



## **Board of Directors Meeting**

**675 41st St.**

**Oakland, CA 94609**

**March 3rd, 2017**

**8:30 AM**

### *Vision & Mission*

*Yu Ming Charter School will provide a challenging and comprehensive education for Kindergarten through 8<sup>th</sup> grade students, preparing them to be inquisitive and analytic lifelong learners in the 21<sup>st</sup> Century world. Our mission is:*

- *To provide an academically rigorous college preparatory program*
- *To graduate students with bilingual and biliterate skills in Mandarin-Chinese and English*
- *To nurture intellectual curiosity, international perspective and diligence in attaining personal goals*
- *To develop young people with compassion, sound moral character and a sense of responsibility for the community and the environment*

### **I. Preliminary**

- A. **CALL TO ORDER**
- B. **ROLL CALL**
- C. **APPROVAL OF AGENDA**

### **II. INVITATION TO THE PUBLIC TO ADDRESS THE BOARD**

### **III. CONSENT AGENDA** (10 mins)

- A. Approval of December 14, 2017 minutes
- B. Approve November and December 2017 check registers

### **IV. ITEMS OF BUSINESS**

- A. Principal's report (Principal Park) (15 mins)

#### **THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

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1. Include FSO report

**B. Finance Committee (Jessica Norman) (30 mins)**

1. Vote Tax Return forms 990 and 199 for FY17
2. Vote 3-Year Audit Engagement Letter
3. Discussion January Financials
4. Vote Second Interim Financial Report
5. Vote Line of Credit Renewal

**C. Education Committee (Julie Mikuta) (10 mins)**

1. Vote Proposal to adopt the El Dorado County Charter SELPA Local Plan and its updated Governance and Administration Chapter

**D. Facilities Committee (Lucia Hwang) (20 mins)**

1. Vote Contract to engage Kevin Lynch and Gregory Hunter, commercial real estate brokers, in search for permanent site acquisition
2. Discussion Facilities Committee Update

**E. Strategic Planning (Sonali Nijhawan & Eric Peterson) (4 hrs)**

1. Discussion Review Educate78's "Readiness to Grow" Report and discuss Yu Ming's potential to grow (120 mins)
2. Vote Determine/Update Yu Ming's Identity (100 mins)
3. Discussion Determine Next Steps in Strategic Plan Development (20mins)

**V. REVIEW OF ACTION ITEMS AND FUTURE AGENDA ITEMS**

**VI. ADJOURNMENT**

The meeting was adjourned at \_\_\_\_\_.

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## Board of Directors Meeting

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December 14, 2017

6:00 PM

### *Vision & Mission*

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### I. Preliminary

#### A. **CALL TO ORDER**

Meeting was called to order at 6:14 pm.

#### B. **ROLL CALL**

NAME	PRESENT	ABSENT
Lucia Hwang	X	
Joy Lee	X	
Ron Lewis	X	
Julie Mikuta	X	

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Sonali Nijhawan	X	
Jessica Norman	X	
Eric Peterson	X	
Brianna Swartz	X	
Ethan Warsh		X

**C. APPROVAL OF AGENDA**

*Vote to Approve: Agenda*

*Moved by: Julie Mikuta*

*Motion second by: Brianna Swartz*

*Result: Approved*

**II. INVITATION TO THE PUBLIC TO ADDRESS THE BOARD**

No comment

**III. CONSENT AGENDA** (10 mins)

- A.** Approval of October 19<sup>th</sup> minutes
- B.** Approval of November 30<sup>th</sup> minutes
- C.** Approve August, September, and October check registers
- D.** Education Committee Report
- E.** Board Funds Committee Report
- F.** Diversity and Enrollment Committee Report

No public comment

*Vote to Approve: Consent Agenda*

*Moved by: Eric Peterson*

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*Motion second by: Lucia Hwang  
Result: Approved*

#### **IV. ITEMS OF BUSINESS**

##### **A. Principal's report (Principal Park) (15 mins)**

*Highlighted some new resources/initiatives including profile for graduates, pooling data with other schools to compare performance and get additional metrics on SEL and culture  
Celia Pascual (Head of Upper School) shared some information on learning model on Yu Ming as a Summit school for personalized education.*

- *Elements prepare students to be college-ready - Project Time, Personalized Learning Time, Intersession, Advisory and Mentoring. Also have enrichment classes - Design Lab, Phys Ed, Journalism, Contemporary China.*
- *Lunchtime clubs - some teacher-led (e.g. fitness, garden club, math olympiad) or student-led (e.g. creative writing, cartooning, pokemon and history, dodgeball, etc.). After-school Jazz Band, sports league for charter schools (soccer, flag football, cross country, basketball, etc.).*
- *Overnight trips (e.g. 6th grade 5 day overnight at Sly Park, 7th grade 2 week trip to China).*
- *Currently developing model for bilingual proficiency and what is the pathway of students going to high school and their growth in Chinese.*

1. *Include FSO report Will be doing a family storytelling exercise coming up. Planning Lunar New Year Celebration Friday February 9th (afternoon/early evening). Yu Ming will also be in the SF Chinese New Year parade (Sat Feb 4th).*

##### **B. Board Governance (Brianna Swartz) (60 mins)**

1. *Discuss disclosure by Board member Jessica Norman of employment with ExEd, a Yu Ming Contractor*

*Board/public has been aware of her employment. She does not currently and will not work on any Yu Ming business and decision to switch was motivated by services that ExEd provides based on Sue's experience with them.*

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2. Discuss Board Self-Assessment results

*100% response rate - used same assessment as when done previously (2 years ago).  
Doing well on most areas but can improve on strategic planning process, succession planning for head of school, onboarding new members, mixed results on some other areas like board responsiveness, evaluation process for head of school, fundraising needs and board's role in fundraising.*

*Additional comments - varying investment in time, would like to foster more connection and briefing about liabilities.*

3. Vote Board Officer Elections Chair, nominee Eric Peterson

*Moved by: Joy Lee*

*Motion second by: Lucia Hwang*

*Result: Yes*

4. Vote Board Officer Elections Vice Chair, nominee Brianna Swartz

*Moved by: Jessica Norman*

*Motion second by: Lucia Hwang*

*Result: Yes*

5. Vote Board Officer Elections Treasurer, nominee Jessica Norman

*Moved by: Joy Lee*

*Motion second by: Eric Peterson*

*Result: Yes*

6. Vote Board Officer Elections Secretary, nominee Joy Lee

*Moved by: Brianna Swartz*

*Motion second by: Lucia Hwang*

*Result: Yes*

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## 7. Discuss Board Strategic Plan Development

*There will be a structured process to create a strategic plan for Yu Ming. Bellweather will be gathering information and creating a report on their assessment of Yu Ming as an input into the strategic plan. We will receive the report at the end of February and will plan to include the survey in February so we can combine all the information to input into the strategic plan. Bellweather will give an assessment and some ideas of different models of what the future can look like.*

### **Discussion:**

- *This is a large scope and what are the expectations on what we will get to and are we starting from scratch vs somewhat set on what the possibilities are, how deep will the strategic planning go?*
- *This strategic plan will not be as much about are we going to expand to other sites or stay a single site but it will be the first step in refreshing the mission, vision, values.*
- *Currently have a set of problems to solve for around facilities, diversity, financials, recruitment and retention of talent that are near-term. Replication vs model school, etc. will be a question for a future phase.*
- *School has evolved from when it was chartered and we want to make sure we are aligned to our current thoughts on mission, vision, values, objectives.*
- *Will update the survey to stakeholders to be more parent-friendly language before sending out.*

## 8. Vote Proposal to Change Board meeting calendar to incorporate time for strategic plan development

*Need to have 2nd interim approved so may need to schedule two different meetings. Discussion on combining and getting it done by March 8th or scheduling two meetings. YM China trip from 3/9 to 3/23. **Scheduling the strategic planning and March meeting at the same time for March 3rd at 8:30 - 2:30 pm.***

*Moved by: Julie Mikuta*

*Motion second by: Eric Peterson*

*Result: Yes*

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**C. Finance Committee (Jessica Norman) (30 mins)**

**1. Vote 1st Interim Financial Report**

*Receipts are above forecast currently, feeling positive about meeting LCFF target but it is against STRS that has increased and other mounting cost pressures (teacher compensation, etc.). Expense variance over budget - personnel is about \$138K over budget due to increased hires and under calc in budget on STRS, non capitalized equipment about \$41K, rent to be \$103K over plus \$250K deposit that gets spread out over life of lease. Will have forecasted reserve of 15% and working towards 20% - hoping to see some increase in fundraising, savings in oversight fee for Alameda County (should have been 1% but were charged 3%, ExEd is looking into it). Need clear communication with families around the reserve and fiscal responsibility - status of 15% is based on current size and will need even bigger reserves based on 3 mo operating expenses at 20%. Teacher raises is an area where we have questions around how this will impact finances.*

*Moved by: Jessica Norman*

*Motion second by: Brianna Swartz*

*Result: Yes*

**2. Discuss October Financial Report**

**D. Audit Committee (Brianna Swartz and Joy Lee) (15 mins)**

**1. Vote 2017 Audit Report**

*Audit did not find anything of concern.*

*Moved by: Eric Peterson*

*Motion second by: Julie Mikuta*

*Result: Yes*

**E. Education Committee (Julie Mikuta) (15 mins)**

**1. Vote Proposal to revise the school calendar and reduce the number of instructional days**

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*Propose to reduce 2018-19 school year by 5 days to help with teacher retention and adjust schedule to fit families' and staff's schedules. Initial feedback is positive for this. Adding professional development days so teachers only reducing work days by 1 while students have 5 days less school; will allow to maintain a high quality of education. Make sure students have year-long access to internet for education. Also will provide summer program for those that are below grade level in Mandarin. Some parents have concerns about students losing language skills over the summer. Also concern around fewer instructional days in the fall due to breaks and holidays that are more frequent. Yu Ming has longest school year and longest school days comparatively - this should help teachers in terms of breathing room around planning/support vs teaching time with this schedule.*

*Note: Will need to go to ACOE for approval on this since # of instructional days, Sue has started process to get on the schedule*

*Moved by: Julie Mikuta*

*Motion second by: Eric Peterson*

*Result: Yes*

**F. Facilities Committee (Lucia Hwang) (15 mins)**

**1. Discuss Facilities Committee Report**

*Committee is meeting every 2 weeks to work towards securing a permanent facility. Prop 39 request is pending - OUSD has no challenges to enrollment projection, waiting for their preliminary offer that should come by Feb 1st. Prop 51 application also pending (continued/including - had applied for both new/remodel, assessed that we don't have the financial resources to go through with both applications - need to choose new or remodel). In negotiations to renew Alcatraz lease (gathering information for this).*

**G. Enrollment & Diversity Committee (Ron Lewis) (15 mins)**

**1. Vote Updated Lottery Process**

*3 updates to lottery process - including 3rd class in kindergarten, now two local elementary attendance areas reflected, adjusted to reflect how FRL preference works (not material revision, just language). Nothing here will impact MOU.*

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*Moved by: Brianna Swartz*  
*Motion second by: Lucia Hwang*  
*Result: Yes*

V. REVIEW OF ACTION ITEMS AND FUTURE AGENDA ITEMS

VI. **ADJOURNMENT**

The meeting was adjourned at 8:35.

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**Yu Ming Charter School  
Check Register**

**From 11/1/2017 to 11/30/2017**

Effective Date	Document Number	Name	Transaction Description	Transaction Amount
11/1/2017	1711011	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	8.36
11/2/2017	1711021	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	3.18
11/3/2017	1711031	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	14.12
11/3/2017	1711032	PG&E	11/17: UNAUTHORIZED ACH DEBIT	1,847.54
11/3/2017	1711033	PG&E	11/17: UNAUTHORIZED ACH DEBIT	1,847.54
11/6/2017	1711061	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	2.66
11/6/2017	1711062	CARDMEMBER SERVICE	09/17-10/17: CREDIT CARD PURCHASES	8,095.14
11/7/2017	1000185	HANNA ACEVEDO	10/17: BEHAVIORAL CONSULTANT	6,156.25
11/7/2017	1000186	ALL N ONE PEST ELIMINATORS	10/17: PEST CONTROL	75.00
11/7/2017	1000187	BAY JANITORIAL SUPPLY, INC.	09/17: GLOVES, DISINFECTANT CLEANER & SOAP DISPENSERS	199.12
11/7/2017	1000188	KAISER FOUNDATION HEALTH PLAN	12/17: HEALTH INSURANCE PREMIUMS FROM 09/26/17-10/25/17	14,506.87
11/7/2017	1000189	DANNY LAU	REIM: GLOVES, ZIP TIES, DUCT TAPE & CAULK	30.11
11/7/2017	1000190	LPG LIVE SCAN	10/17: FINGERPRINTS	110.00
11/7/2017	1000191	TERESA LUCAN	REIM: SIGN HOLDERS & APRONS	182.11
11/7/2017	1000192	NATUREBRIDGE	12/17: FIELD TRIP BALANCE	470.00
11/7/2017	1000193	NOB HILL CATERING, INC.	09/17: STUDENT LUNCHES	1,848.00
11/7/2017	1000194	OFFICE DEPOT	10/17: COPY PAPER, BINDERS & LAMINATING POUCHES	214.11
11/7/2017		OFFICE DEPOT	10/17: COPY PAPER	98.29
11/7/2017	1000195	SHAMROCK OFFICE SOLUTIONS	10/17: SHIPPING FEE FOR TONER	10.87
11/7/2017	1000196	STARLINE SUPPLY COMPANY	10/17: TRASH BAGS & OTHER CUSTODIAL SUPPLIES	156.80
11/7/2017	1711071	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	7.64
11/7/2017	1711072	VANTIV INTERGRATED PAYMENT SOLUTIONS	10/17: PROCESSING SERVICE FEE	79.90
11/7/2017	1711073	PG&E	10/17: GAS AND ELECTRIC (2086434523-4)	875.28
11/7/2017	1711074	AT&T	09/14/17-10/13/17: PHONE (960 761 3474 555 8)	1,126.53
11/8/2017	1711081	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	5.62
11/9/2017	1711091	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	153.25
11/10/2017	1711101	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	19.58
11/13/2017	1711131	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	0.63
11/13/2017	1711132	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	1.48
11/14/2017	1711141	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	18.29
11/15/2017	1711151	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	6.11
11/16/2017	1711161	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	26.47
11/17/2017	1711171	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	16.89
11/20/2017	1711201	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	0.96
11/20/2017	1711202	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	10.50
11/20/2017	1711203	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	20.40
11/21/2017	1000197	ALL N ONE PEST ELIMINATORS	08/17: PEST CONTROL	75.00
11/21/2017	1000198	BETHANY AVILA	11/17: STRS REFUND	6.51
11/21/2017	1000199	BRIANNA BROWN	REIM: PLATES & CHALKBOARDS	81.90
11/21/2017	1000200	CHARTERSAFE	12/17: GENERAL INSURANCE	3,256.00
11/21/2017	1000201	OLIVER CHIN	11/17: AUTHOR VISIT	300.00
11/21/2017	1000202	HEATHER COLLINS	11/17: STRS REFUND	123.04
11/21/2017	1000203	DONAHUE FITZGERALD ATTORNEYS	10/17: LEGAL SERVICES	286.00
11/21/2017	1000204	EDTEC, INC.	09/17: CONSULTING SERVICES	975.00
11/21/2017	1000205	IMMEDIUM, INC.	11/17: BOOKS	123.20
11/21/2017	1000206	INTERNATIONAL FIRE EQUIPMENT	10/17: SPRINKLER TESTING	1,150.00
11/21/2017	1000207	ELIZABETH JORDAN	11/17: STRS REFUND	239.18
11/21/2017	1000208	LMI.NET	10/17: COMPUTER MAINTENANCE SERVICES	420.00
11/21/2017	1000209	MAXIM STAFFING SOLUTIONS	10/17: NURSE CONSULTANT	314.00
11/21/2017	1000210	HELEN MIN	11/17: STRS REFUND	227.28
11/21/2017	1000211	MUSICK, PEELER & GARRETT, LLP	07/17: LEGAL SERVICES	6,887.50
11/21/2017	1000212	NOB HILL CATERING, INC.	09/17: STAFF MEALS	1,073.75
11/21/2017	1000213	OFFICE DEPOT	10/17: COPY PAPER	98.29
11/21/2017	1000214	OPEN WORKS	07/17: JANITORIAL SERVICES	1,154.00
11/21/2017		OPEN WORKS	08/17: JANITORIAL SERVICES	1,154.00
11/21/2017		OPEN WORKS	09/17: JANITORIAL SERVICES	1,154.00
11/21/2017		OPEN WORKS	08/17-09/17: JANITORIAL SERVICES	1,492.30
11/21/2017		OPEN WORKS	10/17: JANITORIAL SERVICES	1,255.00
11/21/2017		OPEN WORKS	10/17: JANITORIAL SERVICES	2,310.00
11/21/2017	1000215	PLEDGESTAR	11/17: READ-A-THON	695.00
11/21/2017	1000216	WEI QIAN	11/17: STRS REFUND	220.72
11/21/2017	1000217	SACRED HEART CHURCH	12/17: RENT	17,945.00
11/21/2017	1000218	SCHOLASTIC BOOK FAIRS-10	11/17: BOOK FAIR	1,628.69
11/21/2017		SCHOLASTIC BOOK FAIRS-10	11/17: BOOK FAIR	1,732.00
11/21/2017	1000219	SENECA FAMILY OF AGENCIES	09/17: NURSING, VISION & OTHER SERVICES	1,878.75
11/21/2017	1000220	SHAMROCK OFFICE SOLUTIONS	10/17: SHIPPING FEE FOR TONER	10.87
11/21/2017	1000221	ST. COLUMBA PARISH CHURCH	12/17: RENT	13,109.00
11/21/2017	1000222	STEPHEN TROWBRIDGE	11/17: STRS REFUND	76.56
11/21/2017	1000223	WASTE MANAGEMENT OF ALAMEDA COUNTY	11/17: TRASH SERVICES (19-03846-63009)	746.58
11/21/2017		WASTE MANAGEMENT OF ALAMEDA COUNTY	11/17: TRASH SERVICES (19-12091-63002)	488.07
11/21/2017	1000224	SARAH WHEELER	8/28/17-10/20/17: SPECIAL ED CONSULTANT	4,500.00
11/21/2017	1000225	XINYI XU	11/17: STRS REFUND	195.74
11/21/2017		XINYI XU	REIM: TRAVEL EXPENSES	484.31
11/21/2017	1711211	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	1.44
11/22/2017	1711221	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	16.11
11/24/2017	1711241	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	11.98

Yu Ming Charter School  
Check Register

From 11/1/2017 to 11/30/2017

Effective Date	Document Number	Name	Transaction Description	Transaction Amount
11/27/2017	1711271	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	1.44
11/27/2017	1711272	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	3.60
11/27/2017	1711273	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	4.04
11/28/2017	1000226	ALAMEDA COUNTY OFFICE OF EDUCATION	11/17: STRS	43,664.34
11/28/2017	1000227	EXED	11/17: MANAGEMENT CONTRACT FEE, CALPADS & SIS SUPPORT	8,346.67
11/28/2017	1711281	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	6.64
11/28/2017	1711282	VSP VISION CARE	11/17: VISION INSURANCE	204.84
11/29/2017	1711291	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	3.92
11/30/2017	1711301	STRIPE DASHBOARD	11/17: CREDIT CARD FEE	3.53
Total 9120 - Cash in Bank - Operating				158,381.39
Report Total				158,381.39

**Yu Ming Charter School  
Check Register**

**From 12/1/2017 to 12/31/2017**

Effective Date	Document Number	Name	Transaction Description	Transaction Amount
12/1/2017	1712011	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	7.58
12/4/2017	1712041	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	2.77
12/4/2017	1712042	CARDMEMBER SERVICE	10/17-11/17: CREDIT CARD PURCHASES	10,040.55
12/5/2017	1000228	BAY ALARM COMPANY	12/01/17-03/01/18: FIRE MONITORING FEE	534.00
12/5/2017	1000229	BAY JANITORIAL SUPPLY, INC.	11/17: TOILET PAPER, TRASH BAGS & OTHER CUSTODIAL SUPPLIES	433.11
12/5/2017	1000230	CALIFORNIA CHARTER SCHOOLS ASSOCIATION	01/18-12/18: CCSA MEMBERSHIP	3,120.00
12/5/2017	1000231	PAI HUI CHANG	REIM: THERMOMETER FOR INTERN FAMILY	32.04
12/5/2017	1000232	CHARTERSAFE	01/18: GENERAL INSURANCE	3,256.00
12/5/2017	1000233	PIN YU CHEN	REIM: INTERN FAMILY ITEMS	31.71
12/5/2017	1000234	CHINA SPROUT, INC.	11/17: CHINESE BOOK FAIRS	963.46
12/5/2017	1000235	CO POWER	12/17: DENTAL INSURANCE PREMIUM	1,622.49
12/5/2017	1000236	EBMUD PAYMENT CENTER	09/11/17-11/07/17: WATER & WASTE MANAGEMENT (47023778523)	304.58
12/5/2017		EBMUD PAYMENT CENTER	09/11/17-11/07/17: WATER & WASTE MANAGEMENT (61360013774)	234.58
12/5/2017		EBMUD PAYMENT CENTER	09/11/17-11/07/17: WATER & WASTE MANAGEMENT (42099745569)	476.18
12/5/2017	1000237	EDTEC, INC.	10/17: CONSULTING SERVICES	2,250.00
12/5/2017	1000238	EDUCATIONAL DATA SYSTEMS	11/17: CELDT MATERIALS	95.19
12/5/2017	1000239	JAMIE GAO	REIM: SUPPLIES FOR THANKSGIVING EVENT	69.98
12/5/2017	1000240	HENRY C. LEVY, TAX COLLECTOR, ALAMEDA COUNTY	2017-2018: PROPERTY TAXES (16-1450-11-1)	1,332.19
12/5/2017		HENRY C. LEVY, TAX COLLECTOR, ALAMEDA COUNTY	2017-2018 PROPERTY TAXES (16-1451-8-1)	7,029.02
12/5/2017	1000241	LAW OFFICES OF YOUNG, MINNEY & CORR, LLP.	10/17: LEGAL SERVICES	1,203.00
12/5/2017	1000242	YI TING LO	REIM: INTERN FAMILY ITEMS	37.56
12/5/2017	1000243	HELEN MIN	REIM: SNACKS FOR STUDENTS	178.53
12/5/2017		HELEN MIN	REIM: TRAVEL EXPENSE	69.40
12/5/2017	1000244	JENNIFER NEWELL	REIM: WIRE AND MICE FOR COMPUTER LAB	254.80
12/5/2017	1000245	OFFICE DEPOT	10/17: PAPER	148.54
12/5/2017		OFFICE DEPOT	11/17: PAPER	3.50
12/5/2017		OFFICE DEPOT	11/17: PAPER	172.01
12/5/2017		OFFICE DEPOT	11/17: PAPER	120.69
12/5/2017	1000246	PG&E	10/17/17-11/14/17: GAS & ELECTRIC (3514922506-8)	1,215.04
12/5/2017	1000247	SHAMROCK OFFICE SOLUTIONS	11/17: SHIPPING FEE FOR TONER	10.87
12/5/2017		SHAMROCK OFFICE SOLUTIONS	11/17: SHIPPING FEE FOR TONER	10.87
12/5/2017	1000248	STARLINE SUPPLY COMPANY	11/17: TRASH BAGS, PAPER TOWEL, BATH TISSUE	216.82
12/5/2017	1000249	TSAN-YU TSAI	REIM: INTERN FAMILY ITEMS	34.05
12/5/2017	1000250	CHING WEN WANG	REIM: INTERN FAMILY ITEMS	38.10
12/5/2017	1000251	CHUN CHI WANG	REIM: INTERN FAMILY ITEMS	33.45
12/5/2017	1481	CTC (CALIFORNIA COMMISSION ON TEACHER CREDENTIALING)	12/17: TEACHING CREDENTIALS	100.00
12/5/2017	1482	CTC (CALIFORNIA COMMISSION ON TEACHER CREDENTIALING)	12/17: TEACHING CREDENTIALS	100.00
12/5/2017	1483	CTC (CALIFORNIA COMMISSION ON TEACHER CREDENTIALING)	12/17: TEACHING CREDENTIALS	100.00
12/5/2017	1484	CTC (CALIFORNIA COMMISSION ON TEACHER CREDENTIALING)	12/17: TEACHING CREDENTIALS	100.00
12/5/2017	1485	CTC (CALIFORNIA COMMISSION ON TEACHER CREDENTIALING)	12/17: TEACHING CREDENTIALS	100.00
12/5/2017	1486	CTC (CALIFORNIA COMMISSION ON TEACHER CREDENTIALING)	12/17: TEACHING CREDENTIALS	100.00
12/5/2017	1712051	PG&E	10/17/17-11/14/17: GAS AND ELECTRIC (2086434523-4)	972.60
12/5/2017	1712052	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	10.50
12/6/2017	1712061	AT&T	10/14/17-11/13/17: PHONE (960 761 3474 555 8)	1,128.14
12/6/2017	1712062	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	6.91
12/7/2017	1712071	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	14.65
12/8/2017	1487	PEI HSUAN HSIEH	12/17: PAYROLL	486.76
12/8/2017	1488	CTC (CALIFORNIA COMMISSION ON TEACHER CREDENTIALING)	12/17: TEACHING CREDENTIALS	100.00
12/8/2017	1712081	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	1.48
12/11/2017	1000252	CLIFTON LARSON ALLEN LLP	REIM: 2ND PROGRESS BILLING Y/E JUNE 2017	5,000.00
12/11/2017	1000253	WHITNEY DORMAN	REIM: MUSIC BOOKS FOR CLASSROOM	202.14
12/11/2017	1000254	DAWN WILLIAMS FERREIRA	09/17: SPANISH CLASS CONSULTANT	450.00
12/11/2017		DAWN WILLIAMS FERREIRA	10/17: SPANISH CLASS CONSULTANT	525.00
12/11/2017		DAWN WILLIAMS FERREIRA	11/17: SPANISH CLASS CONSULTANT	450.00
12/11/2017	1000255	LISA HILLEY	REIM: SUPPLIES FOR STAFF APPRECIATION EVENT	616.68
12/11/2017	1000256	KAISER FOUNDATION HEALTH PLAN	01/18: HEALTH INSURANCE PREMIUMS FROM 10/26/17-11/25/17	13,965.93
12/11/2017	1000257	YU HAN LIN	REIM: FINGERPRINT	57.00
12/11/2017	1000258	LMI.NET	11/17: COMPUTER MAINTENANCE SERVICES	240.00
12/11/2017	1000259	LPG LIVE SCAN	11/17: FINGERPRINTS	165.00
12/11/2017	1000260	NOB HILL CATERING, INC.	11/17: STAFF LUNCHESES	1,066.75
12/11/2017		NOB HILL CATERING, INC.	11/17: STUDENT LUNCHESES	1,728.00
12/11/2017	1000261	JHEQUELA PERRY	REIM: CATERING FOR FSO MEETING	152.95
12/11/2017	1000262	SENECA FAMILY OF AGENCIES	10/17: NURSING, VISION & OTHER SERVICES	2,254.50
12/11/2017	1000263	SHAMROCK OFFICE SOLUTIONS	09/01/17-11/30/17: COPIER LEASE	2,990.19
12/11/2017		SHAMROCK OFFICE SOLUTIONS	11/17: SHIPPING FEE FOR TONER	10.87
12/11/2017	1000264	U.S. BANK EQUIPMENT FINANCE	11/01/17-12/01/17 COPIER LEASE	2,126.15
12/11/2017	1000265	WASTE MANAGEMENT OF ALAMEDA COUNTY	12/17: TRASH SERVICE (19-03846-63009)	220.92

