



AU FINANCIAL PLAN CHECKLIST 2021 - 2025

STUDENT & TEACHER PAYMENTS

- Evaluate tuition expenses & appropriate teacher payments.
- Secure funding for scholarships with appropriate criteria.
- Determine financial requirements for affiliate relationships.

PROFESSIONAL ACTIVITIES

- Secure grants for expansion, back up, growth.
- Obtain financial support for professional speaking & marketing student & faculty recruitment.
- International accreditation & other yearly organizational fees.

OFFICE MANAGEMENT

- Obtain help with financial matters & paid services of knowledgeable professionals.
- Tax planning and explore with CPA or tax consultant meeting required documents for reporting income and expenses.
- Outline all required expenses for AU Durham office and related expenses for 2023 & beyond..

BUDGET

- Create a balance yearly balance budget.
- Create financial goals increasing assets.
- Create record of all accounts, passwords & management team with access.

ADMINISTRATIVE COSTS

- Define expenses to maintain AU administrative office.
- Administrative costs include the following:
 - Office expenses: storage, equipment, gas, electricity, property management etc.
 - Office supplies: paper, ink, file cabinets, domain names, website, SEO, furniture.
 - Office resources: Dropbox, Mail chimp, Flip cause,
- Affiliate costs & record keeping.