

Financial Documents Checklist

The following documents must be uploaded to the BPSS system. Use the Manage Documents link and choose the appropriate description below under "Financials":

Bank Statement

- Verification of all bank accounts held by the school and its owners.
- Most recent monthly statement showing transactions and balance.

Projected Operating Budget

- Complete the 24-month projection template or produce a similar projection statement.
- Signed lease or mortgage note for the quarters where instruction will be held.

Balance Sheet

- Complete an initial balance sheet or produce a similar statement detailing the company's assets, equity, and liabilities.
- Updated balance sheet signed 30 days prior to licensure.

Financial Statement

- Financial statements for previous two fiscal years for companies existing prior to the date of application for a school license.

- OR -

- Signed statement indicating the corporation is newly formed and has not operated prior to the date of application for a school license.