Yu Ming Charter School  
Check Register

From 12/1/2017 to 12/31/2017

Effective Date	Document Number	Name	Transaction Description	Transaction Amount
12/11/2017		WASTE MANAGEMENT OF ALAMEDA COUNTY	12/17: TRASH SERVICES (19-12091-63002)	171.79
12/11/2017	1712111	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	(2.28)
12/11/2017	1712112	SQUARE, INC.	12/17: CREDIT CARD FEE	41.71
12/11/2017	1712113	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	139.13
12/12/2017	1712121	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	13.80
12/13/2017	1712131	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	1,521.07
12/14/2017	1712141	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	185.91
12/15/2017	1489	LEISURIGE AO	12/17: PAYROLL	301.78
12/15/2017	1712151	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	86.64
12/18/2017	1000266	ALAMEDA COUNTY OFFICE OF EDUCATION	10/17-12/17: STRS PROCESSING FEE	354.00
12/18/2017	1000267	BRANDING BOULEVARD	12/17: FOLDING CHAIRS	582.76
12/18/2017	1000268	DONAHUE FITZGERALD ATTORNEYS	11/17: LEGAL SERVICES	396.50
12/18/2017	1000269	DURHAM SCHOOL SERVICES	10/17: FIELD TRIP TRANSPORTATION	563.33
12/18/2017	1000270	HEATHER HAMILTON	REIM: FINGERPRINTING	116.20
12/18/2017	1000271	OFFICE DEPOT	11/17: PAPER, TAPE, SENTENCE STRIPS FOR STUDENT	205.03
12/18/2017		OFFICE DEPOT	11/17: PAPER	68.81
12/18/2017	1000272	SACRED HEART CHURCH	01/18: RENT	17,945.00
12/18/2017	1000273	SARAH'S SCIENCE	11/17: TOYOLGY WORKSHOPS	577.04
12/18/2017	1000274	SHAMROCK OFFICE SOLUTIONS	12/17: SHIPPING FEE FOR TONER	10.87
12/18/2017		SHAMROCK OFFICE SOLUTIONS	12/17: SHIPPING FEE FOR TONER	10.87
12/18/2017	1000275	ST. COLUMBA PARISH CHURCH	01/18: RENT	13,109.00
12/18/2017	1000276	JENNIFER SUEN	REIM: PUSH PINS TISSUE, TAPE, FILE FOLDERS	505.50
12/18/2017	1000277	SYNCB/AMAZON	10/17-11/17: CREDIT CARD PURCHASES	2,520.50
12/18/2017	1000278	THERAPY WORKS	10/17: OCCUPATIONAL THERAPY SERVICES	1,612.50
12/18/2017		THERAPY WORKS	11/17: OCCUPATIONAL THERAPY SERVICES	1,321.25
12/18/2017	1000279	JIAYING YOU	REIM: READ-A-THON WINNER PRIZES	100.16
12/18/2017	1712181	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	11.00
12/19/2017	1712191	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	19.28
12/20/2017	1712201	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	400.07
12/21/2017	1712211	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	57.59
12/26/2017	1712261	BENEVITY COMMUNITY IMPACT FUND	12/17: CREDIT CARD FEE	2.22
12/26/2017	1712262	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	8.52
12/27/2017	1712271	VSP VISION CARE	12/17: VISION INSURANCE	204.84
12/28/2017	1000280	ALAMEDA COUNTY OFFICE OF EDUCATION	12/17: STRS	43,464.13
12/28/2017	1712281	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	80.84
12/29/2017	1712291	STRIPE DASHBOARD	12/17: CREDIT CARD FEE	11.85
Total 9120 - Cash in Bank - Operating				157,844.99
Report Total				157,844.99



**Board of Directors**  
**March 3, 2018**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	Principal's Report & FSO Update
<b>Time Allotted</b>	15 minutes
<b>Background</b>	Regular Head of School update
<b>Summary</b>	Sue's update on school activities including FSO. Note: Materials to come day of meeting.
<b>Type</b>	Discussion
<b>Key Questions</b>	



**Board of Directors**  
**March 3, 2018**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	B.1. Tax Returns 990 & 199 for FY17
<b>Time Allotted</b>	5 minutes
<b>Background</b>	Yu Ming is required to complete and file non-profit tax return forms each year to the IRS and State of CA.
<b>Summary</b>	The tax return forms are prepared by the audit firm and reviewed by ExED. They present the financial and other supplementary information for the FY16-17.
<b>Type</b>	Vote
<b>Key Questions</b>	1)



**Caution:** Forms printed from within Adobe Acrobat products may not meet IRS or state taxing agency specifications. When using Acrobat 9.x products and later products, select "None" in the "Page Scaling" selection box in the Adobe "Print" dialog.

CLIENT'S COPY

DRAFT

CLIFTONLARSONALLEN LLP  
2210 EAST ROUTE 66  
GLEN DORA, CA 91740  
626-857-7300

FEBRUARY 21, 2018

YU MING CHARTER SCHOOL  
1086 ALCATRAZ AVENUE  
OAKLAND, CA 94608

YU MING CHARTER SCHOOL:

ENCLOSED IS THE ORGANIZATION'S 2016 EXEMPT ORGANIZATION RETURN. THE STATE EXEMPT ORGANIZATION RETURN IS ALSO ENCLOSED. THESE SHOULD BE SIGNED, DATED, AND MAILED, AS INDICATED.

SPECIFIC FILING INSTRUCTIONS ARE AS FOLLOWS.

FORM 990 RETURN:

THIS RETURN HAS QUALIFIED FOR ELECTRONIC FILING. AFTER YOU HAVE REVIEWED THE RETURN FOR COMPLETENESS AND ACCURACY, PLEASE SIGN, DATE AND RETURN FORM 8879-EO TO OUR OFFICE. WE WILL TRANSMIT THE RETURN ELECTRONICALLY TO THE IRS AND NO FURTHER ACTION IS REQUIRED. RETURN FORM 8879-EO TO US BY MAY 15, 2018.

CALIFORNIA FORM 199 RETURN:

THE CALIFORNIA FORM 199 RETURN HAS QUALIFIED FOR ELECTRONIC FILING. AFTER YOU HAVE REVIEWED YOUR RETURN FOR COMPLETENESS AND ACCURACY, PLEASE SIGN, DATE AND RETURN FORM 8453-EO TO OUR OFFICE. WE WILL THEN TRANSMIT YOUR RETURN ELECTRONICALLY TO THE FTB. DO NOT MAIL THE PAPER COPY OF THE RETURN TO THE FTB.

NO PAYMENT IS REQUIRED.

COPIES OF ALL THE RETURNS ARE ENCLOSED FOR YOUR FILES. WE  
SUGGEST THAT YOU RETAIN THESE COPIES INDEFINITELY.

VERY TRULY YOURS,

WADE MCMULLEN, CPA

DRAFT

## Filing Instructions

**Prepared for:**

YU MING CHARTER SCHOOL  
1086 ALCATRAZ AVENUE  
OAKLAND, CA 94608

**Prepared by:**

CLIFTONLARSONALLEN LLP  
2210 EAST ROUTE 66  
GLEN DORA, CA 91740  
626-857-7300

2016 FORM 990

**ELECTRONIC FILING:**

THIS RETURN HAS QUALIFIED FOR ELECTRONIC FILING. AFTER YOU HAVE REVIEWED THE RETURN FOR COMPLETENESS AND ACCURACY, PLEASE SIGN, DATE AND RETURN FORM 8879-EO TO OUR OFFICE. WE WILL TRANSMIT THE RETURN ELECTRONICALLY TO THE IRS AND NO FURTHER ACTION IS REQUIRED. RETURN FORM 8879-EO TO US BY MAY 15, 2018.

2016 CALIFORNIA FORM 199

NO PAYMENT IS REQUIRED.

THE CALIFORNIA FORM 199 RETURN HAS BEEN PREPARED FOR ELECTRONIC FILING. AFTER YOU HAVE REVIEWED YOUR RETURN FOR COMPLETENESS AND ACCURACY, PLEASE SIGN, DATE AND RETURN FORM 8453-EO TO OUR OFFICE. WE WILL THEN TRANSMIT YOUR RETURN ELECTRONICALLY TO THE FTB. DO NOT MAIL THE PAPER COPY OF THE RETURN TO THE FTB.

\*\*\*\*\* THIS IS NOT A FILEABLE COPY \*\*\*\*\*

# IRS e-file Signature Authorization for an Exempt Organization

OMB No. 1545-1878

Form **8879-EO**

For calendar year 2016, or fiscal year beginning JUL 1, 2016, and ending JUN 30, 2017

**2016**

Department of the Treasury  
Internal Revenue Service

▶ Do not send to the IRS. Keep for your records.

▶ Information about Form 8879-EO and its instructions is at [www.irs.gov/form8879eo](http://www.irs.gov/form8879eo).

Name of exempt organization

Employer identification number

**YU MING CHARTER SCHOOL**

**27-4260393**

Name and title of officer

**SUE PARK**

**HEAD OF SCHOOL**

## Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line **1a**, **2a**, **3a**, **4a**, or **5a**, below, and the amount on that line for the return being filed with this form was blank, then leave line **1b**, **2b**, **3b**, **4b**, or **5b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than 1 line in Part I.

<b>1a</b> Form 990 check here ▶ <input checked="" type="checkbox"/>	<b>b Total revenue</b> , if any (Form 990, Part VIII, column (A), line 12) .....	<b>1b</b> <u>4,228,643.</u>
<b>2a</b> Form 990-EZ check here ▶ <input type="checkbox"/>	<b>b Total revenue</b> , if any (Form 990-EZ, line 9) .....	<b>2b</b> _____
<b>3a</b> Form 1120-POL check here ▶ <input type="checkbox"/>	<b>b Total tax</b> (Form 1120-POL, line 22) .....	<b>3b</b> _____
<b>4a</b> Form 990-PF check here ▶ <input type="checkbox"/>	<b>b Tax based on investment income</b> (Form 990-PF, Part VI, line 5) .....	<b>4b</b> _____
<b>5a</b> Form 8868 check here ▶ <input type="checkbox"/>	<b>b Balance Due</b> (Form 8868, line 3c) .....	<b>5b</b> _____

## Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2016 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

☒ I authorize CLIFTONLARSONALLEN LLP to enter my PIN 12345  
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the organization's tax year 2016 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2016 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶ \*\*\*\*\* THIS IS NOT A FILEABLE COPY \*\*\* Date ▶ \_\_\_\_\_

## Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

**95405291740**

do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2016 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ \_\_\_\_\_ Date ▶ 02/21/18

**ERO Must Retain This Form - See Instructions**  
**Do Not Submit This Form To the IRS Unless Requested To Do So**

LHA For Paperwork Reduction Act Notice, see instructions.

Form **8879-EO** (2016)

623051 09-26-16

15470221 135992 213-110150

2016.05050 YU MING CHARTER SCHOOL

213-17K1

EXTENDED TO MAY 15, 2018

Form **990**Department of the Treasury  
Internal Revenue Service**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- ▶ Do not enter social security numbers on this form as it may be made public.  
▶ Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**Open to Public  
Inspection**A** For the 2016 calendar year, or tax year beginning **JUL 1, 2016** and ending **JUN 30, 2017****B** Check if applicable:

- ☐ Address change  
☐ Name change  
☐ Initial return  
☐ Final return/terminated  
☐ Amended return  
☐ Application pending

**C** Name of organization**YU MING CHARTER SCHOOL**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)

**1086 ALCATRAZ AVENUE**

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

**OAKLAND, CA 94608****F** Name and address of principal officer: **SUE PARK****1086 ALCATRAZ AVE, OAKLAND, CA 94608****D** Employer identification number**27-4260393****E** Telephone number**510-452-2063****G** Gross receipts \$**4,228,643.****H(a)** Is this a group returnfor subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. (see instructions)

**H(c)** Group exemption number ▶**I** Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: ▶ **WWW.YUMINGSCHOOL.ORG****K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶**L** Year of formation: **2010****M** State of legal domicile: **CA****Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b>	Briefly describe the organization's mission or most significant activities: <b>THE MISSION OF YU MING CHARTER SCHOOL IS TO PROVIDE A CHALLENGING AND</b>
	<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.
	<b>3</b>	Number of voting members of the governing body (Part VI, line 1a) <b>3</b> <b>9</b>
	<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b) <b>4</b> <b>9</b>
	<b>5</b>	Total number of individuals employed in calendar year 2016 (Part V, line 2a) <b>5</b> <b>67</b>
	<b>6</b>	Total number of volunteers (estimate if necessary) <b>6</b> <b>355</b>
	<b>7a</b>	Total unrelated business revenue from Part VIII, column (C), line 12 <b>7a</b> <b>0.</b>
<b>7b</b>	Net unrelated business taxable income from Form 990-T, line 34 <b>7b</b> <b>0.</b>	
<b>Revenue</b>	<b>8</b>	Contributions and grants (Part VIII, line 1h) <b>3,186,705.</b> <b>3,736,751.</b>
	<b>9</b>	Program service revenue (Part VIII, line 2g) <b>425,809.</b> <b>283,420.</b>
	<b>10</b>	Investment income (Part VIII, column (A), lines 3, 4, and 7d) <b>0.</b> <b>0.</b>
	<b>11</b>	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) <b>23,121.</b> <b>208,472.</b>
	<b>12</b>	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) <b>3,635,635.</b> <b>4,228,643.</b>
<b>Expenses</b>	<b>13</b>	Grants and similar amounts paid (Part IX, column (A), lines 1-3) <b>0.</b> <b>0.</b>
	<b>14</b>	Benefits paid to or for members (Part IX, column (A), line 4) <b>0.</b> <b>0.</b>
	<b>15</b>	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) <b>2,009,722.</b> <b>2,560,437.</b>
	<b>16a</b>	Professional fundraising fees (Part IX, column (A), line 11e) <b>0.</b> <b>0.</b>
	<b>b</b>	Total fundraising expenses (Part IX, column (D), line 25) <b>0.</b>
	<b>17</b>	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) <b>1,360,261.</b> <b>1,371,518.</b>
	<b>18</b>	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) <b>3,369,983.</b> <b>3,931,955.</b>
<b>19</b>	Revenue less expenses. Subtract line 18 from line 12 <b>265,652.</b> <b>296,688.</b>	
<b>Net Assets or Fund Balances</b>	<b>20</b>	Total assets (Part X, line 16) <b>1,008,937.</b> <b>1,274,713.</b>
	<b>21</b>	Total liabilities (Part X, line 26) <b>158,325.</b> <b>127,413.</b>
	<b>22</b>	Net assets or fund balances. Subtract line 21 from line 20 <b>850,612.</b> <b>1,147,300.</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer	Date			
	<b>SUE PARK, HEAD OF SCHOOL</b> Type or print name and title				
<b>Paid Preparer Use Only</b>	Print/Type preparer's name <b>WADE MCMULLEN, CPA</b>	Preparer's signature <b>WADE MCMULLEN, CPA</b>	Date <b>02/21/18</b>	Check <input type="checkbox"/> if self-employed	PTIN <b>P00541671</b>
	Firm's name ▶ <b>CLIFTONLARSONALLEN LLP</b>	Firm's EIN ▶ <b>41-0746749</b>			
	Firm's address ▶ <b>2210 EAST ROUTE 66 GLENORA, CA 91740</b>	Phone no. <b>626-857-7300</b>			

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

**Part III Statement of Program Service Accomplishments**Check if Schedule O contains a response or note to any line in this Part III ☒ **X****1** Briefly describe the organization's mission:

THE MISSION OF YU MING CHARTER SCHOOL IS TO PROVIDE A CHALLENGING AND COMPREHENSIVE EDUCATION FOR KINDERGARTEN THROUGH 2ND GRADE STUDENTS, THROUGH A MANDARIN IMMERSION PROGRAM, PREPARING THEM TO BE INQUISITIVE AND ANALYTIC LIFELONG LEARNERS IN THE 21ST CENTURY. YU MING CHARTER

**2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

**4a** (Code: ) (Expenses \$ 3,398,429. including grants of \$ ) (Revenue \$ 491,892.)  
A PUBLIC CHARTER SCHOOL PROVIDING EDUCATIONAL OPPORTUNITIES TO THE SURROUNDING COMMUNITY.

**4b** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

**4c** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

**4d** Other program services (Describe in Schedule O.)

(Expenses \$ including grants of \$ ) (Revenue \$ )

**4e** Total program service expenses **3,398,429.**

**Part IV Checklist of Required Schedules**

	Yes	No
<b>1</b> Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
<b>2</b> Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?		X
<b>3</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
<b>4</b> <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
<b>5</b> Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
<b>6</b> Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
<b>7</b> Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
<b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
<b>9</b> Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
<b>10</b> Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
<b>11</b> If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
<b>a</b> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
<b>b</b> Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
<b>c</b> Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
<b>d</b> Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
<b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		X
<b>f</b> Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	X	
<b>12a</b> Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
<b>b</b> Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
<b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	X	
<b>14a</b> Did the organization maintain an office, employees, or agents outside of the United States?		X
<b>b</b> Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
<b>15</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
<b>16</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
<b>17</b> Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>		X
<b>18</b> Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		X
<b>19</b> Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X

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**Part IV Checklist of Required Schedules** (continued)

	Yes	No
<b>20a</b> Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i> .....		X
<b>b</b> If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? .....		
<b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i> .....		X
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i> .....		X
<b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i> .....		X
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i> .....		X
<b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? .....		
<b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? .....		
<b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? .....		
<b>25a</b> <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i> .....		X
<b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i> .....		X
<b>26</b> Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i> .....		X
<b>27</b> Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i> .....		X
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
<b>a</b> A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
<b>b</b> A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
<b>c</b> An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i> .....		X
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i> .....		X
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i> .....		X
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i> .....		X
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i> .....		X
<b>34</b> Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i> .....		X
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)? .....		X
<b>b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....		
<b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....		X
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i> .....		X
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? .....	X	

**Note.** All Form 990 filers are required to complete Schedule OForm **990** (2016)

**Part V Statements Regarding Other IRS Filings and Tax Compliance**Check if Schedule O contains a response or note to any line in this Part V ☐

		Yes	No
<b>1a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	<b>1a</b> 41		
<b>b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	<b>1b</b> 0		
<b>c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	<b>1c</b>	X	
<b>2a</b> Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	<b>2a</b> 67		
<b>b</b> If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	<b>2b</b>	X	
<b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)			
<b>3a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year?	<b>3a</b>		X
<b>b</b> If "Yes," has it filed a Form 990-T for this year? If "No," to line 3b, provide an explanation in Schedule O	<b>3b</b>		
<b>4a</b> At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	<b>4a</b>		X
<b>b</b> If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
<b>5a</b> Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	<b>5a</b>		X
<b>b</b> Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	<b>5b</b>		X
<b>c</b> If "Yes," to line 5a or 5b, did the organization file Form 8886-T?	<b>5c</b>		
<b>6a</b> Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	<b>6a</b>		X
<b>b</b> If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	<b>6b</b>		
<b>7 Organizations that may receive deductible contributions under section 170(c).</b>			
<b>a</b> Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	<b>7a</b>		X
<b>b</b> If "Yes," did the organization notify the donor of the value of the goods or services provided?	<b>7b</b>		
<b>c</b> Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	<b>7c</b>		X
<b>d</b> If "Yes," indicate the number of Forms 8282 filed during the year	<b>7d</b>		
<b>e</b> Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	<b>7e</b>		X
<b>f</b> Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	<b>7f</b>		X
<b>g</b> If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	<b>7g</b>		
<b>h</b> If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	<b>7h</b>		
<b>8 Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	<b>8</b>		
<b>9 Sponsoring organizations maintaining donor advised funds.</b>			
<b>a</b> Did the sponsoring organization make any taxable distributions under section 4966?	<b>9a</b>		
<b>b</b> Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	<b>9b</b>		
<b>10 Section 501(c)(7) organizations.</b> Enter:			
<b>a</b> Initiation fees and capital contributions included on Part VIII, line 12	<b>10a</b>		
<b>b</b> Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	<b>10b</b>		
<b>11 Section 501(c)(12) organizations.</b> Enter:			
<b>a</b> Gross income from members or shareholders	<b>11a</b>		
<b>b</b> Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	<b>11b</b>		
<b>12a Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?	<b>12a</b>		
<b>b</b> If "Yes," enter the amount of tax-exempt interest received or accrued during the year	<b>12b</b>		
<b>13 Section 501(c)(29) qualified nonprofit health insurance issuers.</b>			
<b>a</b> Is the organization licensed to issue qualified health plans in more than one state?	<b>13a</b>		
<b>Note.</b> See the instructions for additional information the organization must report on Schedule O.			
<b>b</b> Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	<b>13b</b>		
<b>c</b> Enter the amount of reserves on hand	<b>13c</b>		
<b>14a</b> Did the organization receive any payments for indoor tanning services during the tax year?	<b>14a</b>		X
<b>b</b> If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	<b>14b</b>		

Form 990 (2016)

**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

☒**Section A. Governing Body and Management**

	1a	1b	9	Yes	No
<b>1a</b> Enter the number of voting members of the governing body at the end of the tax year			9		
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.					
<b>b</b> Enter the number of voting members included in line 1a, above, who are independent			9		
<b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?			2		X
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?			3		X
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?			4		X
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets?			5		X
<b>6</b> Did the organization have members or stockholders?			6		X
<b>7a</b> Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?			7a		X
<b>b</b> Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?			7b		X
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:					
<b>a</b> The governing body?			8a	X	
<b>b</b> Each committee with authority to act on behalf of the governing body?			8b	X	
<b>9</b> Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O			9		X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	10a	10b	11a	12a	12b	12c	13	14	15a	15b	16a	16b	Yes	No
<b>10a</b> Did the organization have local chapters, branches, or affiliates?														X
<b>b</b> If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?														
<b>11a</b> Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?			X											
<b>b</b> Describe in Schedule O the process, if any, used by the organization to review this Form 990.														
<b>12a</b> Did the organization have a written conflict of interest policy? If "No," go to line 13				X										
<b>b</b> Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?				X										
<b>c</b> Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done				X										
<b>13</b> Did the organization have a written whistleblower policy?				X										
<b>14</b> Did the organization have a written document retention and destruction policy?														X
<b>15</b> Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?														
<b>a</b> The organization's CEO, Executive Director, or top management official				X										
<b>b</b> Other officers or key employees of the organization				X										
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).														
<b>16a</b> Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?														X
<b>b</b> If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?														

