

SUBMIT ORIGINAL TO:

**REQUEST FOR ADVANCE APPROVAL FOR ADDITIONAL DEBT**

Los Angeles County Office of Education  
Business Advisory Services  
12830 Columbia Way  
Downey, CA 90242

**"SAMPLE"**

**INSTRUCTIONS FOR CHARTER SCHOOL:**

- (1) Complete this form along with the requirements listed below.
- (2) The loan request must be accompanied with a narrative including but not limited to the following:
  - (a) Purpose of loan or line of credit
  - (b) Type of loan (secured or unsecured), and lender info
  - (c) Amount, duration, and interest rate of loan
  - (d) Type of collateral for secured loan
  - (e) Proposed loan repayment schedule
  - (f) Narrative on how loan will be repaid
- (3) Provide current bank statement, balance sheet, income statement, and cash flow projections
- (4) Submit revised budget to include loan and charter school board approval
- (5) Request must be submitted at least eight (8) weeks in advance of the date of projected cash needs.
- (6) Requires Charter School Board approval.

CHARTER SCHOOL INFORMATION			
XYZ Charter School		Contract Person	Teddy Bear
Name of Charter School		Contract Phone#	562-123-4567
123 Avenue		Date Submitted	1/1/2000
Street			
1 Pencil Street	CA	999999	
City	State	Zip Code	

SUMMARY CASH PROJECTIONS			
Cash on Hand:		(1)	\$ 20,000
(As of last month financial statement)	30-Nov-19		
Cash projections for the period			
From:	January-2019	To:	March-2019
Estimated Apportionments for the period based on ADA	\$ 400,000		
Estimated Cash Receipts		(2)	\$ 40,000
Estimated Cash Disbursements		(3)	\$ 380,000
<b>LOAN REQUEST AMOUNT</b>	3 - (1 + 2)		<b>\$ 320,000</b>

*Comments: Please note any non applicable for the summary cash projections section.*

**CERTIFICATION BY CHARTER SCHOOL**

I hereby certify that this request is calculated based on my best knowledge of additional cash requirement for the period indicated above. I agree to comply with all applicable laws, policies, rules and regulations relative to the conduct of the Charter School programs. Adjustments to the amount requested may be required upon review of the cash projections and supporting documents.

Name of Charter School Official (please print)	Signature
Charter School Board Chair (please print)	Signature
	Date
	Date

**LACOE INTERNAL USE ONLY**

1. Received by:	Administrative Analyst:	_____	Date:	_____
2. Reviewed by:	Financial Advisory Serv Officer	_____	Date:	_____
3. Approved by:	Assistant Director BAS:	_____	Date:	_____
4. LACOE Board Approval:	Board Chair:	_____	Date:	_____
5. Remarks:	_____			

Cc: Charter School Office

**REQUEST FOR ADVANCE APPROVAL FOR ADDITIONAL DEBT**

**SUBMIT ORIGINAL TO:**  
 Los Angeles County Office of Education  
 Attention: Business Advisory Services  
 Charter School Unit  
 2830 Columbia Way  
 Downey, CA 90242

**INSTRUCTIONS FOR CHARTER SCHOOL:**

- (1) Complete this form along with the requirements listed below.
- (2) The loan request must be accompanied with a narrative including but not limited to the following:
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  - (d) Type of collateral for secured loan
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CHARTER SCHOOL INFORMATION			
Name of Charter School		Contact Person	
Street		Contact Phone #	
City	State	Date Submitted	
Zip Code			

SUMMARY CASH PROJECTIONS			
Cash on Hand: (As of last month financial statement)		(1)	
Cash projections for the period			<i>Comments:</i>
From:	To:		
Estimated Apportionments for the period based on ADA	\$		
Estimated Cash Receipts		(2)	
Estimated Cash Disbursements		(3)	
<b>LOAN REQUEST AMOUNT</b>		<b>3 - (1 + 2)</b>	

**CERTIFICATION BY CHARTER SCHOOL**

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Name of Charter School Official (please print)	Signature	Date
Charter School Board Chair (please print)	Signature	Date

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1. Received by:	Administrative Analyst:	Date:	
2. Reviewed by:	Financial Advisory Serv Officer:	Date:	
3. Approved by:	Assistant Director BAS:	Date:	
4. LACOE Board Approval:	Board Chair:	Date:	
5. Remarks:	_____		

Cc: Charter School Office