


Due to the possibility that schools may be required to close for a significant period of time, schools need to find ways to reduce costs.

The attached images take school leaders through different steps that they can undertake to identify costs that can be reduced.

Reducing School Costs	
Calculate Monthly Expenses during School Closures (See Topic 3: Evaluating School Costs and Topic 1: Assessing Your Cash Burn Rate & Cash Runway)	
The aim should be to reserve as much cash as possible. After calculating monthly expenses, identify costs that can be eliminated or substituted.	
1	Schools should assess their employment contracts and find ways to reduce teacher salaries. Some of the ways could be: <ol style="list-style-type: none">1. Ask teachers to take a pay cut during school closures2. Convert some teachers to part – time.
If some roles are easy to replace or are not required (For example (Support & Administrative Staff), you can consider eliminating these positions.	
2	
3	Talk to your bank about a loan repayment holiday while school remains closed
Talk to your landlord about the possibility of a rent holiday or rent reduction while your school remains closed	
4	

A template for the months of April, May and June is also attached which will help school leaders identify and list their monthly school costs.

Operating Expenses – Salary

EXPENSES

EXPENSES	APRIL	MAY	JUNE
SALARY - TEACHERS			
NUMBER OF TEACHERS			
AVERAGE TEACHER SALARY (MONTHLY)			
TOTAL SALARY			
SALARY - OTHER			
NUMBER OF SCHOOL PROPRIETORS, OWNERS, PARTNERS			
AVERAGE SALARY (MONTHLY)			
TOTAL SALARY			
NUMBER OF ADMINISTRATIVE STAFF (HEAD TEACHERS, ADMIN)			
AVERAGE SALARY (MONTHLY)			
TOTAL SALARY			
NUMBER OF SUPPORT STAFF (COOKS, SECURITY, ETC)			
AVERAGE SALARY (MONTHLY)			
TOTAL SALARY			

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Other Operating Expenses

EXPENSES

EXPENSES	APRIL	MAY	JUNE
OTHER EXPENSES (PER MONTH)			
UTILITIES (ELECTRICITY, WATER, ETC)			
CLEANING AND SANITATION			
FUEL / SCHOOL BUS EXPENSE			
MEALS AND FEEDING			
SCHOOL MATERIALS			
LICENSE, ASSOCIATION DUES AND OTHER REGULATORY FEES			
EXTRA CLASSES EXPENSES			
MEDICALS/LOCAL TRAVELS/SPORTS			
MISCELLANEOUS			
TOTAL OPERATING EXPENSES (SUM OF SALARY AND OTHER EXPENSES)			

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Non - Operating Expenses

EXPENSES	YEAR 1	YEAR 2	YEAR 3
NON-OPERATING INCOME AND EXPENSES (PER MONTH)			
OTHER INCOME	-	-	-
INTEREST AND FINANCING FEES	-	-	-
DEPRECIATION			
OTHER EXPENSES (INCLUDING WRITE-OFFS)			
INCOME TAX			
DRAWINGS / DIVIDENDS	-	-	-

EXPENSES