**Section C. Disclosure**

**17** List the states with which a copy of this Form 990 is required to be filed **CA**

**18** Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

**19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

**20** State the name, address, and telephone number of the person who possesses the organization's books and records: **EDTEC - 510-663-3500**  
**1410A 62ND STREET, EMERYVILLE, CA 94608**

Check if Schedule O contains a response or note to any line in this Part VII



**Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	<b>1 a</b> Federated campaigns .....	<b>1a</b>					
	<b>b</b> Membership dues .....	<b>1b</b>					
	<b>c</b> Fundraising events .....	<b>1c</b>					
	<b>d</b> Related organizations .....	<b>1d</b>					
	<b>e</b> Government grants (contributions) .....	<b>1e</b>	3,176,457.				
	<b>f</b> All other contributions, gifts, grants, and similar amounts not included above .....	<b>1f</b>	560,294.				
	<b>g</b> Noncash contributions included in lines 1a-1f: \$ .....						
	<b>h Total.</b> Add lines 1a-1f .....				3,736,751.		
<b>Program Service Revenue</b>	<b>2 a</b> AFTER SCHOOL PROGRAM .....	<b>Business Code</b>	900099	186,601.	186,601.		
	<b>b</b> FOOD SERVICE SALES .....		900099	78,193.	78,193.		
	<b>c</b> FIELD TRIPS .....		900099	18,626.	18,626.		
	<b>d</b> .....						
	<b>e</b> .....						
	<b>f</b> All other program service revenue .....						
	<b>g Total.</b> Add lines 2a-2f .....				283,420.		
	<b>Other Revenue</b>	<b>3</b> Investment income (including dividends, interest, and other similar amounts) .....					
<b>4</b> Income from investment of tax-exempt bond proceeds .....							
<b>5</b> Royalties .....							
<b>6 a</b> Gross rents .....		(i) Real	(ii) Personal				
<b>b</b> Less: rental expenses .....							
<b>c</b> Rental income or (loss) .....							
<b>d</b> Net rental income or (loss) .....							
<b>7 a</b> Gross amount from sales of assets other than inventory .....		(i) Securities	(ii) Other				
<b>b</b> Less: cost or other basis and sales expenses .....							
<b>c</b> Gain or (loss) .....							
<b>d</b> Net gain or (loss) .....							
<b>8 a</b> Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18 .....		<b>a</b>					
<b>b</b> Less: direct expenses .....		<b>b</b>					
<b>c</b> Net income or (loss) from fundraising events .....							
<b>9 a</b> Gross income from gaming activities. See Part IV, line 19 .....		<b>a</b>					
<b>b</b> Less: direct expenses .....		<b>b</b>					
<b>c</b> Net income or (loss) from gaming activities .....							
<b>10 a</b> Gross sales of inventory, less returns and allowances .....		<b>a</b>					
<b>b</b> Less: cost of goods sold .....	<b>b</b>						
<b>c</b> Net income or (loss) from sales of inventory .....							
<b>Miscellaneous Revenue</b>			<b>Business Code</b>				
<b>11 a</b> OTHER INCOME .....		900099	208,472.	208,472.			
<b>b</b> .....							
<b>c</b> .....							
<b>d</b> All other revenue .....							
<b>e Total.</b> Add lines 11a-11d .....				208,472.			
<b>12 Total revenue.</b> See instructions. ....				4,228,643.	491,892.	0.	0.

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
<b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
<b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22				
<b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
<b>4</b> Benefits paid to or for members				
<b>5</b> Compensation of current officers, directors, trustees, and key employees	118,947.	118,947.		
<b>6</b> Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
<b>7</b> Other salaries and wages	2,033,023.	1,905,594.	127,429.	
<b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	172,291.	172,291.		
<b>9</b> Other employee benefits	149,434.	132,730.	16,704.	
<b>10</b> Payroll taxes	86,742.	86,742.		
<b>11</b> Fees for services (non-employees):				
<b>a</b> Management	78,193.		78,193.	
<b>b</b> Legal	43,852.		43,852.	
<b>c</b> Accounting	8,920.		8,920.	
<b>d</b> Lobbying				
<b>e</b> Professional fundraising services. See Part IV, line 17				
<b>f</b> Investment management fees				
<b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	339,853.	203,920.	135,933.	
<b>12</b> Advertising and promotion	1,896.	1,896.		
<b>13</b> Office expenses	105,866.	105,866.		
<b>14</b> Information technology	31,440.	31,440.		
<b>15</b> Royalties				
<b>16</b> Occupancy	258,123.	215,080.	43,043.	
<b>17</b> Travel	21,653.	21,653.		
<b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials				
<b>19</b> Conferences, conventions, and meetings	28,451.	28,451.		
<b>20</b> Interest				
<b>21</b> Payments to affiliates				
<b>22</b> Depreciation, depletion, and amortization				
<b>23</b> Insurance	19,239.		19,239.	
<b>24</b> Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
<b>a</b> INSTRUCTIONAL MATERIALS	316,186.	316,186.		
<b>b</b>				
<b>c</b>				
<b>d</b>				
<b>e</b> All other expenses	117,846.	57,633.	60,213.	
<b>25</b> Total functional expenses. Add lines 1 through 24e	3,931,955.	3,398,429.	533,526.	0.
<b>26</b> Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here ☐ if following SOP 98-2 (ASC 958-720)

**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
<b>Assets</b>	<b>1</b> Cash - non-interest-bearing .....	524,866.	<b>1</b>	763,823.
	<b>2</b> Savings and temporary cash investments .....		<b>2</b>	
	<b>3</b> Pledges and grants receivable, net .....		<b>3</b>	
	<b>4</b> Accounts receivable, net .....	422,760.	<b>4</b>	405,803.
	<b>5</b> Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L .....		<b>5</b>	
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L .....		<b>6</b>	
	<b>7</b> Notes and loans receivable, net .....		<b>7</b>	
	<b>8</b> Inventories for sale or use .....		<b>8</b>	
	<b>9</b> Prepaid expenses and deferred charges .....	61,311.	<b>9</b>	105,087.
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	<b>10a</b> 25,220.		
	<b>b</b> Less: accumulated depreciation .....	<b>10b</b> 25,220.	<b>10c</b> 0.	0.
	<b>11</b> Investments - publicly traded securities .....		<b>11</b>	
	<b>12</b> Investments - other securities. See Part IV, line 11 .....		<b>12</b>	
	<b>13</b> Investments - program-related. See Part IV, line 11 .....		<b>13</b>	
	<b>14</b> Intangible assets .....		<b>14</b>	
	<b>15</b> Other assets. See Part IV, line 11 .....		<b>15</b>	
<b>16</b> <b>Total assets.</b> Add lines 1 through 15 (must equal line 34) .....	1,008,937.	<b>16</b>	1,274,713.	
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses .....	158,325.	<b>17</b>	127,413.
	<b>18</b> Grants payable .....		<b>18</b>	
	<b>19</b> Deferred revenue .....		<b>19</b>	
	<b>20</b> Tax-exempt bond liabilities .....		<b>20</b>	
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D .....		<b>21</b>	
	<b>22</b> Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L .....		<b>22</b>	
	<b>23</b> Secured mortgages and notes payable to unrelated third parties .....		<b>23</b>	
	<b>24</b> Unsecured notes and loans payable to unrelated third parties .....		<b>24</b>	
	<b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....		<b>25</b>	
	<b>26</b> <b>Total liabilities.</b> Add lines 17 through 25 .....	158,325.	<b>26</b>	127,413.
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow SFAS 117 (ASC 958), check here</b> <input checked="" type="checkbox"/> <b>and complete lines 27 through 29, and lines 33 and 34.</b>			
	<b>27</b> Unrestricted net assets .....	800,343.	<b>27</b>	1,108,216.
	<b>28</b> Temporarily restricted net assets .....	50,269.	<b>28</b>	39,084.
	<b>29</b> Permanently restricted net assets .....		<b>29</b>	
	<b>Organizations that do not follow SFAS 117 (ASC 958), check here</b> <input type="checkbox"/> <b>and complete lines 30 through 34.</b>			
	<b>30</b> Capital stock or trust principal, or current funds .....		<b>30</b>	
	<b>31</b> Paid-in or capital surplus, or land, building, or equipment fund .....		<b>31</b>	
	<b>32</b> Retained earnings, endowment, accumulated income, or other funds .....		<b>32</b>	
	<b>33</b> <b>Total net assets or fund balances</b> .....	850,612.	<b>33</b>	1,147,300.
	<b>34</b> <b>Total liabilities and net assets/fund balances</b> .....	1,008,937.	<b>34</b>	1,274,713.

Form 990 (2016)



**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI ☐

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12)	<b>1</b>	4,228,643.
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25)	<b>2</b>	3,931,955.
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1	<b>3</b>	296,688.
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	<b>4</b>	850,612.
<b>5</b>	Net unrealized gains (losses) on investments	<b>5</b>	
<b>6</b>	Donated services and use of facilities	<b>6</b>	
<b>7</b>	Investment expenses	<b>7</b>	
<b>8</b>	Prior period adjustments	<b>8</b>	
<b>9</b>	Other changes in net assets or fund balances (explain in Schedule O)	<b>9</b>	0.
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	<b>10</b>	1,147,300.

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII ☒

	Yes	No
<b>1</b> Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
<b>2a</b> Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
<b>b</b> Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
<b>c</b> If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	X	
<b>3a</b> As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____		X
<b>b</b> If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits _____		

Form 990 (2016)

**SCHEDULE A**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.  
▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**

**Open to Public  
Inspection**

Name of the organization

YU MING CHARTER SCHOOL

Employer identification number

27-4260393

**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 ☒ A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: \_\_\_\_\_
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10 ☐ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
<b>Total</b>						

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ. 632021 09-21-16 Schedule A (Form 990 or 990-EZ) 2016

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge ...						
<b>4 Total.</b> Add lines 1 through 3 .....						
<b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						
<b>6 Public support.</b> Subtract line 5 from line 4.						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
<b>7</b> Amounts from line 4 .....						
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources ...						
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on ...						
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>11 Total support.</b> Add lines 7 through 10						
<b>12</b> Gross receipts from related activities, etc. (see instructions) .....					12	
<b>13 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> .....						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2016 (line 6, column (f) divided by line 11, column (f)) .....	14	%
<b>15</b> Public support percentage from 2015 Schedule A, Part II, line 14 .....	15	%
<b>16a 33 1/3% support test - 2016.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		
<b>b 33 1/3% support test - 2015.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		
<b>17a 10% -facts-and-circumstances test - 2016.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....		
<b>b 10% -facts-and-circumstances test - 2015.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....		
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....		

Schedule A (Form 990 or 990-EZ) 2016

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose .....						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513 .....						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....						
<b>6 Total.</b> Add lines 1 through 5 .....						
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons .....						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....						
<b>c</b> Add lines 7a and 7b .....						
<b>8 Public support.</b> (Subtract line 7c from line 6.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
<b>9</b> Amounts from line 6 .....						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources .....						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....						
<b>c</b> Add lines 10a and 10b .....						
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on .....						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.)						

**14 First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ..... ☐

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2016 (line 8, column (f) divided by line 13, column (f)) .....	<b>15</b>	%
<b>16</b> Public support percentage from 2015 Schedule A, Part III, line 15 .....	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2016 (line 10c, column (f) divided by line 13, column (f)) .....	<b>17</b>	%
<b>18</b> Investment income percentage from 2015 Schedule A, Part III, line 17 .....	<b>18</b>	%

**19a 33 1/3% support tests - 2016.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ..... ☐

**b 33 1/3% support tests - 2015.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ..... ☐

**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ..... ☐

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in <b>Part VI</b> how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in <b>Part VI</b> how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in <b>Part VI</b> when and how the organization made the determination.		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in <b>Part VI</b> what controls the organization put in place to ensure such use.		
<b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in <b>Part VI</b> how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in <b>Part VI</b> what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in <b>Part VI</b> , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
<b>b</b> <b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c</b> <b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in <b>Part VI</b> .		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in <b>Part VI</b> .		
<b>b</b> Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in <b>Part VI</b> .		
<b>c</b> Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in <b>Part VI</b> .		
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below.		
<b>b</b> Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

**Part IV Supporting Organizations** (continued)

	Yes	No
<b>11</b> Has the organization accepted a gift or contribution from any of the following persons?		
<b>a</b> A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
<b>11a</b>		
<b>b</b> A family member of a person described in (a) above?		
<b>11b</b>		
<b>c</b> A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in <b>Part VI</b> .		
<b>11c</b>		

**Section B. Type I Supporting Organizations**

	Yes	No
<b>1</b> Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in <b>Part VI</b> how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
<b>1</b>		
<b>2</b> Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in <b>Part VI</b> how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
<b>2</b>		

**Section C. Type II Supporting Organizations**

	Yes	No
<b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in <b>Part VI</b> how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
<b>1</b>		

**Section D. All Type III Supporting Organizations**

	Yes	No
<b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
<b>1</b>		
<b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in <b>Part VI</b> how the organization maintained a close and continuous working relationship with the supported organization(s).		
<b>2</b>		
<b>3</b> By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in <b>Part VI</b> the role the organization's supported organizations played in this regard.		
<b>3</b>		

**Section E. Type III Functionally Integrated Supporting Organizations**

<b>1</b> Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
<b>a</b> <input type="checkbox"/> The organization satisfied the Activities Test. Complete <b>line 2</b> below.			
<b>b</b> <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete <b>line 3</b> below.			
<b>c</b> <input type="checkbox"/> The organization supported a governmental entity. Describe in <b>Part VI</b> how you supported a government entity (see instructions).			
<b>2</b> Activities Test. Answer (a) and (b) below.			
<b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in <b>Part VI</b> identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.			
<b>2a</b>			
<b>b</b> Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in <b>Part VI</b> the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.			
<b>2b</b>			
<b>3</b> Parent of Supported Organizations. Answer (a) and (b) below.			
<b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in <b>Part VI</b> .			
<b>3a</b>			
<b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in <b>Part VI</b> the role played by the organization in this regard.			
<b>3b</b>			

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI.) **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors (explain in detail in <b>Part VI</b> ):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions)	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990 or 990-EZ) 2016

**Part V** Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
<b>1</b> Amounts paid to supported organizations to accomplish exempt purposes	
<b>2</b> Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
<b>3</b> Administrative expenses paid to accomplish exempt purposes of supported organizations	
<b>4</b> Amounts paid to acquire exempt-use assets	
<b>5</b> Qualified set-aside amounts (prior IRS approval required)	
<b>6</b> Other distributions (describe in <b>Part VI</b> ). See instructions	
<b>7</b> <b>Total annual distributions.</b> Add lines 1 through 6	
<b>8</b> Distributions to attentive supported organizations to which the organization is responsive (provide details in <b>Part VI</b> ). See instructions	
<b>9</b> Distributable amount for 2016 from Section C, line 6	
<b>10</b> Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2016	(iii) Distributable Amount for 2016
<b>1</b> Distributable amount for 2016 from Section C, line 6			
<b>2</b> Underdistributions, if any, for years prior to 2016 (reasonable cause required- explain in Part VI). See instructions			
<b>3</b> Excess distributions carryover, if any, to 2016:			
<b>a</b>			
<b>b</b>			
<b>c</b> From 2013			
<b>d</b> From 2014			
<b>e</b> From 2015			
<b>f</b> <b>Total</b> of lines 3a through e			
<b>g</b> Applied to underdistributions of prior years			
<b>h</b> Applied to 2016 distributable amount			
<b>i</b> Carryover from 2011 not applied (see instructions)			
<b>j</b> Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
<b>4</b> Distributions for 2016 from Section D, line 7: \$			
<b>a</b> Applied to underdistributions of prior years			
<b>b</b> Applied to 2016 distributable amount			
<b>c</b> Remainder. Subtract lines 4a and 4b from 4			
<b>5</b> Remaining underdistributions for years prior to 2016, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions			
<b>6</b> Remaining underdistributions for 2016. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions			
<b>7</b> <b>Excess distributions carryover to 2017.</b> Add lines 3j and 4c			
<b>8</b> Breakdown of line 7:			
<b>a</b>			
<b>b</b> Excess from 2013			
<b>c</b> Excess from 2014			
<b>d</b> Excess from 2015			
<b>e</b> Excess from 2016			

Schedule A (Form 990 or 990-EZ) 2016



**Part VI**

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information.  
(See instructions.)

DRAFT

**SCHEDULE D**  
**(Form 990)**Department of the Treasury  
Internal Revenue Service**Supplemental Financial Statements**▶ **Complete if the organization answered "Yes" on Form 990,  
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**  
▶ **Attach to Form 990.**▶ **Information about Schedule D (Form 990) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).**

OMB No. 1545-0047

**2016****Open to Public  
Inspection****Name of the organization**

YU MING CHARTER SCHOOL

**Employer identification number**

27-4260393

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Part II Conservation Easements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (e.g., recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2a
b Total acreage restricted by conservation easements .....	2b
c Number of conservation easements on a certified historic structure included in (a) .....	2c
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register .....	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ .....

4 Number of states where property subject to conservation easement is located ▶ .....

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? .....

☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ .....

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ .....

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....

☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 .....

(ii) Assets included in Form 990, Part X .....

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1 .....

b Assets included in Form 990, Part X .....

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2016

632051 08-29-16

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a ☐ Public exhibition d ☐ Loan or exchange programs  
 b ☐ Scholarly research e ☐ Other \_\_\_\_\_  
 c ☐ Preservation for future generations

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

**Part V Endowment Funds.** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment ▶ \_\_\_\_\_ %  
 b Permanent endowment ▶ \_\_\_\_\_ %  
 c Temporarily restricted endowment ▶ \_\_\_\_\_ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) unrelated organizations .....  
 (ii) related organizations .....

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? .....

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		14,420.	14,420.	0.
d Equipment		10,800.	10,800.	0.
e Other				
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				0.

Schedule D (Form 990) 2016

**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives .....		
(2) Closely-held equity interests .....		
(3) Other .....		
(A) .....		
(B) .....		
(C) .....		
(D) .....		
(E) .....		
(F) .....		
(G) .....		
(H) .....		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ►		

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) .....		
(2) .....		
(3) .....		
(4) .....		
(5) .....		
(6) .....		
(7) .....		
(8) .....		
(9) .....		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ►		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) .....	
(2) .....	
(3) .....	
(4) .....	
(5) .....	
(6) .....	
(7) .....	
(8) .....	
(9) .....	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) ►	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value	
(1) Federal income taxes		
(2) .....		
(3) .....		
(4) .....		
(5) .....		
(6) .....		
(7) .....		
(8) .....		
(9) .....		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ►		

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII ☒

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

<b>1</b>	Total revenue, gains, and other support per audited financial statements	<b>1</b>	4,228,643.
<b>2</b>	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
<b>a</b>	Net unrealized gains (losses) on investments	<b>2a</b>	
<b>b</b>	Donated services and use of facilities	<b>2b</b>	
<b>c</b>	Recoveries of prior year grants	<b>2c</b>	
<b>d</b>	Other (Describe in Part XIII.)	<b>2d</b>	
<b>e</b>	Add lines <b>2a</b> through <b>2d</b>	<b>2e</b>	0.
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b>	<b>3</b>	4,228,643.
<b>4</b>	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b	<b>4a</b>	
<b>b</b>	Other (Describe in Part XIII.)	<b>4b</b>	
<b>c</b>	Add lines <b>4a</b> and <b>4b</b>	<b>4c</b>	0.
<b>5</b>	Total revenue. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 12.)	<b>5</b>	4,228,643.

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

<b>1</b>	Total expenses and losses per audited financial statements	<b>1</b>	3,931,955.
<b>2</b>	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
<b>a</b>	Donated services and use of facilities	<b>2a</b>	
<b>b</b>	Prior year adjustments	<b>2b</b>	
<b>c</b>	Other losses	<b>2c</b>	
<b>d</b>	Other (Describe in Part XIII.)	<b>2d</b>	
<b>e</b>	Add lines <b>2a</b> through <b>2d</b>	<b>2e</b>	0.
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b>	<b>3</b>	3,931,955.
<b>4</b>	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b	<b>4a</b>	
<b>b</b>	Other (Describe in Part XIII.)	<b>4b</b>	
<b>c</b>	Add lines <b>4a</b> and <b>4b</b>	<b>4c</b>	0.
<b>5</b>	Total expenses. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 18.)	<b>5</b>	3,931,955.

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**PART X, LINE 2:**

THE SCHOOL IS A NON-PROFIT ENTITY EXEMPT FROM THE PAYMENT OF INCOME TAXES UNDER INTERNAL REVENUE CODE SECTION 501(C)(3) AND CALIFORNIA REVENUE AND TAXATION CODE SECTION 23701D. ACCORDINGLY, NO PROVISION HAS BEEN MADE FOR INCOME TAXES. MANAGEMENT HAS DETERMINED THAT ALL INCOME TAX POSITIONS ARE MORE LIKELY THAN NOT OF BEING SUSTAINED UPON POTENTIAL AUDIT OR EXAMINATION; THEREFORE, NO DISCLOSURES OF UNCERTAIN INCOME TAX POSITIONS ARE REQUIRED. THE SCHOOL FILES INFORMATIONAL RETURNS IN THE U.S. FEDERAL JURISDICTION, AND THE STATE OF CALIFORNIA.

**Part XIII** Supplemental Information *(continued)*

DRAFT

**SCHEDULE E**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Schools**

► **Complete if the organization answered "Yes" on Form 990,  
Part IV, line 13, or Form 990-EZ, Part VI, line 48.**

► **Attach to Form 990 or Form 990-EZ.**

OMB No. 1545-0047

**2016**

**Open to Public  
Inspection**

► **Information about Schedule E (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).**

Name of the organization

**YU MING CHARTER SCHOOL**

Employer identification number

**27-4260393**

**Part I**

- 1** Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body? .....
- 2** Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships? .....
- 3** Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain.  
If you need more space, use Part II .....

**RECRUITMENT FLYERS AND WEBSITE**

- 4** Does the organization maintain the following?
- a** Records indicating the racial composition of the student body, faculty, and administrative staff? .....
- b** Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis? .....
- c** Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships? .....
- d** Copies of all material used by the organization or on its behalf to solicit contributions? .....
- If you answered "No" to any of the above, please explain. If you need more space, use Part II.

**CALIFORNIA PUBLIC CHARTER SCHOOL; NO FINANCIAL ASSISTANCE  
AWARDED.**

- 5** Does the organization discriminate by race in any way with respect to:
- a** Students' rights or privileges? .....
- b** Admissions policies? .....
- c** Employment of faculty or administrative staff? .....
- d** Scholarships or other financial assistance? .....
- e** Educational policies? .....
- f** Use of facilities? .....
- g** Athletic programs? .....
- h** Other extracurricular activities? .....
- If you answered "Yes" to any of the above, please explain. If you need more space, use Part II.

- 6a** Does the organization receive any financial aid or assistance from a governmental agency? .....
- b** Has the organization's right to such aid ever been revoked or suspended? .....
- If you answered "Yes" on either line 6a or line 6b, explain on Part II.
- 7** Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," explain on Part II .....

	YES	NO
<b>1</b>	<b>X</b>	
<b>2</b>	<b>X</b>	
<b>3</b>	<b>X</b>	
<b>4a</b>	<b>X</b>	
<b>4b</b>		<b>X</b>
<b>4c</b>	<b>X</b>	
<b>4d</b>	<b>X</b>	
<b>5a</b>		<b>X</b>
<b>5b</b>		<b>X</b>
<b>5c</b>		<b>X</b>
<b>5d</b>		<b>X</b>
<b>5e</b>		<b>X</b>
<b>5f</b>		<b>X</b>
<b>5g</b>		<b>X</b>
<b>5h</b>		<b>X</b>
<b>6a</b>	<b>X</b>	
<b>6b</b>		<b>X</b>
<b>7</b>	<b>X</b>	

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or Form 990-EZ.

Schedule E (Form 990 or 990-EZ) 2016

**Part II** **Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable.

Also provide any other additional information.

**LINE 6 - EXPLANATION OF GOVERNMENT FINANCIAL AID****CALIFORNIA STATE APPORTIONMENT REVENUE BASED ON STUDENT ATTENDANCE.**

DRAFT



**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**

Open to Public  
Inspection

Name of the organization

YU MING CHARTER SCHOOL

Employer identification number  
27-4260393

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

COMPREHENSIVE EDUCATION FOR KINDERGARTEN THROUGH 2ND GRADE STUDENTS,  
THROUGH A MANDARIN IMMERSION PROGRAM, PREPARING THEM TO BE INQUISITIVE  
AND ANALYTIC LIFELONG LEARNERS IN THE 21ST CENTURY. YU MING CHARTER  
SCHOOL BEGAN SERVING STUDENTS IN AUGUST 2011 AND CURRENTLY SERVES  
STUDENTS IN KINDERGARTEN THROUGH FIRST GRADE. THE FACULTY, STAFF, AND  
OTHER STAKEHOLDERS WANT TO PROVIDE AN ACADEMICALLY RIGOROUS COLLEGE  
PREPARATORY PROGRAM AND HAVE GRADUATE STUDENTS WITH BILINGUAL AND  
BILITERATE SKILLS IN MANDARIN CHINESE AND ENGLISH. ALSO, THEY ARE  
DEDICATED TO NURTURING INTELLECTUAL CURIOSITY, INTERNATIONAL  
PERSPECTIVE, AND DILIGENCE IN ATTAINING PERSONAL GOALS, AND DEVELOPING  
YOUNG PEOPLE WITH COMPASSION, SOUND MORAL CHARACTER, AND A SENSE OF  
RESPONSIBILITY FOR THE COMMUNITY AND THE ENVIRONMENT.

FORM 990, PART III, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

SCHOOL BEGAN SERVING STUDENTS IN AUGUST 2011 AND CURRENTLY SERVES  
STUDENTS IN KINDERGARTEN THROUGH FIRST GRADE. THE FACULTY, STAFF, AND  
OTHER STAKEHOLDERS WANT TO PROVIDE AN ACADEMICALLY RIGOROUS COLLEGE  
PREPARATORY PROGRAM AND HAVE GRADUATE STUDENTS WITH BILINGUAL AND  
BILITERATE SKILLS IN MANDARIN CHINESE AND ENGLISH. ALSO, THEY ARE  
DEDICATED TO NURTURING INTELLECTUAL CURIOSITY, INTERNATIONAL  
PERSPECTIVE, AND DILIGENCE IN ATTAINING PERSONAL GOALS, AND DEVELOPING  
YOUNG PEOPLE WITH COMPASSION, SOUND MORAL CHARACTER, AND A SENSE OF  
RESPONSIBILITY FOR THE COMMUNITY AND THE ENVIRONMENT.

FORM 990, PART VI, SECTION B, LINE 11B:

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990 or 990-EZ) (2016)

632211 08-25-16

Name of the organization

YU MING CHARTER SCHOOL

Employer identification number

27-4260393

THE BOARD OF DIRECTORS RECEIVES A COPY OF THE FORM 990 FOR REVIEW BEFORE IT IS FILED WITH THE IRS.

