
Debt to Asset Ratio	.80
Net Income	-\$60,000
Debt Service Coverage Ratio	.90



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2. What questions would you ask the school leader about the short and long term health of the school?

Short Term Health	Long Term Health

3. What steps would you take to continue to monitor the financial health of the school?