FORM 990, PART VI, SECTION B, LINE 12C:

BOARD MEMBERS AND KEY EMPLOYEES ARE REQUIRED TO COMPLETE AND FILE WITH THE COUNTY OFFICE OF EDUCATION, FORM 700-CONFLICT OF INTEREST FORM, ON AN ANNUAL BASIS IN ORDER TO VERIFY THAT THERE IS NO FINANCIAL CONFLICT OF INTEREST PREVENTING THEM FROM SERVING ON THE BOARD.

FORM 990, PART VI, SECTION B, LINE 15:

DIRECTOR'S SALARIES ARE DETERMINED USING SALARY SCALES FOR EQUIVALENT POSITIONS IN THE DEMOGRAPHIC REGION/DISTRICT. SALARIES ARE REVIEWED AND APPROVED BY THE BOARD OF DIRECTORS TO ENSURE THEY ARE IN LINE WITH COMPARABLE POSITIONS IN THE REGION AND THE SCHOOL'S OVERALL OPERATING BUDGET. SAME AS ABOVE.

FORM 990, PART VI, SECTION C, LINE 19:

UPON REQUEST THE GOVERNING BOARD SECRETARY WILL MAKE THE ORGANIZATION'S GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY, AND FINANCIAL STATEMENTS AVAILABLE TO THE PUBLIC.

FORM 990, PART XII, LINE 2C:

THE PROCESS HAS NOT BEEN CHANGED FROM PRIOR YEAR.

**Application for Automatic Extension of Time To File an  
Exempt Organization Return**

OMB No. 1545-1709

► **File a separate application for each return.**► **Information about Form 8868 and its instructions is at [www.irs.gov/form8868](http://www.irs.gov/form8868).**

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/efile](http://www.irs.gov/efile), click on Charities & Non-Profits, and click on e-file for Charities and Non-Profits.

**Automatic 6-Month Extension of Time.** Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print	Name of exempt organization or other filer, see instructions.	Enter filer's identifying number
File by the due date for filing your return. See instructions.	<b>YU MING CHARTER SCHOOL</b>	Employer identification number (EIN) or <b>27-4260393</b>
	Number, street, and room or suite no. If a P.O. box, see instructions. <b>1086 ALCATRAZ AVENUE</b>	Social security number (SSN)
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. <b>OAKLAND, CA 94608</b>	

Enter the Return Code for the return that this application is for (file a separate application for each return) **01**

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

**EDTEC**

- The books are in the care of ► **1410A 62ND STREET - EMERYVILLE, CA 94608**

Telephone No. ► **510-663-3500**

Fax No. ►

- If the organization does not have an office or place of business in the United States, check this box ☐ **EDTEC**
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) **EDTEC**. If this is for the whole group, check this box ☐. If it is for part of the group, check this box ☐ and attach a list with the names and EINs of all members the extension is for.

**1** I request an automatic 6-month extension of time until **MAY 15, 2018**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

- ☐ calendar year \_\_\_\_\_ or  
► ☒ tax year beginning **JUL 1, 2016**, and ending **JUN 30, 2017**.

**2** If the tax year entered in line 1 is for less than 12 months, check reason: ☐ Initial return ☐ Final return  
☐ Change in accounting period

<b>3a</b> If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	<b>3a</b>	\$	<b>0.</b>
<b>b</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	<b>3b</b>	\$	<b>0.</b>
<b>c Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	<b>3c</b>	\$	<b>0.</b>

**Caution:** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

2016

# California Exempt Organization Annual Information Return

199

Calendar Year 2016 or fiscal year beginning (mm/dd/yyyy) 07/01/2016, and ending (mm/dd/yyyy) 06/30/2017.

Corporation/Organization name <b>YU MING CHARTER SCHOOL</b>		California corporation number <b>3307211</b>	
Additional information. See instructions.		FEIN <b>27-4260393</b>	
Street address (suite or room) <b>1086 ALCATRAZ AVENUE</b>		PMB no.	
City <b>OAKLAND</b>		State <b>CA</b>	ZIP code <b>94608</b>
Foreign country name		Foreign province/state/county	
		Foreign postal code	

<b>A</b> First Return <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>B</b> Amended Return <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>C</b> IRC Section 4947(a)(1) trust <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>D</b> Final Information Return? <input type="checkbox"/> Dissolved <input type="checkbox"/> Surrendered (Withdrawn) <input type="checkbox"/> Merged/Reorganized Enter date: (mm/dd/yyyy) <input type="checkbox"/> <b>E</b> Check accounting method: (1) <input type="checkbox"/> Cash (2) <input checked="" type="checkbox"/> Accrual (3) <input type="checkbox"/> Other <b>F</b> Federal return filed? (1) <input type="checkbox"/> 990T (2) <input type="checkbox"/> 990-PF (3) <input type="checkbox"/> Sch H (990) (4) <input checked="" type="checkbox"/> Other 990 series <b>G</b> Is this a group filing? See instructions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H</b> Is this organization in a group exemption <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," what is the parent's name? <b>I</b> Did the organization have any changes to its guidelines not reported to the FTB? See instructions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>J</b> If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>K</b> Is the organization exempt under R&TC Section 23701g? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," enter the gross receipts from nonmember sources \$ _____ <b>L</b> If organization is exempt under R&TC Section 23701d and meets the filing fee exception, check box. No filing fee is required. <input checked="" type="checkbox"/> <b>M</b> Is the organization a Limited Liability Company? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>N</b> Did the organization file Form 100 or Form 109 to report taxable income? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>O</b> Is the organization under audit by the IRS or has the IRS audited in a prior year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>P</b> Is a federal Form 1023/1024 pending? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date filed with IRS _____
--	---

**Part I** Complete Part I unless not required to file this form. See General Instructions B and C.

<b>Receipts and Revenues</b>	1 Gross sales or receipts from other sources. From Side 2, Part II, line 8	1	491,892.00	
	2 Gross dues and assessments from members and affiliates	2	00	
	3 Gross contributions, gifts, grants, and similar amounts received	3	3,736,751.00	
	4 Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Instruction B	4	4,228,643.00	
	5 Cost of goods sold	5	00	
	6 Cost or other basis, and sales expenses of assets sold	6	00	
	7 Total costs. Add line 5 and line 6	7	00	
	8 Total gross income. Subtract line 7 from line 4	8	4,228,643.00	
<b>Expenses</b>	9 Total expenses and disbursements. From Side 2, Part II, line 18	9	3,931,955.00	
	10 Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	10	296,688.00	
<b>Filing Fee</b>	11 Total payments	11	00	
	12 Use tax. See General Instruction K	12	00	
	13 Payment balance. If line 11 is more than line 12, subtract line 12 from line 11	13	00	
	14 Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12	14	00	
	15 Filing fee \$10 or \$25. See General Instruction F	15	N/A 00	
	16 Penalties and Interest. See General Instruction J	16	00	
	17 <b>Balance due.</b> Add line 12, line 15, and line 16. Then subtract line 11 from the result	17	00	
<b>Sign Here</b>	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.			
	Signature of officer	Title <b>HEAD OF SCHOOL</b>	Date	• Telephone
<b>Paid Preparer's Use Only</b>	Preparer's signature	Date <b>02/21/18</b>	Check if self-employed <input type="checkbox"/>	• PTIN <b>P00541671</b>
	Firm's name (or yours, if self-employed) and address <b>CLIFTONLARSONALLEN LLP</b> <b>2210 EAST ROUTE 66</b> <b>GLEN DORA, CA 91740</b>	• FEIN <b>41-0746749</b>		
				• Telephone <b>626-857-7300</b>
	May the FTB discuss this return with the preparer shown above? See instructions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

**Part II** Organizations with gross receipts of more than \$50,000 and private foundations regardless of amount of gross receipts - complete Part II or furnish substitute information.

628951 11-30-16

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions	•	1	00	
	2	Interest	•	2	00	
	3	Dividends	•	3	00	
	4	Gross rents	•	4	00	
	5	Gross royalties	•	5	00	
	6	Gross amount received from sale of assets (See Instructions)	•	6	00	
	7	Other income	•	7	491,892.00	
	8	<b>Total</b> gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1	•	8	491,892.00	
	9	Contributions, gifts, grants, and similar amounts paid	•	9	00	
	10	Disbursements to or for members	•	10	00	
	11	Compensation of officers, directors, and trustees	•	11	118,947.00	
	12	Other salaries and wages	•	12	2,033,023.00	
	13	Interest	•	13	00	
	14	Taxes	•	14	86,742.00	
	15	Rents	•	15	258,123.00	
	16	Depreciation and depletion (See instructions)	•	16	00	
	Expenses and Disbursements	17	Other Expenses and Disbursements	•	17	1,435,120.00
		18	<b>Total</b> expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9	•	18	3,931,955.00

Schedule L Balance Sheet		Beginning of taxable year		End of taxable year	
Assets	(a)	(b)	(c)	(d)	
1 Cash		524,866.		•	763,823.
2 Net accounts receivable		422,760.		•	405,803.
3 Net notes receivable				•	
4 Inventories				•	
5 Federal and state government obligations				•	
6 Investments in other bonds				•	
7 Investments in stock				•	
8 Mortgage loans				•	
9 Other investments				•	
10 a Depreciable assets	25,220.		25,220.		
b Less accumulated depreciation	( 25,220. )		( 25,220. )		
11 Land				•	
12 Other assets		61,311.		•	105,087.
13 <b>Total assets</b>		1,008,937.			1,274,713.
<b>Liabilities and net worth</b>					
14 Accounts payable		158,325.		•	127,413.
15 Contributions, gifts, or grants payable				•	
16 Bonds and notes payable				•	
17 Mortgages payable				•	
18 Other liabilities					
19 Capital stock or principal fund				•	
20 Paid-in or capital surplus. Attach reconciliation				•	
21 Retained earnings or income fund		850,612.		•	1,147,300.
22 <b>Total liabilities and net worth</b>		1,008,937.			1,274,713.

**Schedule M-1 Reconciliation of income per books with income per return**

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.

1 Net income per books	•	296,688.	7 Income recorded on books this year not included in this return.	•	
2 Federal income tax	•		8 Deductions in this return not charged against book income this year	•	
3 Excess of capital losses over capital gains	•		9 Total. Add line 7 and line 8		
4 Income not recorded on books this year	•		10 Net income per return.		
5 Expenses recorded on books this year not deducted in this return	•		Subtract line 9 from line 6		296,688.
6 Total. Add line 1 through line 5		296,688.			

FORM 199	OTHER INCOME	STATEMENT	1
DESCRIPTION		AMOUNT	
OTHER INCOME		208,472.	
FOOD SERVICE SALES		78,193.	
AFTER SCHOOL PROGRAM		186,601.	
FIELD TRIPS		18,626.	
TOTAL TO FORM 199, PART II, LINE 7		491,892.	

FORM 199	COMPENSATION OF OFFICERS, DIRECTORS AND TRUSTEES	STATEMENT	2
NAME AND ADDRESS	TITLE AND AVERAGE HRS WORKED/WK	COMPENSATION	
ERIC PETERSEN 1086 ALCATRAZ AVENUE OAKLAND, CA 94608	BOARD CHAIR 1.00	0.	
BRIANNA SWARTZ 1086 ALCATRAZ AVENUE OAKLAND, CA 94608	VICE CHAIR 1.00	0.	
THOMPSON PAINE 1086 ALCATRAZ AVENUE OAKLAND, CA 94608	SECRETARY 1.00	0.	
JESSICA NORMAN 1086 ALCATRAZ AVENUE OAKLAND, CA 94608	TREASURER 1.00	0.	
JOY LEE 1086 ALCATRAZ AVENUE OAKLAND, CA 94608	MEMBER 1.00	0.	
PHUOC LE 1086 ALCATRAZ AVENUE OAKLAND, CA 94608	MEMBER 1.00	0.	
RODRIGO PRUDENCIO 1086 ALCATRAZ AVENUE OAKLAND, CA 94608	MEMBER 1.00	0.	
RON LEWIS 1086 ALCATRAZ AVENUE OAKLAND, CA 94608	MEMBER 1.00	0.	

JULIE MIKUTA  
1086 ALCATRAZ AVENUE  
OAKLAND, CA 94608

MEMBER  
1.00

0.

SUE PARK  
1086 ALCATRAZ AVE  
OAKLAND, CA 94608

PRINCIPAL  
40.00

118,947.

TOTAL TO FORM 199, PART II, LINE 11

118,947.

FORM 199

OTHER EXPENSES

STATEMENT 3

DESCRIPTION

AMOUNT

INSTRUCTIONAL MATERIALS  
PENSION PLAN CONTRIBUTIONS  
OTHER EMPLOYEE BENEFITS  
MANAGEMENT FEES  
LEGAL FEES  
ACCOUNTING FEES  
OTHER PROFESSIONAL FEES  
ADVERTISING AND PROMOTION  
OFFICE EXPENSES  
INFORMATION TECHNOLOGY  
TRAVEL  
CONFERENCES AND CONVENTIONS  
INSURANCE  
ALL OTHER EXPENSES

316,186.  
172,291.  
149,434.  
78,193.  
43,852.  
8,920.  
339,853.  
1,896.  
105,866.  
31,440.  
21,653.  
28,451.  
19,239.  
117,846.

TOTAL TO FORM 199, PART II, LINE 17

1,435,120.

FORM 199

OTHER ASSETS

STATEMENT 4

DESCRIPTION

BEG. OF YEAR

END OF YEAR

PREPAID EXPENSES AND DEFERRED CHARGES

61,311.

105,087.

TOTAL TO FORM 199, SCHEDULE L, LINE 12

61,311.

105,087.

FORM 199	FUND BALANCES	STATEMENT	5
DESCRIPTION	BEG. OF YEAR	END OF YEAR	
UNRESTRICTED ASSETS	800,343.	1,108,216.	
TEMPORARILY RESTRICTED ASSETS	50,269.	39,084.	
TOTAL TO FORM 199, SCHEDULE L, LINE 21	850,612.	1,147,300.	

DRAFT



TAXABLE YEAR

2016

# California e-file Return Authorization for Exempt Organizations

FORM

8453-EO

Exempt Organization name

Identifying number

YU MING CHARTER SCHOOL

27-4260393

**Part I Electronic Return Information** (whole dollars only)

1	Total gross receipts (Form 199, line 4)	1	4,228,643.00
2	Total gross income (Form 199, line 8)	2	4,228,643.00
3	Total expenses and disbursements (Form 199, line 9)	3	3,931,955.00

**Part II Settle Your Account Electronically for Taxable Year 2016**

4 ☐ Electronic funds withdrawal      4a Amount      4b Withdrawal date (mm/dd/yyyy)

**Part III Banking Information** (Have you verified the exempt organization's banking information?)

5 Routing number \_\_\_\_\_  
 6 Account number \_\_\_\_\_      7 Type of account: ☐ Checking ☐ Savings

**Part IV Declaration of Officer**

I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, Box 4, I authorize an electronic funds withdrawal for the amount listed on line 4a.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2016 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's fee liability, the exempt organization will remain liable for the fee liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay.**

Sign  
Here

Signature of officer

Date

HEAD OF SCHOOL  
Title

**Part V Declaration of Electronic Return Originator (ERO) and Paid Preparer.**

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2016 e-file Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

<b>ERO Must Sign</b>	ERO's- signature	WADE MCMULLEN, CPA	Date	Check if also paid preparer <input type="checkbox"/>	Check if self- employed <input type="checkbox"/>	ERO's PTIN
	Firm's name (or yours if self-employed) and address	CLIFTONLARSONALLEN LLP 2210 EAST ROUTE 66 GLENORA, CA				FEIN 41-0746749
						ZIP code 91740

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

<b>Paid Preparer Must Sign</b>	Paid preparer's signature	WADE MCMULLEN, CPA	Date	Check if self- employed <input type="checkbox"/>	Paid preparer's PTIN
	Firm's name (or yours if self-employed) and address	CLIFTONLARSONALLEN LLP 2210 EAST ROUTE 66 GLENORA, CA			



**Board of Directors**  
**March 3, 2018**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	B.2. 3-Year Audit Engagement Letter from CLA
<b>Time Allotted</b>	5 minutes
<b>Background</b>	Yu Ming is required to engage an independent auditor each year. Yu Ming has used CliftonLarsenAllen, LLP (formerly VLS) each year for its audit and after consultation with ExED and the Audit Committee has decided to consider continuing to engage with this firm and has requested a 3-year engagement.
<b>Summary</b>	The Engagement Letter is for up to three years (through June 30, 2020). The annual fee is \$7,700 for the audit and \$1,400 for the tax return. (The prior year fee was up to \$7,850.) With a three year engagement, the board and Audit Committee will not need to revisit the audit firm selection each year and will have predictable fees from CLA.
<b>Type</b>	Vote
<b>Key Questions</b>	1)



CliftonLarsonAllen LLP  
2210 East Route 66  
Glendora, CA 91740  
626-857-7300 | fax 626-857-7302  
CLAconnect.com

February 23, 2018

Board of Directors  
Yu Ming Charter School  
1086 Alcatraz Avenue  
Oakland, CA 94608

Dear Members of the Board:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Yu Ming Charter School ("you," "your," or "the Organization") for the year ended June 30, 2018, with an option to extend through June 30, 2020.

Derrick DeBruyne is responsible for reviewing the audit engagement and signing report. Wade McMullen will continue to be the client relationship principal and will participate in the audit engagement.

#### **Audit services**

We will audit the financial statements of the Organization, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

We will also evaluate and report on the presentation of the supplementary information accompanying the financial statements in relation to the financial statements as a whole.

The information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that information.

We will also evaluate and report on the presentation of the following supplementary information accompanying the financial statements in relation to the financial statements as a whole:

1. Local Education Agency Organization Structure
2. Schedule of Instructional Time
3. Schedule of Average Daily Attendance
4. Reconciliation of Annual Financial report with Audited Financial Statements
5. Notes to Supplementary Information

### **Nonaudit services**

We will also provide the following nonaudit services:

- Preparation of your financial statements and related notes.
- Preparation of adjusting journal entries.
- Preparation of the informational tax return.

### **Audit objectives**

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion.

We will issue a written report upon completion of our audit of your financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We also will issue a written report upon completion of our audit.

### **Auditor responsibilities, procedures, and limitations**

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

### **Management responsibilities**

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP. Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design, implementation, and maintenance of effective internal control, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

#### **Responsibilities and limitations related to nonaudit services**

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements and related notes. Since the preparation and fair presentation of the financial statements is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for those financial statements. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.
- We will annually prepare the organization's federal Form 990 and applicable state filings in accordance with the applicable tax laws. We will use our judgment in resolving questions where the law is unclear, and where there is reasonable authority, we will resolve questions in your favor whenever possible. We will not audit or independently verify the accuracy or completeness of the information we receive from you for the preparation of the returns and filings, and our engagement cannot be relied upon to uncover errors or irregularities in the underlying information.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

### **Use of financial statements**

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.



We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

#### **Engagement administration and other matters**

We expect to begin our audit in May 2018.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the regulator. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform

us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

*Government Auditing Standards* require that we make our most recent external peer review report publicly available. The report is posted on our website at [www.CLAconnect.com/Aboutus/](http://www.CLAconnect.com/Aboutus/).

### **Mediation**

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

### **Time limitation**

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

## **Fees**

Our fees for these services will be based on the time involved and the degree of responsibility and skills required, plus expenses including internal and administrative charges. Based on our estimates, the fee for the engagement is \$7,700. Our fees for the informational tax return services are estimated to be \$1,400 for the current year. If you choose to extend this contract 2 additional years we will commit to annual increases of no more than 2%. You will also be billed for expenses, including internal and administrative charges. Additional expenses are estimated to be \$125. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

## ***Changes in accounting and audit standards***

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

## ***Other fees***

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

## ***Finance charges and collection expenses***

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

## ***Subcontractors***

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement.

## **Agreement**

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations,

and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return the enclosed copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

**CliftonLarsonAllen LLP**



Wade McMullen, CPA  
Principal  
626-857-7300  
Wade.mcmullen@CLAconnect.com

Enclosure

**Response:**

This letter correctly sets forth the understanding of Yu Ming Charter School.

**We elect to extend this contract to June 30, 2020.**

Authorized management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**We do not elect to extend this contract to June 30, 2020.**

Authorized management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Board of Directors**  
**March 3, 2018**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	B.3. January Financials
<b>Time Allotted</b>	10 minutes
<b>Background</b>	At each board meeting, the Yu Ming board reviews the latest monthly financial report. The January 2018 financial report is presented including ADA information, updated forecast, and financial statements.
<b>Summary</b>	The January financials forecast a Net Income of -\$83K compared to budget of \$62K, ADA is on track for the year, and year-end cash balance of \$368K or 8% reserve. Current cash reserve is \$753K or 16%.
<b>Type</b>	Discussion
<b>Key Questions</b>	1)

# YU MING CHARTER SCHOOL - Financial Dashboard (January 2018)

## Key Performance Indicators

ADA vs. Budget



Cash on Hand



Net Income / (Loss)



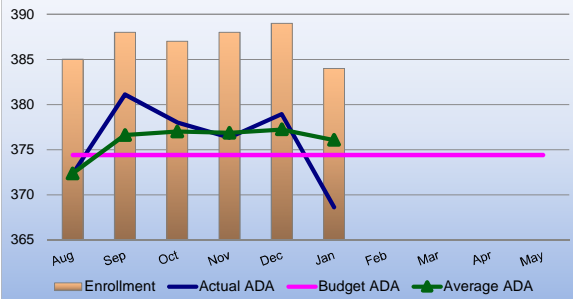
Year End Cash



## KEY POINTS

Governor's 2018-19 Budget Proposal

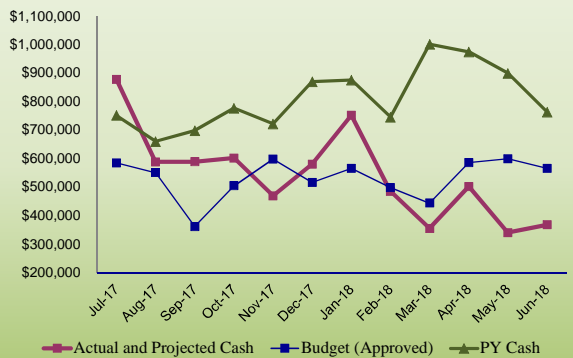
### ADA & Enrollment



ADA Analysis						LCFF S&C Grant Factors			Revenue & Expenses per ADA		
Category	Actual through Month 6	Forecasted P2	Budgeted P2	Better/ (Worse)	Prior Year P2	Category	Budget	Forecast	Category	Budget	Forecast
Enrollment	384	386	390	(4)	342	Unduplicated Pupil Count	83	66	Revenue	11,991	12,201
ADA %	96.9%	96.6%	96.0%	0.6%	95.8%	3-Year Average %	20.9%	19.3%	Rev. w/o Fundraising	10,615	10,818
Average ADA	376.07	374.22	374.40	(0.18)	342.06	District UPP	77.6%	77.6%	Expense	11,826	12,422

INCOME STATEMENT	FY 17-18 YTD			FY 17-18 Forecast					FY 16-17 Actual	
	Actual YTD	Budget YTD	Variance B/(W)	Total Forecast	% of Total	Total Budget	% of Total	Variance B/(W)	16-17	% of Total
LCFF	1,364,872	1,335,194	29,678	2,915,976	64%	2,919,583	65%	(3,607)	2,633,511	62%
Federal Revenue	0	0	0	44,625	1%	44,375	1%	250	39,116	1%
State Revenue	432,353	243,091	189,262	648,462	14%	615,939	14%	32,523	503,831	12%
Other Local Revenue	346,590	197,220	149,370	439,447	10%	394,437	9%	45,010	391,892	9%
Grants/Fundraising	357,389	257,500	99,889	517,389	11%	515,000	11%	2,389	660,295	16%
<b>TOTAL REVENUE</b>	<b>2,501,204</b>	<b>2,033,005</b>	<b>468,199</b>	<b>4,565,898</b>		<b>4,489,334</b>		<b>76,564</b>	<b>4,228,644</b>	
Certificated Salaries	1,158,149	1,092,334	(65,815)	2,117,212	46%	1,976,631	45%	(140,581)	1,566,242	40%
Classified Salaries	248,509	283,983	35,474	464,610	10%	508,952	11%	44,342	574,669	15%
Benefits	329,230	309,613	(19,617)	547,397	12%	504,365	11%	(43,032)	419,527	11%
Student Supplies	174,858	117,936	(56,922)	225,750	5%	227,218	5%	1,468	380,712	10%
Operating Expenses	686,080	661,331	(24,749)	1,293,611	28%	1,210,423	27%	(83,188)	990,806	25%
Other	0	0	0	0	0%	0	0%	0	0	0%
<b>TOTAL EXPENSES</b>	<b>2,596,827</b>	<b>2,465,197</b>	<b>(131,630)</b>	<b>4,648,580</b>		<b>4,427,589</b>		<b>(220,991)</b>	<b>3,931,955</b>	
<b>INCOME / (LOSS)</b>	<b>(95,623)</b>	<b>(432,192)</b>	<b>336,569</b>	<b>(82,682)</b>		<b>61,745</b>		<b>(144,427)</b>	<b>296,690</b>	

### Cash Balance (in \$1,000's)



### Y/E Cash Balance

Projected	Budget	Variance
368,106	566,362	(198,256)

Balance Sheet	6/30/2017	12/31/2017	1/31/2018	6/30/2018 Forecast	Notes
<b>Assets</b>					
Cash	763,823	581,001	752,924	368,106	
Accounts Receivable	405,804	21,003	18,017	465,776	
Due From Others	0	0	82	82	
Other Assets	65,212	281,924	281,959	231,959	
Net Fixed Assets	0	0	0	0	
<b>Total Assets</b>	<b>1,234,838</b>	<b>883,928</b>	<b>1,052,982</b>	<b>1,065,923</b>	
<b>Liabilities</b>					
A/P & Payroll	87,538	1,305	1,305	1,305	
Due to Others	0	0	0	0	
Deferred Revenue	0	0	0	0	
Total Debt	0	0	0	0	
<b>Total Liabilities</b>	<b>87,538</b>	<b>1,305</b>	<b>1,305</b>	<b>1,305</b>	
<b>Equity</b>					
Beginning Fund Bal.	850,610	1,147,300	1,147,300	1,147,300	
Net Income/(Loss)	296,690	(264,677)	(95,623)	(82,682)	
<b>Total Equity</b>	<b>1,147,300</b>	<b>882,623</b>	<b>1,051,678</b>	<b>1,064,618</b>	
<b>Total Liabilities &amp; Equity</b>	<b>1,234,838</b>	<b>883,928</b>	<b>1,052,982</b>	<b>1,065,923</b>	
Available Line of Credit	\$250K	\$250K	\$250K	\$250K	
Days Cash on Hand			59	29	> 45 days is good
Cash Reserve %	19%		16%	8%	

## State Budget Update: The Governor's 18-19 Budget Proposal

Governor Brown released his proposal for the 2018-19 State Budget on January 10. This is his sixteenth and final State Budget proposal as he completes the last year of his historic fourth term.

Governor Brown's budget proposal is based on a revenue forecast that is \$4.7 billion higher over the three-year budget period (2016-17 to 2018-19) than was assumed in the 2017-18 State Budget Act. The additional funds allow the governor to fully fund the Rainy Day Fund, which voters approved in 2014 and to fully implement the Local Control Funding Formula two years ahead of schedule.

The initial 2018-19 budget does not consider the impact of the recent federal tax law changes, but the May Revision, which incorporates the latest revenue projections through April, will. Still, Department of Finance staff caution that the effect of the new federal tax structure may not be known until 2019 or later.

### Budget Highlights

#### *Local Control Funding Formula*

As noted above, the governor proposes to close 100% of the gap between current funding and LCFF targets, with a 2.51% COLA<sup>1</sup>, in 2018-19. The gap funding/target calculations will no longer apply in 2018-19 and instead every Local Education Agency (LEA) will receive the same fully-funded base grant rates as follows:

	TK-3	4-6	7-8	9-12
LCFF Base Grant Rate	\$8,141 <sup>2</sup>	\$7,484	\$7,707	\$9,163 <sup>3</sup>

In addition, LEAs will continue to receive Supplemental and Concentration Grants:

- **Supplemental Grant:** an additional 20% for the percentage of high-need students<sup>4</sup>
- **Concentration Grant:** an additional 50% for each high-need student enrolled beyond 55% of total enrollment.

For greater transparency, the governor proposes for the first time to require LEAs to show how their budget expenditures align with the strategies detailed in their Local Control and Accountability Plans (LCAPs) for serving students who generate these supplemental grants.

#### *One-Time Funds*

With revenues coming in higher than projected in the adopted 17-18 budget, the governor proposes a one-time grant of \$295 per prior year ADA to be used for any discretionary purpose.

#### *SB 740*

The governor proposes adding \$28.3 million to the SB 740 program. However, this increase does not address the shortfall in this year's program due to oversubscription to the increased funding of up to \$1,117 per ADA. If these funds are used first to backfill current year grants (as the law effectively requires), the impact of the new funds will be diminished for FY18-19.

In releasing his budget proposal, as he has done each year since the beginning of the economic recovery, Governor Brown stressed that an economic downturn is inevitable saying in his budget message, "we must remain vigilant and not let rosy statistics lull us into believing that economic downturns are a relic of the past."

Charter Schools must also be cautious in light of increasing operating expenses (e.g. salaries, health and welfare, pension costs<sup>5</sup>, Special Education, etc.) that will outpace revenue increases especially as we enter the new COLA-only environment that fully-implemented LCFF brings; we cannot continue to expect the large increases we've become accustomed to as the state worked to close the LCFF funding gap.

ExED will continue to monitor state budget developments as the budget process moves forward, with hearings in the Legislature in the spring, the release of the May Revision, and the final negotiations in advance of the June 15 deadline for state budget adoption.

<sup>1</sup> The 2.51% COLA will also be applied to state SPED funding, SB 740, state Child Nutrition, and the Mandate Block Grant.

<sup>2</sup> Includes K-3 Class Size Reduction Adjustment

<sup>3</sup> Includes 9-12 Grade Span Adjustment

<sup>4</sup> Unduplicated Pupils - English Learners, Low Income, Foster Youth

<sup>5</sup> The STRS contribution will increase to 16.28% in 18-19 and PERS will increase to 18.1%.

## Yu Ming Charter School Financial Analysis January 2018

### Net Income

Yu Ming Charter School is forecasted to have a net income of \$-82,682 in FY 17-18. A net income variance of \$-144,427 compared to the net income in the board approved budget, \$61,745.

### Balance Sheet

As of January 2018, the school's cash balance was \$752,924. Forecasted cash at 6/30/2018 is \$368,106.

As of January 2018, the Accounts Payable balance totaled \$1,305 and the school does not have any debt.

### Income Statement

#### *Revenue*

Total revenue for 17-18 is forecasted to be \$4,565,898, which is \$76,564 or 2% over budgeted revenue of \$4,489,334.

- Other State Revenues are forecasted to be \$14,233 over budget primarily due to increases in SB740 revenues. Although legislation was passed to increase the SB 740 funding rate to \$1,117/ADA the program has become over-subscribed. Currently we are forecasting based on the original per ADA rate of \$750.
  - Potential SB 740 Upside based on 25% reduction (CSDC estimate): \$33k
- All other local revenue is forecasted to be \$127k over budget primarily due to the school expanding the after school program capacity and the school being eligible to receive funding from the OUSD Bonds as well as additional local collections related to the China Trip
- Food service sales are forecasted to yield zero revenues as the current meal arrangement has these revenues going directly to the food vendor

#### *Expenses*

Total expenses for 17-18 are forecasted to be \$4,648,580, which is \$220,991 or 5% over budgeted expenditures of \$4,427,589.

- Personnel expenses are forecasted to be \$139,271 over budget due to increased hires as well as an undercalculation in the budget of STRS expenses
- Non-capitalized equipment is forecasted to be \$56,733 over budget due to the schools growth as well as equipment/furniture expenses planned to be captured against the 16-17 budget that were expensed in 17-18.
- Rent is forecasted to be \$103,020 over budget based on the increase in rent from the new facility, which includes base rent as well as 50k increase per year from the facility improvement costs (250K) being spread out over the life of the lease (5 years)
- Field trips are forecasted to be \$39k over budget due to the China trip
- Instructional consultants are forecasted to be \$68,056 under budget primarily due to substitutes and interns being paid through payroll

*This report will discuss revenue and expenditure variances from the Board-approved budget that are above \$20,000 and 10%.*



## Average Daily Attendance

Budgeted ADA for 17-18 was 374.40 based on an enrollment of 390 and a 96.0% ADA rate. P2 ADA is forecasted to be 374.22 based on a forecasted enrollment of 386.

- Month 1 ADA: 372.35 (95.7%)
- Month 2 ADA: 381.11 (96.9%)
- Month 3 ADA: 378.00 (97.1%)
- Month 4 ADA: 376.33 (97.0%)
- Month 5 ADA: 378.93 (97.6%)
- P-1 ADA: 371.21
- Month 6 ADA: 368.62 (96.0%)

## Cash Reserve Supplemental Information:

ADJUSTED CASH RESERVE		
CASH - 6/30/18	368,106	
RECEIVABLES TO BE COLLECTED IN JULY 2018	316,852	
<b>ADJUSTED CASH RESERVE</b>	<b>687,966</b>	15%

*This report will discuss revenue and expenditure variances from the Board-approved budget that are above \$20,000 and 10%.*

**Yu Ming Charter School**  
**Income Statement**  
From 1/1/2018 to 1/31/2018

		Current Period Actual	YTD Actual	Total Budget - Original
Revenue				
Principal Apportionments				
8011	LCFF Revenue	257,080	1,155,755	2,466,247
8012	Education Protection Account	<u>104,559</u>	<u>209,117</u>	<u>453,336</u>
	Total Principal Apportionments	361,639	1,364,872	2,919,583
Other Federal Income				
8181	Special Ed - IDEA	<u>0</u>	<u>0</u>	<u>44,375</u>
	Total Other Federal Income	0	0	44,375
Other State Income				
8550	Mandate Block Grant	0	22,237	4,861
8560	State Lottery Revenue	25,296	25,242	71,865
8590	MENTAL HEALTH II & III	0	0	25,000
8591	SB740	91,324	91,324	273,883
8599	All Other State Revenues	0	201,700	47,888
8792	Transfer of Apportionments - Sp Ed	<u>15,030</u>	<u>91,850</u>	<u>192,442</u>
	Total Other State Income	131,650	432,353	615,939
Other Income - Local				
8634	Food Service Sales	0	74	82,400
8690	All Other Local Revenue	51,730	346,517	312,037
8698	Grants	0	0	125,000
8699	Fundraising	<u>76,379</u>	<u>357,389</u>	<u>390,000</u>
	Total Other Income - Local	<u>128,109</u>	<u>703,979</u>	<u>909,437</u>
	Total Revenue	<u>621,398</u>	<u>2,501,204</u>	<u>4,489,334</u>
Expense				
Certificated Salaries				
1110	Teachers' Salaries	133,024	767,857	1,580,618
1170	Teacher Salaries - Substitute	1,575	6,300	12,618
1175	Teachers' Salaries - Stipend/Extra Duty	9,012	72,934	0
1200	Certificated Pupil Support Salaries	16,816	85,449	0
1300	Certificated Supervisor and Administrator Salaries	<u>32,230</u>	<u>225,609</u>	<u>383,395</u>
	Total Certificated Salaries	192,657	1,158,149	1,976,631
Classified Salaries				
2100	Instructional Aide Salaries	4,976	43,590	223,547
2200	Classified Support Salaries	8,062	29,502	48,072
2300	Classified Supervisor and Administrator Salaries	5,579	41,454	151,690
2400	Clerical/Technical/Office Staff Salaries	8,887	58,061	0
2900	Other Classified Salaries	<u>12,120</u>	<u>75,902</u>	<u>85,643</u>
	Total Classified Salaries	39,625	248,509	508,952
Employee Benefits				
3111	STRS - State Teachers Retirement System	30,769	160,611	226,279
3311	Social Security (OASDI)	2,620	17,472	92,384
3331	Medicare	3,260	19,922	0
3401	Health & Welfare	18,096	92,939	132,268
3501	State Unemployment Insurance	7,256	13,803	21,420
3601	Workers Compensation	1,575	24,484	32,014
3901	403b	0	0	0
	Total Employee Benefits	63,577	329,230	504,365
Supplies				

**Yu Ming Charter School**  
**Income Statement**  
From 1/1/2018 to 1/31/2018

		<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>Total Budget - Original</u>
4110	Approved Textbooks & Core Curriculum Materials	0	5,287	40,000
4210	Books and Other Reference Materials	0	20,285	0
4310	Student Materials	2,040	36,560	49,853
4350	Office Supplies	972	10,818	20,632
4370	Custodial Supplies	1,196	4,659	3,183
4390	Other Supplies	1,578	26,857	25,465
4400	Non Capitalized Equipment	4,759	61,818	11,085
4700	Food and Food Supplies	<u>1,840</u>	<u>8,575</u>	<u>77,000</u>
	<b>Total Supplies</b>	12,384	174,858	227,218
	<b>Operating Services</b>			
5200	Travel and Conferences	2,519	11,297	9,270
5300	Dues and Memberships	1,370	3,316	4,262
5450	General Insurance	1,681	16,834	24,102
5500	Operation and Housekeeping Services	7,294	57,902	120,794
5610	Building Rent	31,054	237,648	371,357
5620	Equipment Lease	4,071	17,071	26,571
5630	Vendor Repairs	100	2,805	11,690
5812	Field Trips/Pupil Transportation	16,390	44,066	31,000
5820	Legal / Audit Fees	7,521	30,300	45,320
5830	Advertisement / Recruitment	0	1,446	10,676
5850	Non Instructional Consultants	17,774	66,105	107,414
5851	Instructional Consultants	48,585	62,774	161,806
5853	ExED	16,751	58,484	102,860
5860	Non Instructional Software and Subscriptions	1,411	6,043	11,845
5890	Other Fees / Bank Charges /Credit Card Fees	(15,231)	49,408	96,270
5896	Special ED Fair Share (LAUSD)	0	0	8,757
5897	Fundraising Cost	0	5,408	36,359
5900	Communications	<u>2,811</u>	<u>15,174</u>	<u>30,070</u>
	<b>Total Operating Services</b>	144,100	686,080	1,210,423
	<b>Total Expense</b>	<u>452,343</u>	<u>2,596,827</u>	<u>4,427,589</u>
	<b>Net Income</b>	<u>169,054</u>	(95,623)	61,745

	2017-18 Budget	Actuals as of 1/31/2018													FORECAST		Budget Variance	
		ACTUAL Jul-17	ACTUAL Aug-17	ACTUAL Sep-17	ACTUAL Oct-17	ACTUAL Nov-17	ACTUAL Dec-17	ACTUAL Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Accrual	Jul-17 - Jun-18	Better / (Worse)	% Better / (Worse)	
Enrollment															386			
Unduplicated Count of Low Income, EL, Foster Youth															66			
ADA															374.22			
Income																		
8011-8096 - Local Control Funding Formula Revenue		-	-	-	-	-	-	-										
8011 Local Control Funding Formula	2,466,247	-	111,911	182,447	201,439	201,439	201,439	257,080	201,440	221,009	221,009	221,009	221,009	201,362	2,442,592	(23,655)	-1%	
8012 Education Protection Account	453,336	-	-	-	104,558	-	-	104,559	-	-	148,777	-	-	115,490	473,384	20,048	4%	
8096 In Lieu of Property Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Total 8011-8096 - Local Control Funding Formula Revenue	2,919,583	-	111,911	182,447	305,997	201,439	201,439	361,639	201,440	221,009	369,785	221,009	221,009	316,852	2,915,976	(3,607)	0%	
8100-8299 - Other Federal Income		-	-	-	-	-	-	-	-	22,313	-	-	11,156	11,156	44,625	250	1%	
8181 Federal Special Education (IDEA)	44,375	-	-	-	-	-	-	-	-	22,313	-	-	11,156	11,156	44,625	250	1%	
Total 8100-8299 - Other Federal Income	44,375	-	-	-	-	-	-	-	-	22,313	-	-	11,156	11,156	44,625			
8300-8599 - Other State Income		-	-	-	-	-	-	-										
8792 Transfers of Apportionments - Special Ed	192,442	8,350	8,350	15,030	15,030	15,030	15,030	15,030	33,135	16,568	16,568	16,568	15,042	-	189,730	(2,712)	-1%	
8312 Supplemental Hourly Programs		-	-	-	-	-	-	-	-	-	-	-	-	-	-			
8434 Class Size Reduction - Grades K-3		-	-	-	-	-	-	-	-	-	-	-	-	-	-			
8520 Child Nutrition - State		-	-	-	-	-	-	-	-	-	-	-	-	-	-			
8550 Mandate Block Grant	4,861	-	-	-	-	-	22,237	-	-	16,761	-	-	-	16,724	55,722	50,861	1046%	
8560 State Lottery Revenue	71,865	(54)	-	-	-	-	-	25,296	-	-	18,130	-	-	29,149	72,521	656	1%	
8590 State Mental Health Revenue	25,000	-	-	-	-	-	-	-	15,000	-	-	-	-	15,000	30,000	5,000	20%	
8591 SB740	273,883	-	-	-	-	-	-	91,324	-	-	150,202	-	-	58,878	300,404	26,521	10%	
8593 Art and Music Block Grant		-	-	-	-	-	-	-	-	-	-	-	-	-	-			
8595 Secondary School Counselor		-	-	-	-	-	-	-	-	-	-	-	-	-	-			
8599 All Other State Revenues	47,888	86	-	151,086	-	-	50,528	-	(201,614)	-	-	-	-	-	86	(47,802)	-100%	
Total 8300-8599 - Other State Income	615,939	8,383	8,350	166,116	15,030	15,030	87,795	131,650	(153,479)	33,329	184,900	16,568	15,042	119,750	648,462	32,523	5%	
8600-8799 - Other Income-Local		-	-	-	74	-	-	-	-	-	-	-	-	-	74	(82,327)	-100%	
8634 Food Service Sales	82,400	-	-	-	74	-	-	-	-	-	-	-	-	-	74	(82,327)	-100%	
8690 All Other Local Revenue	312,037	97,398	48,588	12,471	11,416	14,699	110,216	51,730	18,571	18,571	18,571	18,571	18,571	-	439,373	127,336	41%	
8698 Grants	125,000	-	-	-	-	-	-	-	-	-	-	-	-	-	125,000	-		
8699 Fundraising	390,000	157	32,370	137,394	20,419	12,182	78,488	76,379	7,000	7,000	7,000	7,000	7,000	-	392,389	2,389	1%	
Total 8600-8799 - Other Income-Local	909,437	97,554	80,957	149,865	31,909	26,881	188,703	128,109	25,571	25,571	25,571	25,571	25,571	-	956,835	47,398	5%	
TOTAL INCOME	4,489,334	105,937	201,218	498,428	352,936	243,350	477,937	621,398	73,532	302,221	580,256	263,148	397,778	447,759	4,565,898	76,564	2%	
Expense																		
1000 - Certificated Salaries		-	-	-	-	-	-	-										
1110 Teachers' Salaries	1,580,618	-	104,959	129,371	133,297	133,603	133,603	133,024	137,186	137,186	137,186	137,186	137,186	137,186	1,453,788	126,830	-8%	
1170 Teacher Salaries - Substitute	12,618	-	-	1,050	2,250	900	525	1,575	960	960	960	960	960	960	11,100	1,518	-12%	
1175 Teachers' Salaries - Stipend/Extra Duty		-	13,376	20,641	13,089	7,914	8,900	9,012	4,533	4,533	4,533	4,533	4,533	-	95,600	-		
1200 Certificated Pupil Support Salaries		-	4,340	22,886	13,614	14,990	12,803	16,816	16,573	16,573	16,573	16,573	16,573	-	168,316	-		
1300 Certificated Supervisor and Administrator Salaries	383,395	32,230	32,230	32,230	32,230	32,230	32,230	32,230	32,560	32,560	32,560	32,560	32,560	32,560	388,408	(5,013)	1%	
Total 1000 - Certificated Salaries	1,976,631	32,230	154,905	206,178	194,480	189,637	188,060	192,657	191,813	191,813	191,813	191,813	191,813	-	2,117,212	(140,581)	7%	
2000 - Classified Salaries		-	-	-	-	-	-	-										
2100 Instructional Aide Salaries	223,547	-	7,277	10,815	6,602	7,248	6,671	4,976	6,307	6,307	6,307	6,307	6,307	6,307	75,128	148,420	-66%	
2200 Classified Support Salaries (Maintenance, Food)	48,072	3,248	3,040	4,601	3,033	3,984	3,535	8,062	6,593	6,593	6,593	6,593	6,593	-	62,467	(14,395)	30%	
2300 Classified Supervisor and Administrator Salaries	151,690	7,979	5,579	5,579	5,579	5,579	5,579	5,579	5,429	5,429	5,429	5,429	5,429	-	68,600	83,090	-55%	
2400 Clerical/Technical/Office Staff Salaries		4,978	8,916	8,887	8,617	8,887	8,887	8,887	8,951	8,951	8,951	8,951	8,951	-	102,815	-		
2900 Other Classified Salaries (Supervision, After School)	85,643	-	8,496	16,260	12,878	13,483	12,665	12,120	15,940	15,940	15,940	15,940	15,940	-	155,601	(69,958)	82%	
Total 2000 - Classified Salaries	508,952	16,206	33,308	46,142	36,709	39,182	37,337	39,625	43,220	43,220	43,220	43,220	43,220	-	464,610	44,342	-9%	
3000 - Employee Benefits		-	-	-	-	-	-	-										
3111 STRS - State Teachers Retirement System	226,279	5,787	21,981	25,886	23,857	26,226	26,104	30,769	27,679	27,679	27,679	27,679	27,679	-	299,004	(72,725)	32%	
3311 OASDI - Social Security	92,384	1,033	2,093	3,579	2,616	2,845	2,685	2,620	2,680	2,680	2,680	2,680	2,680	-	30,870	61,514	-67%	
3331 MED - Medicare		825	2,651	3,573	3,243	3,210	3,161	3,260	3,408	3,408	3,408	3,408	3,408	-	36,962	-		
3401 H&W - Health & Welfare	132,268	3,068	12,197	15,535	15,289	13,836	14,918	18,096	10,000	10,000	10,000	2,061.42	-	125,000	7,268	-5%		
3501 SUI - State Unemployment Insurance	21,420	224	2,438	2,207	856	459	363	7,256	2,026	2,026	2,026	2,026	349	22,255	22,255	(835)	4%	
3601 Workers' Compensation	32,014	4,725	-	10,309	4,725	1,575	1,575	1,575	1,575	1,575	1,575	1,575	2,521	33,306	33,306	(1,292)	4%	
Total 3000 - Employee Benefits	504,365	15,662	41,360	61,090	50,586	48,151	48,805	63,577	47,367	47,367	47,367	39,429	36,636	-	547,397	(43,032)	9%	
4000 - Supplies		-	-	-	-	-	-	-										
4110 Approved Textbooks and Core Curriculum Materials	40,000	-	12,129	-	(3,674)	(3,168)	-	-	-	1,178	1,178	1,178	1,178	-	10,000	30,000	-75%	
4210 Books and Other Reference Materials		-	-	11,273	2,352	123	6,537	-	111	1,151	1,151	1,151	1,151	-	25,000	-		
4310 Student Materials	49,853	11,680	6,080	11,242	3,102	1,242	1,174	2,040	4,326	2,000	2,000	2,000	2,000	-	48,886	967	-2%	
4350 Office Supplies	20,632	69	303	4,172	3,012	1,309	982	972	327	1,500	1,500	1,500	1,500	-	17,145	3,487	-17%	
4370 Custodial Supplies	3,183	-	-	1,306	1,084	386	686	1,196	457	800	800	800	800	-	8,316	(5,133)	161%	
4390 Other Supplies	25,465	-	2,726	7,574	9,189	2,082	3,707	1,578	1,586	786	786	786	786	-	31,586	(6,121)	24%	
4400 Non Capitalized Equipment	11,085	-	20,506	20,018	10,203	4,393	1,940	4,759	-	1,500	1,500	1,500	1,500	-	67,818	(56,733)	512%	
4700 Food and Food Supplies	77,000	-	-	-	2,637	1,848	2,251	1,840	3,219	1,301	1,301	1,301	1,301	-	17,000	60,000	-78%	
Total 4000 - Supplies	227,218	11,749	41,745	55,587	27,904	8,215	17,276	12,384	10,026	10,217	10,217	10,217	10,217	-	225,750	1,468	-1%	
5000 - Operating Services		-	-	-	-	-	-	-										
5200 Travel and Conferences	9,270	-	3,583	2,031	730	1,851	582	2,519	539	791	791	791	791	-	15,000	(5,730)	62%	
5300 Dues and Memberships	4,262	-	108	-	278	-	1,560	1,370	-	232	232	232	232	-	4,246	16	0%	
5450 General Insurance	24,102	5,042	-	1,681	5,0													

	2017-18								Actuals as of					1/31/2018	FORECAST	Budget Variance	
	Budget	ACTUAL Jul-17	ACTUAL Aug-17	ACTUAL Sep-17	ACTUAL Oct-17	ACTUAL Nov-17	ACTUAL Dec-17	ACTUAL Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Accrual	Jul-17 - Jun-18	Better / (Worse)	% Better / (Worse)
5630 Vendor Repairs	11,690	-	669	2,036	-	-	-	100	-	1,736	1,736	1,736	1,736	-	9,750	1,940	-17%
5812 Field Trips/Pupil Transportation	31,000	-	7,509	4,372	13,524	1,470	802	16,390	15,698	2,559	2,559	2,559	2,559	-	70,000	(39,000)	126%
5820 Legal / Audit Fees	45,320	-	633	3,090	5,284	7,174	6,600	7,521	3,417	2,901	2,901	2,901	2,901	-	45,320	-	
5830 Advertisement / Recruitment	10,676	-	1,080	366	-	-	-	-	-	2,308	2,308	2,308	2,308	-	10,676	(0)	0%
5850 Non Instructional Consultants	107,414	4,149	1,911	21,635	5,195	10,044	5,397	17,774	8,184	11,756	11,756	11,756	11,756	-	121,314	(13,900)	13%
5851 Instructional Consultants	161,806	-	550	4,780	-	4,500	4,359	48,585	7,124	5,963	5,963	5,963	5,963	-	93,750	68,056	-42%
5853 ExED	102,860	8,347	8,347	8,347	8,347	8,347	-	16,751	8,875	8,875	8,875	8,875	8,875	-	102,860	-	
5860 Non Instructional Software and Subscriptions	11,845	4,365	62	39	39	24	104	1,411	-	364	364	364	364	-	7,500	4,345	-37%
5890 Other Fees / Bank Charges /Credit Card Fees	96,270	2,523	3,657	2,476	42,866	709	12,409	(15,231)	165	11,674	11,674	11,674	11,674	-	96,270	(0)	0%
5897 Fundraising Cost	36,359	-	60	60	169	4,056	1,064	-	-	7,738	7,738	7,738	7,738	-	36,359	-	
5900 Communications	30,070	1,045	2,369	1,612	4,182	1,589	1,566	2,811	-	3,087	3,087	3,087	3,087	-	27,520	2,550	-8%
Total 5000 - Operating Services	1,210,423	46,138	79,188	128,443	125,353	85,432	77,427	144,100	48,906	139,936	139,936	140,496	138,255	-	1,293,611	(83,188)	7%
6000 - Capital Outlay		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6900 Depreciation Expense		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total 6000 - Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL EXPENSE	4,427,589	121,984	350,505	497,439	435,033	370,617	368,905	452,343	341,332	432,553	432,553	425,174	420,141	-	4,648,580	(220,991)	5%
NET INCOME	61,745	(16,047)	(149,287)	989	(82,097)	(127,267)	109,032	169,054	(267,800)	(130,332)	147,703	(162,027)	(22,363)	447,759	(82,682)	(144,427)	-234%
Beginning Cash Balance		803,698	878,502	588,650	589,166	601,847	469,795	581,001	752,924	485,124	354,793	502,496	340,469	368,106	803,698		
Cash Flow from Operating Activities																	
Net Income		(16,047)	(149,287)	989	(82,097)	(127,267)	109,032	169,054	(267,800)	(130,332)	147,703	(162,027)	(22,363)	447,759	(82,682)		
Change in Accounts Receivable																	
Prior Year Accounts Receivable		281,664	11,880	-	91,256	-		2,986	-	-	-	-	-		387,787		
Current Year Accounts Receivable			-											(447,759)	(447,759)		
Change in Due from		(144)	(749)	(1,063)	1,955	(3,695)	3,695	(82)							(82)		
Change in Accounts Payable		14,572	(141,805)											-	(127,234)		
Change in Due to				-	1,089	(1,089)	-	-	-	-	-	-	-	-	-		
Change in Accrued Vacation															-		
Change in Payroll Liabilities		9,898	(9,891)	603	478		38								1,125		
Change in Prepaid Expenditures		34,860		(13)			(1,560)	(35)							33,253		
Change in Deposits		(250,000)											50,000		(200,000)		
Change in Deferred Revenue															-		
Depreciation Expense		-	-	-	-	-	-	-	-	-	-	-	-		-		
Cash Flow from Investing Activities																	
Capital Expenditures		-	-	-	-	-	-	-	-	-	-	-	-		-		
Ending Cash Balance		878,502	588,650	589,166	601,847	469,795	581,001	752,924	485,124	354,793	502,496	340,469	368,106	368,106	368,106		

**Yu Ming Charter School  
Check Register**

**From 1/1/2018 to 1/31/2018**

Effective Date	Document Number	Name	Transaction Description	Transaction Amount
	1000296			0.00
1/2/2018	1490	AIR CHINA	01/18: AIRFARE FOR CHINA FIELD TRIP	3,000.00
1/2/2018	1491	CTC (CALIFORNIA COMMISSION ON TEACHER CREDENTIALING)	01/18: TEACHING CREDENTIALS	100.00
1/2/2018	1492	CTC (CALIFORNIA COMMISSION ON TEACHER CREDENTIALING)	01/18: TEACHING CREDENTIALS	100.00
1/2/2018	1493	CTC (CALIFORNIA COMMISSION ON TEACHER CREDENTIALING)	01/18: TEACHING CREDENTIALS	100.00
1/2/2018	1801021	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	195.70
1/3/2018	1801031	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	26.42
1/4/2018	1494	MARINA ISIDRO	12/18: PAYROLL	1,513.71
1/4/2018	1801041	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	591.21
1/4/2018	1801042	AT&T	11/14/17-12/13/17: PHONE (960 761 3474 555 8)	1,128.56
1/4/2018	1801043	PG&E	11/15/17-12/14/17: GAS AND ELECTRIC (2086434523-4)	1,237.50
1/5/2018	1000281	BAY ALARM COMPANY	01/01/18-04/01/18: BURGLAR MONITORING FEE (20076020)	401.22
1/5/2018		BAY ALARM COMPANY	01/01/18-04/01/18: FIRE ALARM MONITORING FEE (20076120)	353.76
1/5/2018		BAY ALARM COMPANY	01/01/18-04/01/18: CLOSED CIRCUIT TV BAYGUARD (20076220)	218.85
1/5/2018		BAY ALARM COMPANY	01/01/17-04/01/18: ACCESS CONTROL & INTERCOM CHARGES (200763)	87.51
1/5/2018		BAY ALARM COMPANY	01/01/18-04/01/18: FIRE ALARM MONITORING FEE (21179220)	794.25
1/5/2018	1000282	CALIFORNIA WASTE SOLUTIONS	01/18-03/18: RECYCLING SERVICE	285.00
1/5/2018	1000283	CLIFTON LARSON ALLEN LLP	12/17: FINAL BILLING YE 6/30/17	1,975.00
1/5/2018	1000284	CO POWER	01/18: DENTAL INSURANCE PREMIUM	1,642.49
1/5/2018	1000285	DURHAM SCHOOL SERVICES	12/17: FIELD TRIP TRANSPORTATION	414.89
1/5/2018		DURHAM SCHOOL SERVICES	12/17: FIELD TRIP TRANSPORTATION	414.90
1/5/2018	1000286	FAGEN, FRIEDMAN & FULFROST, LLP	10/17: LEGAL SERVICES	569.50
1/5/2018		FAGEN, FRIEDMAN & FULFROST, LLP	11/17: LEGAL SERVICES	335.00
1/5/2018	1000287	FIRST NOTE FINANCE, INC.	12/17: PROP 39 MANAGEMENT SERVICE	1,131.10
1/5/2018	1000288	PAMELA HARRISON SMALL	11/17-12/17: EQUITY TRAINING	3,000.00
1/5/2018	1000289	TZU AN KAO	REIM: ITEMS FOR INTERN HOST FAMILY	29.99
1/5/2018	1000290	MICHAEL'S TRANSPORTATION SERVICE, INC.	11/17: FIELD TRIP TRANSPORTATION	1,026.25
1/5/2018		MICHAEL'S TRANSPORTATION SERVICE, INC.	10/17: FIELD TRIP TRANSPORTATION	787.75
1/5/2018	1000291	NOB HILL CATERING, INC.	10/17: STUDENT BREAKFASTS	788.80
1/5/2018		NOB HILL CATERING, INC.	12/17: STUDENT LUNCHES	1,272.00
1/5/2018	1000292	OFFICE DEPOT	12/17: LABELS, BINDER CLIPS, PAPER	84.25
1/5/2018		OFFICE DEPOT	12/17: PAPER	137.61
1/5/2018	1000293	POWERSCHOOL GROUP, LLC.	07/28/17-06/30/18: SIS PROGRAM ANNUAL FEE	473.55
1/5/2018	1000294	STANFORD WORLD LANGUAGE PROJECT	12/17: REGISTRATION FEE-XINYI XU	400.00
1/5/2018	1000295	SARAH WHEELER	11/13/17-12/15/17: SPECIAL ED CONSULTANT	4,500.00
1/5/2018	1801051	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	61.40
1/5/2018	1801052	PG&E	11/15/17-12/14/17: GAS & ELECTRIC (3514922506-8)	1,551.48
1/8/2018	1801081	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	141.17
1/9/2018	1000296	EXED	12/17: MANAGEMENT CONTRACT FEE, CALPADS & SIS SUPPORT	8,404.11
1/9/2018	1000297	KAISER FOUNDATION HEALTH PLAN	02/18: HEALTH INSURANCE PREMIUMS FROM 11/26/17-12/25/17	15,495.13
1/9/2018	1801091	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	0.96
1/10/2018	1801101	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	40.24
1/11/2018	1801111	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	1.84
1/11/2018	1801211	CARDMEMBER SERVICE	11/17/17-12/17/17: CREDIT CARD PURCHASES	8,851.91
1/12/2018	1801121	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	8.69
1/16/2018	1000298	CHARTERSAFE	02/18: WORKERS COMPENSATION	3,256.00
1/16/2018	1000299	DANNY LAU	REIM: LIGHT BULBS	15.28
1/16/2018	1000300	HIRAM JAMISON	REIM: COLOR TISSUE PAPER FOR ECP	21.57
1/16/2018	1000301	REACH INSTITUTE FOR SCHOOL LEADERSHIP	01/18: INDUCTION PROGRAM	10,000.00
1/16/2018	1000302	STARLINE SUPPLY COMPANY	01/18: ROLL TOWEL, LATEX POWDER, LINERS	164.76
1/16/2018	1000303	U.S. BANK EQUIPMENT FINANCE	12/01/17-01/01/18: LATE FEE	2,211.05
1/16/2018	1000304	WESTERN ASSOCIATION OF SCHOOLS AND COLLEGE	07/17: ANNUAL INSTALLMENT OF ACCREDITING COSTS: 2017-2018	710.00
1/16/2018		WESTERN ASSOCIATION OF SCHOOLS AND COLLEGE	07/16: ANNUAL INSTALLMENT OF ACCREDITING COST: 2016-2017	660.00
1/16/2018	1000305	ZUM SERVICES INC	10/17: STUDENT TRANSPORTATION	672.00
1/16/2018		ZUM SERVICES INC	11/17: STUDENT TRANSPORTATION	224.00
1/16/2018	1801161	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	0.74
1/18/2018	1801181	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	9.39
1/19/2018	1801191	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	2.22
1/19/2018	1801192	AT&T	12/26/17-01/25/18: PHONE (510 923-6171 284 2)	220.53
1/22/2018	1801221	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	7.36
1/23/2018	1000306	ALL N ONE PEST ELIMINATORS	12/17: PEST CONTROL	75.00
1/23/2018	1000307	ANDREA SIU	REIM: POSTAGE	15.36
1/23/2018	1000308	BAY JANITORIAL SUPPLY, INC.	12/17: HAND TOWELS, TOILET TISSUE, DISPENSER NAPKIN & OTHER	578.94
1/23/2018	1000309	CO POWER	02/18: DENTAL INSURANCE PREMIUM	1,642.49
1/23/2018	1000310	DONAHUE FITZGERALD ATTORNEYS	12/17: LEGAL SERVICES	65.00
1/23/2018	1000311	HENRY C. LEVY, TAX COLLECTOR, ALAMEDA COUNTY	2017-2018: PROPERTY TAXES (16-1450-11-1)	1,332.19

Yu Ming Charter School  
Check Register

From 1/1/2018 to 1/31/2018

Effective Date	Document Number	Name	Transaction Description	Transaction Amount
1/23/2018		HENRY C. LEVY, TAX COLLECTOR, ALAMEDA COUNTY	2017-2018: PROPERTY TAXES (16-1451-8-1)	7,029.02
1/23/2018	1000312	MAN CAVE AMERICA LLC	01/18: TV INSTALLATION	99.99
1/23/2018	1000313	OFFICE DEPOT	01/18: PAPER	137.61
1/23/2018	1000314	PAYCHEX OF NEW YORK	01/18: AMENDED TAX RETURNS	500.00
1/23/2018	1000315	SHAMROCK OFFICE SOLUTIONS	01/18: SHIPPING FEE FOR TONER	11.47
1/23/2018	1000316	SYNCB/AMAZON	12/17-1/18: LUMINTRAIL RESISTTABLE,SMARTSIGN, FRAME SIDEW &	1,592.00
1/23/2018		SYNCB/AMAZON	11/17-12/17: HOOVER, COLEMAN CABLE, MICROFIBER CLEANING, MGC	2,716.03
1/23/2018	1000317	U.S. BANK EQUIPMENT FINANCE	01/01/18-02/01/18: COPIER LEASE	2,035.45
1/23/2018	1000318	XINYI XU	REIM: TRAVEL EXPENSES	763.31
1/23/2018	1000319	SACRED HEART CHURCH	02/18: RENT	17,945.00
1/23/2018	1000320	ST. COLUMBA PARISH CHURCH	02/18: RENT	13,109.00
1/23/2018	1801231	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	4.50
1/24/2018	1801241	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	0.74
1/24/2018	1801242	VSP VISION CARE	02/18: VISION INSURANCE	211.61
1/25/2018	1000170	AMITY INSTITUTE, LTD.	10/17: ADMINISTRATIVE FEES	(12,800.00)
1/25/2018	1801251	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	34.04
1/25/2018	1801252	WILD CHINA	01/18: CHINA FIELD TRIP DEPOSIT	10,105.00
1/26/2018	1801261	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	6.80
1/29/2018	1000321	ALAMEDA COUNTY ENVIRONMENTAL HEALTH	01/18: SATELLITE FOOD FACILITY PERMIT	371.00
1/29/2018	1000322	ALAMEDA COUNTY OFFICE OF EDUCATION	01/18: STRS	48,854.87
1/29/2018	1000323	CALIFORNIA CHARTER SCHOOLS CONFERENCE REGISTRATION	01/18: REGISTRATION FOR CONFERENCE	475.00
1/29/2018	1000324	CHARLES HASTINGS	01/18: GLUCAGON DIABETIC CONSULTANT	338.77
1/29/2018	1000325	DANNY LAU	REIM: PURNING SHEARS	32.76
1/29/2018	1000326	EBMUD PAYMENT CENTER	11/06/17-01/08/18: WATER & WASTE MANAGEMENT (46806939020)	663.33
1/29/2018		EBMUD PAYMENT CENTER	11/07/17-01/09/18: WATER & WASTE MANAGEMENT (42099745569)	387.26
1/29/2018		EBMUD PAYMENT CENTER	11/07/17-01/09/18: WATER & WASTE MANAGEMENT (61360013774)	234.58
1/29/2018	1000327	EXED	01/18: MANAGEMENT CONTRACT FEE, CALPADS & SIS SUPPORT	8,346.67
1/29/2018	1000328	LAW OFFICES OF YOUNG, MINNEY & CORR, LLP.	11/17-12/17: LEGAL SERVICES	4,576.15
1/29/2018	1000329	LIESE OLUKOYA CHARTER FACILITIES CONSULTING	01/18: CONSULTING SERVICES	2,700.00
1/29/2018	1000330	OFFICE DEPOT	01/18: CLEANER	178.25
1/29/2018	1000331	PLAYWORKS EDUCATION ENERGIZED	09/17: 2017-2018 TEAM UP FEES	18,000.00
1/29/2018	1000332	SARAH'S SCIENCE	01/18: TOYOLOGY WORKSHOP	7,081.30
1/29/2018	1000333	SHAMROCK OFFICE SOLUTIONS	01/18: SHIPPING FEE FOR TONER	11.47
1/29/2018	1000334	TAMARA TEFFETELLER	01/18: PSYCHO EDUCATIONAL CONSULTANT	6,000.00
1/29/2018	1000335	THERAPY WORKS	12/17: OCCUPATIONAL THERAPY SERVICES	203.50
1/29/2018	1801291	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	1.48
1/31/2018	1801311	STRIPE DASHBOARD	01/18: CREDIT CARD FEE	6.45
1/31/2018	1801312	EDUCATE78	01/18: TEACH OAKLAND PARTICIPATION	250.00
Total 9120 - Cash in Bank - Operating				227,771.99
Report Total				227,771.99



**Board of Directors**  
**March 3, 2018**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	B.4. 2 <sup>nd</sup> Interim Financial Report
<b>Time Allotted</b>	5 minutes
<b>Background</b>	At the Second Interim, charter schools (and public schools) must submit a financial report with actuals through January 31 <sup>st</sup> .
<b>Summary</b>	The 2 <sup>nd</sup> Interim report includes the financial information (actuals and updated forecast) that is identical to the information and numbers presented in the January financial report.
<b>Type</b>	Vote
<b>Key Questions</b>	1)



**Alameda County Office of Education  
Administrative Services  
Charter Schools Office**

**Charter School Name:** Yu Ming Charter School **Date:** 2/28/18

**FY:** 2017-18 **1st Interim** ☐ **2nd Interim** ☒

We have developed this checklist to assist you in the submission of your required Budget Reports, consistent with the terms of the MOU. All items are to be submitted in hard and electronic copies. Please return this completed checklist with your report packet. All items should be addressed to Araceli Varela, ACOE, Room 372. Thank you.

- ☒ Checklist
- ☒ Interim Financial Report - Alternative Form
  - Detail
  - Summary
  - Certification with Original Signatures
  - Multi-Year Projection (current and 2 subsequent years)
- ☒ Assumptions Worksheet
  - ☒ Budget Assumptions
    - Current Revenue and Expenditure Assumptions
    - Narrative/written summary of any significant changes
  - ☒ Personnel FTE
    - Current and Multi-Year Projection
    - Narrative/written summary of any significant changes
  - ☒ Multi-year Projections
    - Multi-Year ADA Assumptions
    - Personnel Cost Assumptions
    - Written summary of any significant changes
    - Assumptions narrative, including, but not limited to:
      - Enrollment projections and impact of growth on liabilities, facilities, etc.
  - ☐ LCAP Expenditure Worksheet (only if LCAP has been revised) - NOT APPLICABLE, LCAP NOT REVISED
- ☒ Supplemental financial report, including:
  - ☒ Printout of Balance Sheet and Revenue & Expense Reports by Fund-ObjectPlease submit a Balance Sheet by Fund (9000 objects) and a statement of Revenues & Expenses by Fund-Object (Unrestricted/Restricted/Combined Total - 2-digit object level).
- ☒ Current year CALPADS - **1.1 Enrollment Report** (formerly CBEDS)
- ☒ Statement of cash flow for the **current** year
- ☒ Special Education Quarterly Expenditure Report, as reported to your SELPA - if applicable
- ☒ List of Administrative/Business Services Contracts (i.e., food service vendor, back-office provider)
- ☒ Most **current version** of FCMAT LCFF Calculator
- ☒ Electronic copy of all items, **with the following required to be provided in Excel, without links to any external data sources:**
  - ☐ Interim Financial Report Alt MYP Reporting worksheet
  - ☐ Assumptions - MYP Worksheet
  - ☐ Statement of cash flow
  - ☐ FCMAT LCFF Calculator

I hereby confirm that the enclosed report and attachments are accurate and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name Sue Park

\_\_\_\_\_  
Date 3/3/2018

\_\_\_\_\_  
Title Head of School

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report Certification**

Charter School Name: Yu Ming Charter  
(continued) \_\_\_\_\_  
CDS #: 01-10017-0124172  
Charter Approving Entity: Alameda County Office of Edu  
County: Alameda  
Charter #: 1296  
Fiscal Year: 2017/18

To the entity that approved the charter school:  
(   x   ) 2017/18 CHARTER SCHOOL SECOND INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report  
has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 47604.33.

Signed: \_\_\_\_\_ Date: 3/1/2018  
Charter School Official  
(Original signature required)  
Print  
Name: Sue Park Title: Head of School

-----  
To the County Superintendent of Schools:  
(   x   ) 2017/18 CHARTER SCHOOL SECOND INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report  
is hereby filed with the County Superintendent pursuant to *Education Code* Section 47604.33.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative of  
Charter Approving Entity  
(Original signature required)  
Print  
Name: Teresa Kapellas Title: Executive Director, Admin. S

For additional information on the Second Interim Report, please contact:

For Approving Entity:

Teresa Kapellas  
Name  
Executive Director, Admin. Services  
Title  
510-670-4272  
Phone  
tkapellas@acoe.org  
E-mail

For Charter School:

Matthew Eisenberg  
Name  
VP, School Finance  
Title  
424-208-6092  
Phone  
meisenberg@exed.net  
E-mail

This report has been verified for mathematical accuracy by the County Superintendent of Schools,  
pursuant to *Education Code* Section 47604.33.

\_\_\_\_\_  
ACOE District Advisor

\_\_\_\_\_  
Date

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

Charter School Name: Yu Ming Charter  
(continued)  
CDS #: 01-10017-0124172  
Charter Approving Entity: Alameda County Office of Education  
County: Alameda  
Charter #: 1296  
Fiscal Year: 2017/18

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)
- ☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description		Object Code	1st Interim Budget			Actuals thru 1/31			2nd Interim Budget		
			Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
A. REVENUES											
1. LCFF Revenue Sources											
State Aid - Current Year		8011	2,446,837.58		2,446,837.58	1,155,755.00		1,155,755.00	2,442,592.00		2,442,592.00
Education Protection Account State Aid - Current Year		8012	473,978.50		473,978.50	209,117.00		209,117.00	473,384.00		473,384.00
State Aid - Prior Years		8019			-			-			-
Transfer of Charter Schools In Lieu of Property Taxes		8096			-			-			-
Other LCFF Transfers		8091, 8097			-			-			-
Total, LCFF Sources			2,920,816.08	-	2,920,816.08	1,364,872.00	-	1,364,872.00	2,915,976.00	-	2,915,976.00
2. Federal Revenues											
Every Student Succeeds Act (Title I-V)		8290			-			-			-
Special Education - Federal		8181, 8182		44,625.00	44,625.00			-		44,625.00	44,625.00
Child Nutrition - Federal		8220			-			-			-
Donated Food Commodities		8221			-			-			-
Other Federal Revenues		8110, 8260-8299			-			-			-
Total, Federal Revenues			-	44,625.00	44,625.00	-	-	-	-	44,625.00	44,625.00
3. Other State Revenues											
Special Education - State		StateRevSE		189,967.83	189,967.83		91,850.00	91,850.00		189,730.00	189,730.00
All Other State Revenues		StateRevAO	110,456.10	323,983.50	434,439.60	45,321.00	295,182.00	340,503.00	110,386.00	348,347.00	458,733.00
Total, Other State Revenues			110,456.10	513,951.33	624,407.43	45,321.00	387,032.00	432,353.00	110,386.00	538,077.00	648,463.00
4. Other Local Revenues											
All Other Local Revenues		LocalRevAO	1,046,465.90		1,046,465.90	703,979.00		703,979.00	956,835.00		956,835.00
Total, Local Revenues			1,046,465.90	-	1,046,465.90	703,979.00	-	703,979.00	956,835.00	-	956,835.00
5. TOTAL REVENUES			4,077,738.08	558,576.33	4,636,314.41	2,114,172.00	387,032.00	2,501,204.00	3,983,197.00	582,702.00	4,565,899.00
B. EXPENDITURES											
1. Certificated Salaries											
Certificated Teachers' Salaries		1100	1,501,687.89	58,800.00	1,560,487.89	836,397.00	10,692.00	847,089.00	1,501,688.00	58,800.00	1,560,488.00
Certificated Pupil Support Salaries		1200	64,495.50	103,820.50	168,316.00	36,699.00	48,750.00	85,449.00	44,495.50	123,820.50	168,316.00
Certificated Supervisors' and Administrators' Salaries		1300	322,783.00	65,625.00	388,408.00	204,047.00	21,562.00	225,609.00	322,783.00	65,625.00	388,408.00
Other Certificated Salaries		1900			-			-			-
Total, Certificated Salaries			1,888,966.39	228,245.50	2,117,211.89	1,077,143.00	81,004.00	1,158,147.00	1,868,966.50	248,245.50	2,117,212.00
2. Non-certificated Salaries											
Non-certificated Instructional Aides' Salaries		2100	75,127.50		75,127.50	43,590.00		43,590.00	75,128.00		75,128.00
Non-certificated Support Salaries		2200	62,467.02		62,467.02	29,502.00		29,502.00	62,467.00		62,467.00
Non-certificated Supervisors' and Administrators' Sal.		2300	68,600.00		68,600.00	41,454.00		41,454.00	68,600.00		68,600.00
Clerical and Office Salaries		2400	102,815.00		102,815.00	58,061.00		58,061.00	102,815.00		102,815.00
Other Non-certificated Salaries		2900	155,600.74		155,600.74	75,902.00		75,902.00	155,601.00		155,601.00
Total, Non-certificated Salaries			464,610.26	-	464,610.26	248,509.00	-	248,509.00	464,611.00	-	464,611.00
3. Employee Benefits											
STRS		3101-3102	265,271.19	32,935.83	298,207.02	148,922.00	11,689.00	160,611.00	263,182.17	35,821.83	299,004.00
PERS		3201-3202			-			-			-
OASDI / Medicare / Alternative		3301-3302	63,896.63	3,309.56	67,206.19	36,219.00	1,175.00	37,394.00	64,232.44	3,599.56	67,832.00
Health and Welfare Benefits		3401-3402	125,000.00	114.12	125,114.12	92,939.00		92,939.00	124,885.88	114.12	125,000.00
Unemployment Insurance		3501-3502	22,141.19		22,141.19	13,762.00	41.00	13,803.00	22,255.00		22,255.00
Workers' Compensation Insurance		3601-3602	33,305.51		33,305.51	24,484.00		24,484.00	33,306.00		33,306.00
OPEB, Allocated		3701-3702			-			-			-
OPEB, Active Employees		3751-3752			-			-			-
Other Employee Benefits		3901-3902			-			-			-
Total, Employee Benefits			509,614.52	36,359.51	545,974.03	316,326.00	12,905.00	329,231.00	507,861.49	39,535.51	547,397.00
4. Books and Supplies											
Approved Textbooks and Core Curricula Materials		4100	7,034.00	17,966.00	25,000.00	5,287.00		5,287.00	10,000.00		10,000.00
Books and Other Reference Materials		4200	15,000.00		15,000.00	20,285.00		20,285.00	25,000.00		25,000.00
Materials and Supplies		4300	99,440.50		99,440.50	76,736.00	2,158.00	78,894.00	87,990.00	17,943.00	105,933.00
Noncapitalized Equipment		4400	51,085.00		51,085.00	61,818.00		61,818.00	67,818.00		67,818.00
Food		4700	100,000.00		100,000.00	8,575.00		8,575.00	17,000.00		17,000.00
Total, Books and Supplies			272,559.50	17,966.00	290,525.50	172,701.00	2,158.00	174,859.00	207,808.00	17,943.00	225,751.00
5. Services and Other Operating Expenditures											
Subagreements for Services		5100			-			-			-
Travel and Conferences		5200	9,270.00		9,270.00	11,297.00		11,297.00	15,000.00		15,000.00
Dues and Memberships		5300	4,279.00		4,279.00	3,316.00		3,316.00	4,246.00		4,246.00
Insurance		5400	24,118.00		24,118.00	16,834.00		16,834.00	24,117.00		24,117.00
Operations and Housekeeping Services		5500	120,793.77		120,793.77	57,902.00		57,902.00	120,794.00		120,794.00
Rentals, Leases, Repairs, and Noncap. Improvements		5600	228,109.50	281,017.50	509,127.00	19,876.00	237,648.00	257,524.00	208,723.00	300,404.00	509,127.00
Transfers of Direct Costs		5700-5799			-			-			-
Professional/Consulting Services and Operating Expend.		5800	588,708.25	25,000.00	613,708.25	324,034.00		324,034.00	592,807.00		592,807.00
Communications		5900	30,046.00		30,046.00	15,174.00		15,174.00	27,520.00		27,520.00
Total, Services and Other Operating Expenditures			1,005,324.52	306,017.50	1,311,342.02	448,433.00	237,648.00	686,081.00	993,207.00	300,404.00	1,293,611.00

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

Charter School Name: Yu Ming Charter  
(continued)  
CDS #: 01-10017-0124172  
Charter Approving Entity: Alameda County Office of Education  
County: Alameda  
Charter #: 1296  
Fiscal Year: 2017/18

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	1st Interim Budget			Actuals thru 1/31			2nd Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>6. Capital Outlay</b> (Objects 6100-6170, 6200-6500 for modified accrual basis only)										
Land and Land Improvements	6100-6170			-			-			-
Buildings and Improvements of Buildings	6200			-			-			-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			-			-			-
Equipment	6400			-			-			-
Equipment Replacement	6500			-			-			-
Depreciation Expense (for accrual basis only)	6900			-			-			-
Total, Capital Outlay		-	-	-	-	-	-	-	-	-
<b>7. Other Outgo</b>										
Tuition to Other Schools	7110-7143			-			-			-
Transfers of Pass-through Revenues to Other LEAs	7211-7213			-			-			-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			-			-			-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			-			-			-
All Other Transfers	7281-7299			-			-			-
Transfers of Indirect Costs	7300-7399			-			-			-
Debt Service:										
Interest	7438			-			-			-
Principal (for modified accrual basis only)	7439			-			-			-
Total, Other Outgo		-	-	-	-	-	-	-	-	-
<b>8. TOTAL EXPENDITURES</b>		4,141,075.19	588,588.51	4,729,663.70	2,263,112.00	333,715.00	2,596,827.00	4,042,453.99	606,128.01	4,648,582.00
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		(63,337.11)	(30,012.18)	(93,349.29)	(148,940.00)	53,317.00	(95,623.00)	(59,256.99)	(23,426.01)	(82,683.00)
<b>D. OTHER FINANCING SOURCES / USES</b>										
1. Other Sources	8930-8979			-			-			-
2. Less: Other Uses	7630-7699			-			-			-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(30,012.18)	30,012.18	-			-	(23,426.01)	23,426.01	-
<b>4. TOTAL OTHER FINANCING SOURCES / USES</b>		(30,012.18)	30,012.18	-	-	-	-	(23,426.01)	23,426.01	-
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		(93,349.29)	(0.00)	(93,349.29)	(148,940.00)	53,317.00	(95,623.00)	(82,683.00)	-	(82,683.00)
<b>F. FUND BALANCE, RESERVES</b>										
1. Beginning Fund Balance										
a. As of July 1	9791	1,108,216.12	39,084.00	1,147,300.12	1,108,216.12	39,084.00	1,147,300.12	1,108,216.12	39,084.00	1,147,300.12
b. Adjustments to Beginning Balance	9793, 9795			-			-			-
c. Adjusted Beginning Balance		1,108,216.12	39,084.00	1,147,300.12	1,108,216.12	39,084.00	1,147,300.12	1,108,216.12	39,084.00	1,147,300.12
2. Ending Fund Balance, June 30 (E + F.1.c.)		1,014,866.83	39,084.00	1,053,950.83	959,276.12	92,401.00	1,051,677.12	1,025,533.12	39,084.00	1,064,617.12
Components of Ending Fund Balance :										
a. Nonspendable										
Revolving Cash (equals object 9130)	9711			-			-			-
Stores (equals object 9320)	9712			-			-			-
Prepaid Expenditures (equals object 9330)	9713	363.87		363.87	1,958.90		1,958.90	1,958.90		1,958.90
All Others	9719			-			-			-
b. Restricted	9740			-		92,401.00	92,401.00		39,084.00	39,084.00
c. Committed										
Stabilization Arrangements	9750			-			-			-
Other Commitments	9760			-			-			-
d. Assigned										
Other Assignments	9780			-			-			-
e. Unassigned/Unappropriated										
Reserve for Economic Uncertainties	9789			-			-			-
Unassigned/Unappropriated Amount	9790	1,014,502.96	39,084.00	1,053,586.96	957,317.22	-	957,317.22	1,023,574.22	-	1,023,574.22

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Summary**

Charter School Name: Yu Ming Charter  
(continued)  
CDS #: 01-10017-0124172  
Charter Approving Entity: Alameda County Office of Educa  
County: Alameda  
Charter #: 1296  
Fiscal Year: 2017/18

					2nd Interim vs. 1st Interim Increase, (Decrease)	
Description	Object Code	1st Interim Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
<b>A. REVENUES</b>						
1. LCFF Revenue Sources						
State Aid - Current Year	8011	2,446,837.58	1,155,755.00	2,442,592.00	(4,245.58)	-0.17%
Education Protection Account State Aid - Current Year	8012	473,978.50	209,117.00	473,384.00	(594.50)	-0.13%
State Aid - Prior Years	8019	-	-	-	-	
Transfer of Charter Schools In Lieu of Property Taxes	8096	-	-	-	-	
Other LCFF Transfers	8091, 8097	-	-	-	-	
Total, LCFF Sources		2,920,816.08	1,364,872.00	2,915,976.00	(4,840.08)	-0.17%
2. Federal Revenues						
Every Student Succeeds Act (Title I - V)	8290	-	-	-	-	
Special Education - Federal	8181, 8182	44,625.00	-	44,625.00	-	0.00%
Child Nutrition - Federal	8220	-	-	-	-	
Donated Food Commodities	8221	-	-	-	-	
Other Federal Revenues	8110, 8260-8299	-	-	-	-	
Total, Federal Revenues		44,625.00	-	44,625.00	-	0.00%
3. Other State Revenues						
Special Education - State	StateRevSE	189,967.83	91,850.00	189,730.00	(237.83)	-0.13%
All Other State Revenues	StateRevAO	434,439.60	340,503.00	458,733.00	24,293.40	5.59%
Total, Other State Revenues		624,407.43	432,353.00	648,463.00	24,055.57	3.85%
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	1,046,465.90	703,979.00	956,835.00	(89,630.90)	-8.57%
Total, Local Revenues		1,046,465.90	703,979.00	956,835.00	(89,630.90)	-8.57%
5. TOTAL REVENUES		4,636,314.41	2,501,204.00	4,565,899.00	(70,415.41)	-1.52%
<b>B. EXPENDITURES</b>						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	1,560,487.89	847,089.00	1,560,488.00	0.11	0.00%
Certificated Pupil Support Salaries	1200	168,316.00	85,449.00	168,316.00	-	0.00%
Certificated Supervisors' and Administrators' Salaries	1300	388,408.00	225,609.00	388,408.00	-	0.00%
Other Certificated Salaries	1900	-	-	-	-	
Total, Certificated Salaries		2,117,211.89	1,158,147.00	2,117,212.00	0.11	0.00%
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	75,127.50	43,590.00	75,128.00	0.50	0.00%
Non-certificated Support Salaries	2200	62,467.02	29,502.00	62,467.00	(0.02)	0.00%
Non-certificated Supervisors' and Administrators' Sal.	2300	68,600.00	41,454.00	68,600.00	-	0.00%
Clerical and Office Salaries	2400	102,815.00	58,061.00	102,815.00	-	0.00%
Other Non-certificated Salaries	2900	155,600.74	75,902.00	155,601.00	0.26	0.00%
Total, Non-certificated Salaries		464,610.26	248,509.00	464,611.00	0.74	0.00%
3. Employee Benefits						
STRS	3101-3102	298,207.02	160,611.00	299,004.00	796.98	0.27%
PERS	3201-3202	-	-	-	-	
OASDI / Medicare / Alternative	3301-3302	67,206.19	37,394.00	67,832.00	625.81	0.93%
Health and Welfare Benefits	3401-3402	125,114.12	92,939.00	125,000.00	(114.12)	-0.09%
Unemployment Insurance	3501-3502	22,141.19	13,803.00	22,255.00	113.81	0.51%
Workers' Compensation Insurance	3601-3602	33,305.51	24,484.00	33,306.00	0.49	0.00%
OPEB, Allocated	3701-3702	-	-	-	-	
OPEB, Active Employees	3751-3752	-	-	-	-	
Other Employee Benefits	3901-3902	-	-	-	-	
Total, Employee Benefits		545,974.03	329,231.00	547,397.00	1,422.97	0.26%

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Summary**

Charter School Name: Yu Ming Charter  
(continued) \_\_\_\_\_  
CDS #: 01-10017-0124172  
Charter Approving Entity: Alameda County Office of Educa  
County: Alameda  
Charter #: 1296  
Fiscal Year: 2017/18

					2nd Interim vs. 1st Interim Increase, (Decrease)	
Description	Object Code	1st Interim Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	25,000.00	5,287.00	10,000.00	(15,000.00)	-60.00%
Books and Other Reference Materials	4200	15,000.00	20,285.00	25,000.00	10,000.00	66.67%
Materials and Supplies	4300	99,440.50	78,894.00	105,933.00	6,492.50	6.53%
Noncapitalized Equipment	4400	51,085.00	61,818.00	67,818.00	16,733.00	32.76%
Food	4700	100,000.00	8,575.00	17,000.00	(83,000.00)	-83.00%
Total, Books and Supplies		290,525.50	174,859.00	225,751.00	(64,774.50)	-22.30%
<b>5. Services and Other Operating Expenditures</b>						
Subagreements for Services	5100	-	-	-	-	
Travel and Conferences	5200	9,270.00	11,297.00	15,000.00	5,730.00	61.81%
Dues and Memberships	5300	4,279.00	3,316.00	4,246.00	(33.00)	-0.77%
Insurance	5400	24,118.00	16,834.00	24,117.00	(1.00)	0.00%
Operations and Housekeeping Services	5500	120,793.77	57,902.00	120,794.00	0.23	0.00%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	509,127.00	257,524.00	509,127.00	-	0.00%
Transfers of Direct Costs	5700-5799	-	-	-	-	
Professional/Consulting Services and Operating Expend.	5800	613,708.25	324,034.00	592,807.00	(20,901.25)	-3.41%
Communications	5900	30,046.00	15,174.00	27,520.00	(2,526.00)	-8.41%
Total, Services and Other Operating Expenditures		1,311,342.02	686,081.00	1,293,611.00	(17,731.02)	-1.35%
<b>6. Capital Outlay (Objects 6100-6170, 6200-6500 modified accrual basis only)</b>						
Land and Land Improvements	6100-6170	-	-	-	-	
Buildings and Improvements of Buildings	6200	-	-	-	-	
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	
Equipment	6400	-	-	-	-	
Equipment Replacement	6500	-	-	-	-	
Depreciation Expense (for accrual basis only)	6900	-	-	-	-	
Total, Capital Outlay		-	-	-	-	
<b>7. Other Outgo</b>						
Tuition to Other Schools	7110-7143	-	-	-	-	
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	
All Other Transfers	7281-7299	-	-	-	-	
Transfers of Indirect Costs	7300-7399	-	-	-	-	
Debt Service:						
Interest	7438	-	-	-	-	
Principal (for modified accrual basis only)	7439	-	-	-	-	
Total, Other Outgo		-	-	-	-	
<b>8. TOTAL EXPENDITURES</b>		4,729,663.70	2,596,827.00	4,648,582.00	(81,081.70)	-1.71%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		(93,349.29)	(95,623.00)	(82,683.00)	10,666.29	-11.43%

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Summary**

Charter School Name: Yu Ming Charter  
(continued) \_\_\_\_\_  
CDS #: 01-10017-0124172  
Charter Approving Entity: Alameda County Office of Educa  
County: Alameda  
Charter #: 1296  
Fiscal Year: 2017/18

					2nd Interim vs. 1st Interim Increase, (Decrease)	
Description	Object Code	1st Interim Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	-	-	-	-	
2. Less: Other Uses	7630-7699	-	-	-	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		(93,349.29)	(95,623.00)	(82,683.00)	10,666.29	-11.43%
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	1,147,300.12	1,147,300.12	1,147,300.12	-	0.00%
b. Adjustments to Beginning Balance	9793, 9795	-	-	-	-	
c. Adjusted Beginning Balance		1,147,300.12	1,147,300.12	1,147,300.12		
2. Ending Fund Balance, June 30 (E + F.1.c.)		1,053,950.83	1,051,677.12	1,064,617.12		
Components of Ending Fund Balance :						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	-	-	-	-	
Stores (equals object 9320)	9712	-	-	-	-	
Prepaid Expenditures (equals object 9330)	9713	363.87	1,958.90	1,958.90	1,595.03	438.35%
All Others	9719	-	-	-	-	
b. Restricted	9740	-	92,401.00	39,084.00	39,084.00	New
c. Committed						
Stabilization Arrangements	9750	-	-	-	-	
Other Commitments	9760	-	-	-	-	
d. Assigned						
Other Assignments	9780	-	-	-	-	
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	-	-	-	-	
Unassigned/Unappropriated Amount	9790	1,053,586.96	957,317.22	1,023,574.22	(30,012.74)	-2.85%

**CHARTER SCHOOL  
MULTI-YEAR PROJECTION - ALTERNATIVE FORM  
Second Interim Report - MYP**

Charter School Name: Yu Ming Charter  
(continued) \_\_\_\_\_  
CDS #: 01-10017-0124172  
Charter Approving Entity: Alameda County Office of Education  
County: Alameda  
Charter #: 1296  
Fiscal Year: 2017/18

*This charter school uses the following basis of accounting:*

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	FY 2017/18			Totals for 2018/19	Totals for 2019/20
		Unrestricted	Restricted	Total		
A. REVENUES						
1. LCFF Revenue Sources						
State Aid - Current Year	8011	2,442,592.00	0.00	2,442,592.00	2,989,444.00	3,310,348.00
Education Protection Account State Aid - Current Year	8012	473,384.00	0.00	473,384.00	544,046.00	582,882.00
State Aid - Prior Years	8019	0.00	0.00	0.00		
Transfers of Charter Schools In Lieu of Property Taxes	8096	0.00	0.00	0.00		
Other LCFF Transfers	8091, 8097	0.00	0.00	0.00		
Total, LCFF Sources		2,915,976.00	0.00	2,915,976.00	3,533,490.00	3,893,230.00
2. Federal Revenues						
Every Student Succeeds Act (Title I - V)	8290	0.00	0.00	0.00		
Special Education - Federal	8181, 8182	0.00	44,625.00	44,625.00	46,778.00	53,760.00
Child Nutrition - Federal	8220	0.00	0.00	0.00		
Donated Food Commodities	8221	0.00	0.00	0.00		
Other Federal Revenues	8110, 8260-8299	0.00	0.00	0.00		
Total, Federal Revenues		0.00	44,625.00	44,625.00	46,778.00	53,760.00
3. Other State Revenues						
Special Education - State	StateRevSE	0.00	189,730.00	189,730.00	221,061.00	233,616.00
All Other State Revenues	StateRevAO	110,386.00	348,347.00	458,733.00	554,582.00	470,781.00
Total, Other State Revenues		110,386.00	538,077.00	648,463.00	775,643.00	704,397.00
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	956,835.00	0.00	956,835.00	904,263.00	964,471.00
Total, Local Revenues		956,835.00	0.00	956,835.00	904,263.00	964,471.00
5. TOTAL REVENUES						
		3,983,197.00	582,702.00	4,565,899.00	5,260,174.00	5,615,858.00
B. EXPENDITURES						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	1,501,688.00	58,800.00	1,560,488.00	1,700,303.00	1,804,657.00
Certificated Pupil Support Salaries	1200	44,495.50	123,820.50	168,316.00	173,365.00	178,566.00
Certificated Supervisors' and Administrators' Salaries	1300	322,783.00	65,625.00	388,408.00	400,060.00	412,062.00
Other Certificated Salaries	1900	0.00	0.00	0.00		
Total, Certificated Salaries		1,868,966.50	248,245.50	2,117,212.00	2,273,728.00	2,395,285.00
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	75,128.00	0.00	75,128.00	77,381.00	97,703.00
Non-certificated Support Salaries	2200	62,467.00	0.00	62,467.00	64,341.00	66,271.00
Non-certificated Supervisors' and Administrators' Sal.	2300	68,600.00	0.00	68,600.00	150,658.00	155,178.00
Clerical and Office Salaries	2400	102,815.00	0.00	102,815.00	105,899.00	109,076.00
Other Non-certificated Salaries	2900	155,601.00	0.00	155,601.00	160,269.00	165,077.00
Total, Non-certificated Salaries		464,611.00	0.00	464,611.00	558,548.00	593,305.00



**CHARTER SCHOOL  
MULTI-YEAR PROJECTION - ALTERNATIVE FORM  
Second Interim Report - MYP**

Charter School Name: Yu Ming Charter  
(continued) \_\_\_\_\_  
CDS #: 01-10017-0124172  
Charter Approving Entity: Alameda County Office of Education  
County: Alameda  
Charter #: 1296  
Fiscal Year: 2017/18

Description	Object Code	FY 2017/18			Totals for 2018/19	Totals for 2019/20
		Unrestricted	Restricted	Total		
<b>3. Employee Benefits</b>						
STRS	3101-3102	263,182.17	35,821.83	299,004.00	370,163.00	434,265.00
PERS	3201-3202	0.00	0.00	0.00		
OASDI / Medicare / Alternative	3301-3302	64,232.44	3,599.56	67,832.00	75,698.00	80,120.00
Health and Welfare Benefits	3401-3402	124,885.88	114.12	125,000.00	172,584.00	179,712.00
Unemployment Insurance	3501-3502	22,255.00	0.00	22,255.00	24,414.00	25,762.00
Workers' Compensation Insurance	3601-3602	33,306.00	0.00	33,306.00	37,998.00	41,699.00
OPEB, Allocated	3701-3702	0.00	0.00	0.00		
OPEB, Active Employees	3751-3752	0.00	0.00	0.00		
Other Employee Benefits	3901-3902	0.00	0.00	0.00		
Total, Employee Benefits		507,861.49	39,535.51	547,397.00	680,857.00	761,558.00
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	10,000.00	0.00	10,000.00	11,606.00	12,435.00
Books and Other Reference Materials	4200	25,000.00	0.00	25,000.00	29,016.00	31,087.00
Materials and Supplies	4300	87,990.00	17,943.00	105,933.00	113,938.00	122,547.00
Noncapitalized Equipment	4400	67,818.00	0.00	67,818.00	76,947.00	82,440.00
Food	4700	17,000.00	0.00	17,000.00	19,731.00	21,139.00
Total, Books and Supplies		207,808.00	17,943.00	225,751.00	251,238.00	269,648.00
<b>5. Services and Other Operating Expenditures</b>						
Subagreements for Services	5100	0.00	0.00	0.00		
Travel and Conferences	5200	15,000.00	0.00	15,000.00	18,000.00	20,000.00
Dues and Memberships	5300	4,246.00	0.00	4,246.00	5,076.00	5,601.00
Insurance	5400	24,117.00	0.00	24,117.00	28,609.00	31,571.00
Operations and Housekeeping Services	5500	120,794.00	0.00	120,794.00	140,196.00	150,204.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	208,723.00	300,404.00	509,127.00	558,337.00	589,895.00
Transfers of Direct Costs	5700-5799	0.00	0.00	0.00		
Professional/Consulting Services and Operating Expend.	5800	592,807.00	0.00	592,807.00	620,291.00	682,887.00
Communications	5900	27,520.00	0.00	27,520.00	15,450.00	15,914.00
Total, Services and Other Operating Expenditures		993,207.00	300,404.00	1,293,611.00	1,385,959.00	1,496,072.00
<b>6. Capital Outlay (Obj. 6100-6170, 6200-6500 for mod. accr. basis only)</b>						
Land and Land Improvements	6100-6170	0.00	0.00	0.00		
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00		
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00	0.00		
Equipment	6400	0.00	0.00	0.00		
Equipment Replacement	6500	0.00	0.00	0.00		
Depreciation Expense (for accrual basis only)	6900	0.00	0.00	0.00		
Total, Capital Outlay		0.00	0.00	0.00	0.00	0.00
<b>7. Other Outgo</b>						
Tuition to Other Schools	7110-7143	0.00	0.00	0.00		
Transfers of Pass-through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00		
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	0.00	0.00		
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00		
All Other Transfers	7280-7299	0.00	0.00	0.00		
Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00		
Debt Service:						
Interest	7438	0.00	0.00	0.00		
Principal (for modified accrual basis only)	7439	0.00	0.00	0.00		
Total, Other Outgo		0.00	0.00	0.00	0.00	0.00
<b>8. TOTAL EXPENDITURES</b>		4,042,453.99	606,128.01	4,648,582.00	5,150,330.00	5,515,868.00
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		(59,256.99)	(23,426.01)	(82,683.00)	109,844.00	99,990.00

**CHARTER SCHOOL  
MULTI-YEAR PROJECTION - ALTERNATIVE FORM  
Second Interim Report - MYP**

Charter School Name: Yu Ming Charter  
(continued) \_\_\_\_\_  
CDS #: 01-10017-0124172  
Charter Approving Entity: Alameda County Office of Education  
County: Alameda  
Charter #: 1296  
Fiscal Year: 2017/18

Description	Object Code	FY 2017/18			Totals for 2018/19	Totals for 2019/20
		Unrestricted	Restricted	Total		
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	0.00	0.00	0.00		
2. Less: Other Uses	7630-7699	0.00	0.00	0.00		
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(23,426.01)	23,426.01	0.00		
4. TOTAL OTHER FINANCING SOURCES / USES		(23,426.01)	23,426.01	0.00	0.00	0.00
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		(82,683.00)	0.00	(82,683.00)	109,844.00	99,990.00
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	1,108,216.12	39,084.00	1,147,300.12	1,064,617.12	1,174,461.12
b. Adjustments to Beginning Balance	9793, 9795	0.00	0.00	0.00		
c. Adjusted Beginning Balance		1,108,216.12	39,084.00	1,147,300.12	1,064,617.12	1,174,461.12
2. Ending Fund Balance, June 30 (E + F.1.c.)		1,025,533.12	39,084.00	1,064,617.12	1,174,461.12	1,274,451.12
Components of Ending Fund Balance:						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	0.00	0.00	0.00		
Stores (equals object 9320)	9712	0.00	0.00	0.00		
Prepaid Expenditures (equals object 9330)	9713	1,958.90	0.00	1,958.90	1,958.90	1,958.90
All Others	9719	0.00	0.00	0.00		
b. Restricted	9740	0.00	39,084.00	39,084.00	0.00	0.00
c. Committed						
Stabilization Arrangements	9750	0.00	0.00	0.00		
Other Commitments	9760	0.00	0.00	0.00		
d. Assigned						
Other Assignments	9780	0.00	0.00	0.00		
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	0.00	0.00	0.00		
Unassigned/Unappropriated Amount	9790	1,023,574.22	0.00	1,023,574.22	1,172,502.22	1,272,492.22

**Budget Assumptions Worksheet**

Yu Ming Charter School

CHARTER SCHOOL

**2017/18 REPORTING PERIOD** (please check one):

☐ Annual Budget

☐ 1st Interim

☒ 2nd Interim

Assumptions should include deficit and proration factors as applicable

Include a narrative discussion and reason for significant changes between the current and the prior reporting categories.

CURRENT REPORTING PERIOD RATES	K-3	Grades 4-6	Grades 7-8	Grades 9-12	TOTAL	and the prior reporting categories.
A. REVENUES						
1. LCFF/Revenue Limit Sources						
State Aid - Current Year	\$7,792				7792	Average LCFF/ADA
Education Protection Account State Aid	24.76%	24.76%	24.76%		1.238	
State Aid - Prior Years					0	
Charter School Funding in Lieu of Property Taxes					0	
Other Revenue (please provide breakdown):					0	
2. Federal Revenues						
Title I					0	
Title II					0	
Title III					0	
Special Education - Federal	125	125	125		375	\$125/Prior Year CBEDS Enrollment
Other Federal (please provide breakdown):					0	
3. Other State Revenues						
Facility Grant				300,430.56	300430.56	
Lottery	194	194	194		582	Lottery rate of \$194/student
Special Education - State	507				507	
Other State (please provide breakdown):					0	-Mandate block grant @ 15.90/ADA, one-time
4. Other Local Revenues						
Special Education (from SELPA)	*see sections for state and federal				0	Local revenue based on field trips, donations, enrichment, after school. Increase based on new facility ability to accommodate additional students
Other Local (please provide breakdown):				956,835	956835	
Other Sources:					0	
	K-3	Grades 4-6	Grades 7-8	Grades 9-12	TOTAL	
ENROLLMENT	234	122	28		384	
AVERAGE DAILY ATTENDANCE	226.68	119.25	28.29		374.22	
% Unduplicated pupil count (includes FRM, EL, Foster Students)	17%	17%	17%		0.8527132	

Page 1

Expenditure Assumptions Narrative

Yu Ming Charter School

CHARTER SCHOOL

2017/18 FISCAL YEAR

Please include a narrative discussion and reason for significant changes between the current and prior reporting categories, if applicable.

Salaries and Benefits
Increase in FTE to deal with increased school enrollment as well as increased amount of support required for new and/or returning students. Increases in STRS employer portion. Increases in afterschool staff to deal with increased after school population being served.
Books and Supplies
Increases in non-capitalized equipment due to expanding student population (i.e. tech items) and additional facility (i.e. student desks, tables, etc.)
Services and Other Operating Expenditures
Increase in rent costs due to the school serving students at both the Alcatraz site as well as the MLK site.
Capital Outlay
-No assumed capital expenditures
Other Outgo
-No assumed other outgo
Other Uses
-Other sources/uses utilized for contributions from Unrestricted & Restricted due to Special Education encroachment

**Personnel - Full Time Equivalents (FTE)**

Yu Ming Charter School

CHARTER SCHOOL

2017-18 FISCAL YEAR

	First Interim 17/18	Second Interim 17/18	Budget Projection 18/19	Budget Projection 19/20	Include a narrative discussion and reason for significant changes between the current and the prior or future reporting categories.
<b>Certificated Non-Management</b>					
Unrestricted:	25.35	25.35	27.25	28.15	
Restricted:	2.9	2.9	3	3.1	
<b>Total:</b>	<b>28.25</b>	<b>28.25</b>	<b>30.25</b>	<b>31.25</b>	
<b>Classified Non-Management</b>					
Unrestricted:	8.5	8.5	8.4	8.8	
Restricted:	1	1	1.1	1.2	
<b>Total:</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>10</b>	
<b>Certificated Management/Supervisor</b>					
Unrestricted:	3.25	3.25	3.25	3.25	
Restricted:	0.75	0.75	0.75	0.75	
<b>Total:</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	
<b>Classified Management/Supervisor</b>					
Unrestricted:	1	1	2	2	
Restricted:	0	0	0	0	
<b>Total:</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	
<b>FTE TOTALS</b>	<b>42.75</b>	<b>42.75</b>	<b>45.75</b>	<b>47.25</b>	

**Multi-Year Projections**

Yu Ming Charter School

**CHARTER SCHOOL**

**2017/18 FISCAL YEAR**

	First Interim Budget 17/18	Second Interim Year Totals 17/18	Budget Projection 18/19	Budget Projection 19/20	Include a narrative discussion and reason for significant changes between the current and prior and/or future reporting categories.
TOTAL ENROLLMENT:					
Average Daily Attendance (use prior year P-2)					
K-3	226.02	226.68	249.60	274.56	
Grades 4-6	119.72	119.25	132.48	132.48	
Grades 7-8	28.95	28.29	48.00	55.68	
Grades 9-12					
Certificated Salary COLA Increase: % and Total \$ (if % varies, include total \$ only)					
Unrestricted:	3%	3%	3%	3%	
Restricted:	3%	3%	3%	3%	
Total:	6%	9%	9%	6%	
Classified Salary COLA Increase: % and Total \$ (if % varies, include total \$ only)					
Unrestricted:	3%	3%	3%	3%	
Restricted:	3%	3%	3%	3%	
Total:	6%	9%	9%	6%	
Other Certificated Salary Adjustments: total \$ (provide explanation)					
Unrestricted:	3%	3%	3%	3%	
Restricted:	3%	3%	3%	3%	
Total:	6%	9%	9%	6%	
Other Classified Salary Adjustments: total \$ (provide explanation)					
Unrestricted:	3%	3%	3%	3%	
Restricted:	3%	3%	3%	3%	
Total:	6%	9%	9%	6%	
Health and Welfare Benefits Increase: % and total \$ (provide explanation if approximate annual is employee/employer)					
Unrestricted:	8%	8%	5%	5%	
Restricted:	8%	8%	5%	5%	
Total:	16%	16%	10%	10%	
Are salary and benefit negotiations finalized? Y/N					
Are Health Benefits included in salary schedule? Y/N	Y	Y	N	N	
	Y	Y	Y	Y	

**Multi-Year Projections**

Yu Ming Charter School

CHARTER SCHOOL

**2017/18 FISCAL YEAR**

Include a narrative discussion of assumptions used in the current and two subsequent fiscal years including:

**1. Source of Data: (Example: FCMAT LCFF Calculator, SSC dashboard, etc.)**

FCMAT LCFF Calculator, SSC Dartboard, EDCOE SELPA Forecasts

**2. Change and Cause: (Example: health benefit costs increased from an estimated 15% at budget adoption to 18% at first interim based on actual renewal rates from ABC group.)**

Increases in salaries and H&W rates based on underlying increases in these costs along with rises in COLA.

**3. Effect. (Example: resulting in a health benefit cost increase of \$3,000)**

Increased portion of budget spent towards salaries and benefits.

Provide projected growth in average daily attendance, including details regarding the impact to cash flow, facilities, assets/liabilities, etc.

School anticipates growing in ADA per the ADA multi-year table above. The school's current facilities will accommodate this growth. Yu Ming plans to alleviate any cash-flow growth issues with a combination of the following: PENSEC, Line of Credit w/ First Republic Bank, Cash reserve

Provide detail of state, federal and local revenues by source for current and two subsequent fiscal years.

-State Revenues: LCFF State Aid, EPA Entitlement, Special Ed, School Facilities Funding (SB740), Mandate Cost Reimbursements, and State Lottery funds, one-time funds

-Federal Revenues: Special Ed

Identify current staffing levels/positions and provide projected growth for two subsequent fiscal years. Include justification for significant changes in staff and/or salaries that are not aligned with associated changes in ADA.

School anticipates adding teacher positions, aid, and office staff in future years to deal with school enrollment growth.

Identify all multiyear fiscal obligations, excluding salaries and benefits, for the next three years and identify the resources used to service those commitments.

Multi-year lease obligations (facilities). Yu Ming will utilize primary Charter School funding streams to satisfy these obligations. The school has no long-term debt.

Identify any potential or contingent liabilities that may affect the budget.

Not Applicable.

If a significant percentage of ongoing expenditures are funded with one-time resources, explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following years.

Not Applicable.

Yu Ming Charter School  
Income Statement  
7/1/2017 - 1/31/2018

	<u>YTD Actual</u>
<b>Revenue</b>	
Principal Apportionments	
8011 LCFF Revenue	1,155,755
8012 Education Protection Account	<u>209,117</u>
Total Principal Apportionments	1,364,872
Other Federal Income	
8181 Special Ed - IDEA	<u>0</u>
Total Other Federal Income	0
Other State Income	
8550 Mandate Block Grant	22,237
8560 State Lottery Revenue	25,242
8590 MENTAL HEALTH II & III	0
8591 SB740	91,324
8599 All Other State Revenues	201,700
8792 Transfer of Apportionments - Sp Ed	<u>91,850</u>
Total Other State Income	432,353
Other Income - Local	
8634 Food Service Sales	74
8690 All Other Local Revenue	346,517
8698 Grants	0
8699 Fundraising	<u>357,389</u>
Total Other Income - Local	<u>703,979</u>
Total Revenue	<u>2,501,204</u>
<b>Expense</b>	
Certificated Salaries	
1110 Teachers' Salaries	767,857
1170 Teacher Salaries - Substitute	6,300
1175 Teachers' Salaries - Stipend/Extra Duty	72,934
1200 Certificated Pupil Support Salaries	85,449
1300 Certificated Supervisor and Administrator Salaries	<u>225,609</u>
Total Certificated Salaries	1,158,149
Classified Salaries	
2100 Instructional Aide Salaries	43,590
2200 Classified Support Salaries	29,502
2300 Classified Supervisor and Administrator Salaries	41,454
2400 Clerical/Technical/Office Staff Salaries	58,061
2900 Other Classified Salaries	<u>75,902</u>
Total Classified Salaries	248,509
Employee Benefits	
3111 STRS - State Teachers Retirement System	160,611
3311 Social Security (OASDI)	17,472
3331 Medicare	19,922
3401 Health & Welfare	92,939
3501 State Unemployment Insurance	13,803
3601 Workers Compensation	24,484
3901 403b	0
Total Employee Benefits	329,230
Supplies	
4110 Approved Textbooks & Core Curriculum Materials	5,287
4210 Books and Other Reference Materials	20,285
4310 Student Materials	36,560
4350 Office Supplies	10,818
4370 Custodial Supplies	4,659
4390 Other Supplies	26,857
4400 Non Capitalized Equipment	61,818
4700 Food and Food Supplies	<u>8,575</u>
Total Supplies	174,858
Operating Services	
5200 Travel and Conferences	11,297
5300 Dues and Memberships	3,316
5450 General Insurance	16,834
5500 Operation and Housekeeping Services	57,902
5610 Building Rent	237,648
5620 Equipment Lease	17,071
5630 Vendor Repairs	2,805
5812 Field Trips/Pupil Transportation	44,066
5820 Legal / Audit Fees	30,300
5830 Advertisement / Recruitment	1,446
5850 Non Instructional Consultants	66,105
5851 Instructional Consultants	62,774



Yu Ming Charter School  
Income Statement  
7/1/2017 - 1/31/2018

		<u>YTD Actual</u>
5853	ExED	58,484
5860	Non Instructional Software and Subscriptions	6,043
5890	Other Fees / Bank Charges /Credit Card Fees	49,408
5896	Special ED Fair Share (LAUSD)	0
5897	Fundraising Cost	5,408
5900	Communications	<u>15,174</u>
	Total Operating Services	<u>686,080</u>
	Total Expense	<u>2,596,827</u>
	Net Income	<u>(95,623)</u>

**Yu Ming Charter School**  
**Balance Sheet**  
**As of 1/31/2018**

Assets		
Cash		
Cash in Bank - Operating	752,924.18	
Investments	<u>0.00</u>	
Total Cash	752,924.18	
Accounts Receivable		
Due from Government Grantor	17,811.71	
Other	<u>205.20</u>	
Total Accounts Receivable	18,016.91	
Due From Others		
	<u>82.25</u>	
Total Due From Others	82.25	
Prepaid Expenses		
	<u>1,958.90</u>	
Total Prepaid Expenses	1,958.90	
Deposits		
	<u>280,000.00</u>	
Total Deposits	280,000.00	
Net Fixed Assets		
Improvement of Sites	14,420.00	
Accumulated Depreciation-Sites	(14,420.00)	
Computer / Equipment	10,800.00	
Accumulated Depreciation-Computer /Equipment	(10,800.00)	
Total Net Fixed Assets	<u>0.00</u>	
Total Assets	<u>1,052,982.24</u>	
Liabilities		
Payroll Liabilities		
Federal Taxes Withholding	227.43	
State Tax Withholding	1,124.96	
Salaries Payable	(220.65)	
STRS Payable	58.79	
Medicare Payable	114.19	
Total Payroll Liabilities	1,304.72	
Total Liabilities	<u>1,304.72</u>	
Equity		
Net Income / (Loss)		
	(95,622.60)	
Total Net Income / (Loss)	(95,622.60)	
Total Equity	<u>(95,622.60)</u>	
Beginning Fund Balance		
Total Beginning Fund Balance	<u>1,147,300.12</u>	
Total Liabilities & Equity	<u>1,052,982.24</u>	

### 1.1 Enrollment - Primary Status by Subgroup

<b>Academic Year:</b>	2017-2018	<b>LEA:</b>	Yu Ming Charter	<b>User ID:</b>	exed.0124172
<b>View:</b>	Snapshot	<b>School Type:</b>	ALL	<b>Create Date:</b>	12/5/2017 9:01:02 PM
		<b>School:</b>	ALL	<b>Print Date:</b>	12/6/2017 6:09:47 AM

School Code	School Name	Primary Enrollments	Transitional Kindergarten (TK)	English Learners	<a href="#">Title III Eligible Immigrants</a>	Gifted and Talented Education	Title I Part C Migrant	Special Education	Socio-Economically Disadvantaged
0124172	<a href="#">Yu Ming Charter</a>	387	0	24	17	0	0	24	53
<b>TOTAL-Selected Schools</b>		<b>387</b>	<b>0</b>	<b>24</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>53</b>

<b>Grade:</b>	01-First Grade,02-Second Grade,03-Third Grade,04-Fourth Grade,05-Fifth Grade,06-Sixth Grade,07-Seventh Grade,08-Eighth Grade,09-Ninth Grade,10-Tenth Grade,11-Eleventh Grade,12-Twelfth Grade,KN-Kindergarten,UE-Ungraded Elementary,US-Ungraded Secondary	<b>Ethnicity/Race:</b>	ALL	<b>Gender:</b>	ALL
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*This report is confidential and use is restricted to authorized individuals.*

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The data on this report is filtered by the user selections that appear on the last page of this report.

**2017-2018 2nd Interim  
Cashflow Worksheet**

Charter Name: Yu Ming Charter School			Beginning															
	Object	Balances	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Sub-total	Accruals	Total	Budget
	Estimates through Month of																	
<b>A</b>	<b>Beginning Cash</b>	<b>9110</b>	803,698	878,502	588,650	589,166	601,847	469,795	581,001	752,924	485,124	354,793	502,496	340,469	6,948,465		6,948,465	554,310
<b>B</b>	<b>Receipts</b>																	
	LCFF/Revenue Limit Sources																	
	State Aid - Current Year	8011	0	111,911	182,447	201,439	201,439	201,439	257,080	201,440	221,009	221,009	221,009	221,009	2,241,230	201,362	2,442,592	2,466,247
	Education Protection Account	8012	0	0	0	104,558	0	0	104,559	0	0	148,777	0	0	357,894	115,490	473,384	453,336
	State Aid - Prior Year	8019													0		0	
	Tax Relief Subventions	8020-8039													0		0	
	County and District Taxes	8040-8079													0		0	
	In Lieu of Property Taxes	8096													0		0	
	Federal Revenue	8100-8299									22,313	0	0	11,156	33,469	11,156	44,625	44,375
	Other State Revenue	8300-8599	8,383	8,350	166,116	15,030	15,030	87,795	131,650	(153,479)	33,329	184,900	16,568	15,042	528,712	119,750	648,462	615,939
	Other Local Revenue	8600-8799	97,554	80,957	149,865	31,909	26,881	188,703	128,109	25,571	25,571	25,571	25,571	150,571	956,835		956,835	909,438
	Interfund Transfers In	8910-8929													0		0	
	All Other Financing Sources	8930-8979													0		0	
	Other Receipts/Non-Revenue	TRANS													0		0	
	<b>Total Receipts</b>		105,937	201,218	498,428	352,936	243,350	477,937	621,398	73,532	302,221	580,256	263,148	397,778	4,118,139	447,759	4,565,898	4,489,335
<b>C</b>	<b>Disbursements</b>																	
	Certificated Salaries	1000-1999	32,230	154,905	206,178	194,480	189,637	188,060	192,657	191,813	191,813	191,813	191,813	191,813	2,117,212		2,117,212	1,976,630
	Classified Salaries	2000-2999	16,206	33,308	46,142	36,709	39,182	37,337	39,625	43,220	43,220	43,220	43,220	43,220	464,610		464,610	508,952
	Employee Benefits	3000-3999	15,662	41,360	61,090	50,586	48,151	48,805	63,577	47,367	47,367	47,367	39,429	36,636	547,397		547,397	504,365
	Books & Supplies	4000-4999	11,749	41,745	55,587	27,904	8,215	17,276	12,384	10,026	10,217	10,217	10,217	10,217	225,750		225,750	202,175
	Services	5000-5999	46,138	79,188	128,443	125,353	85,432	77,427	144,100	48,906	139,936	139,936	140,496	138,255	1,293,611		1,293,611	1,235,468
	Capital Outlay	6000-6599													0		0	
	Other Outgo	7000-7499													0		0	
	Interfund Transfers Out	7600-7629													0		0	
	All Other Financing Uses	7630-7699													0		0	
	Other Disbursements/Non-Exp.														0		0	
	<b>Total Disbursements</b>		121,984	350,505	497,439	435,033	370,617	368,905	452,343	341,332	432,553	432,553	425,174	420,141	4,648,580	0	4,648,580	4,427,590
<b>D</b>	<b>Balance Sheet Items</b>																	
	<b>Assets and Deferred Outflows</b>																	
	Accounts Receivable	9200-9299	405,804	281,521	11,131	(1,063)	93,211	(3,695)	3,695	2,904	0	0	0	0		(447,759)	0	
	Stores	9320													0		0	
	Prepaid Expenses	9330	35,212	34,860		(13)			(1,560)	(35)					33,253		33,253	
	Other Current Assets	9340	30,000	-250,000										50,000	(200,000)		(200,000)	
	Deferred Outflows of Resources	9490													0		0	
	<b>Liabilities and Deferred Inflows</b>																	
	Accounts Payable	9500-9599	87,538	(24,470)	151,697	(603)	(1,567)	1,089	(38)	0	0	0	0	0	0		0	
	Current Loans	9640													0		0	
	Unearned Revenues	9650													0		0	
	Deferred Inflows of Resources/Un	9690													0		0	
	<b>Total Balance Sheet Items</b>		90,851	(140,566)	(473)	94,778	(4,784)	2,173	2,869	0	0	0	0	50,000	94,849	(447,759)	(352,910)	
<b>E</b>	<b>Net Increase/Decrease (B-C+D)</b>		74,804	(289,852)	516	12,681	(132,052)	111,205	171,923	(267,800)	(130,332)	147,703	(162,027)	27,637	(435,592)	0	0	
<b>F</b>	<b>Ending Cash (A+E)</b>		878,502	588,650	589,166	601,847	469,795	581,001	752,924	485,124	354,793	502,496	340,469	368,106	6,512,873			
<b>G</b>	<b>Ending Cash plus Accruals</b>																0	

# El Dorado Charter SELPA

## Mid-Year Special Education Expenditure Report (actuals through Dec 31)

This interim expenditure report is due **1/19/2018 5:00:00 PM**. Submit a separate expenditure report for each LEA. Only yellow-shaded cells accept user input.

Choose the LEA from the dropdown list. Designated cells in the template will pre-fill with data. Please note that the P-2 ADA estimate requested is for next year (2018-19). Enter the ACTUAL total state and federal special education expenditures for the period 7/1/2017through 12/31/2017.

The completed template may be printed before it is submitted using the Print button at the bottom of the form.

Yu Ming Charter				Projected 2018-19 P-2 ADA *		427
If eligible to receive federal funding, the LEA named above makes the election shown at right regarding receipt of federal revenue for 2017-18.						ACCEPT Federal Revenue
CDS Code	STATE AID	MH LEVEL 2	MH LEVEL 3	MH LEVEL 3	FEDERAL	TOTALS
01-10017-0124172						
	RS 6500	RS 6512	RS 6512	RS 3327	RS 3310	
SPECIAL EDUCATION REVENUE (PROJECTED ANNUAL REVENUE)						
State Reserve Available (if applicable)	0					0
Prior Year Carry Over (if applicable)	0					0
State (based on est. 2017-18 P-2 ADA)	162,037					162,037
Federal					44,625	44,625
Admin Fee (based on rate of 4%)	8,611					8,611
TOTAL AVAILABLE	170,648				44,625	215,273
SPECIAL EDUCATION EXPENDITURES (ACTUALS, AS OF DEC. 31ST)						
Certificated Salaries	81,004				0	81,004
Classified Salaries	0				0	0
Employee Benefits	8,763				0	8,763
Books and Supplies	0				0	0
Services and Other Operating Expenditures	0				11,933	11,933
Admin Fee	8,611				N/A	8,611
Capital Outlay	0				0	0
Total Direct Costs	98,378				11,933	110,311
Direct Support	0				N/A	0
Indirect Cost Rate (2017-18 CDE approved rate)	5.25					
Allowable Indirect Costs (calculated, not included in total)	5,165				626	
Indirect Costs	0				0	0
TOTAL COSTS (THROUGH 12/31/2017)	98,378				11,933	110,311
REMAINING 2017-18 REVENUE	72,270				32,692	104,962
If any of the Federal expenditures reported above funded specific RTI programs of the LEA enter that total (maximum 15% of total Federal expenditures) ?					0	

☒ By checking this box, I certify that the expenditures reported have been made and are accurate, that this program has been conducted in accordance with applicable laws and regulations, and that full records of receipts and expenditures have been maintained and will be available for a period of five years after submission of a final expenditure report for the current fiscal year.

Business/Fiscal Contact	Business/Fiscal Title	Business/Fiscal Email	Business/Fiscal Phone
M. Eisenberg- ExED	VP, School Finance	meisenberg@exed.net	(424) 208-6092

Yu Ming Charter School – List of Contracts  
2017-18 Second Interim

Hannah Acevedo  
Tamara Teffeteller  
Sly Park - SCOE  
Nature Bridge  
Playworks  
Pledgestar  
Therapy Works  
Waste Management  
WebMY.me Inc  
Vincenti Lloyd  
OpenWorks  
Amity  
Seneca Family of Agencies  
ExED – Business Services  
ExED – Calpads  
Alcatraz Site Facility Lease  
MLK Site Facility Lease  
Herzog Site Facility Lease

LCFF Calculator Universal Assumptions				
Yu Ming Charter (124172) - Yu Ming Charter			2/21/2018	
Summary of Funding				
	2016-17	2017-18	2018-19	2019-20
<b>Target Components:</b>				
Base Grant	2,437,375	2,713,837	3,201,966	3,513,641
Grade Span Adjustment	150,842	169,557	191,443	214,007
Supplemental Grant	107,360	111,357	140,080	165,583
Concentration Grant	-	-	-	-
Add-ons	-	-	-	-
Total Target	2,695,577	2,994,751	3,533,489	3,893,231
<b>Transition Components:</b>				
Target	\$ 2,695,577	\$ 2,994,751	\$ 3,533,489	\$ 3,893,231
Funded Based on Target Formula <i>(based on prior)</i>	FALSE	FALSE	FALSE	TRUE
Floor	2,492,862	2,851,603	3,351,244	3,785,725
Remaining Need after Gap <i>(informational only)</i>	89,039	78,774	-	-
Current Year Gap Funding	113,676	64,374	182,245	-
Miscellaneous Adjustments	-	-	-	-
Economic Recovery Target	-	-	-	-
Additional State Aid	-	-	-	-
Total LCFF Entitlement	\$ 2,606,538	\$ 2,915,977	\$ 3,533,489	\$ 3,893,231
Components of LCFF By Object Code				
	2016-17	2017-18	2018-19	2019-20
9011 - State Aid	\$ 2,168,923	\$ 2,442,592	\$ 2,989,443	\$ 3,310,348
9011 - Fair Share	-	-	-	-
9311 & 9590 - Categoricals	-	-	-	-
EPA (for LCFF Calculation purposes)	432,650	473,384	544,046	582,883
<b>Local Revenue Sources:</b>				
8021 to 8089 - Property Taxes	-	-	-	-
8096 - In-Lieu of Property Taxes	4,965	-	-	-
Property Taxes net of in-lieu	-	-	-	-
TOTAL FUNDING	\$ 2,606,538	\$ 2,915,977	\$ 3,533,489	\$ 3,893,231
Basic Aid Status	\$ -	\$ -	\$ -	\$ -
Less: Excess Taxes	\$ -	\$ -	\$ -	\$ -
Less: EPA in Excess to LCFF Funding	\$ -	\$ -	\$ -	\$ -
Total Phase-In Entitlement	\$ 2,606,538	\$ 2,915,977	\$ 3,533,489	\$ 3,893,231
8012 - EPA Receipts <i>(for budget &amp; cashflow)</i>	\$ 435,759	\$ 473,384	\$ 544,046	\$ 582,883
of Student Population				
	2016-17	2017-18	2018-19	2019-20
<b>Unduplicated Pupil Population</b>				
Agency Unduplicated Pupil Count	76.00	66.00	104.00	122.00
COE Unduplicated Pupil Count	-	-	-	-
Total Unduplicated pupil Count	76.00	66.00	104.00	122.00
Rolling %, Supplemental Grant	20.7400%	19.3100%	20.6400%	22.2100%
Rolling %, Concentration Grant	20.7400%	0.0000%	0.0000%	0.0000%
<b>FUNDED ADA</b>				
<b>Adjusted Base Grant ADA</b>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>
Grades TK-3	204.67	226.68	249.60	272.62
Grades 4-6	137.39	119.25	132.48	132.48
Grades 7-8	-	28.29	48.00	55.68
Grades 9-12	-	-	-	-
Total Adjusted Base Grant ADA	342.06	374.22	430.08	460.78
<b>Necessary Small School ADA</b>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>
Grades TK-3	-	-	-	-
Grades 4-6	-	-	-	-
Grades 7-8	-	-	-	-
Grades 9-12	-	-	-	-
Total Necessary Small School ADA	-	-	-	-
Total Funded ADA	342.06	374.22	430.08	460.78
<b>ACTUAL ADA (Current Year Only)</b>				
Grades TK-3	204.67	226.68	249.60	272.62
Grades 4-6	137.39	119.25	132.48	132.48
Grades 7-8	-	28.29	48.00	55.68
Grades 9-12	-	-	-	-
Total Actual ADA	342.06	374.22	430.08	460.78
Funded Difference <i>(Funded ADA less Actual ADA)</i>	-	-	-	-
to Increase or Improve Services				
	2016-17	2017-18	2018-19	2019-20
Current year estimated supplemental and concnts \$	107,360	\$ 111,357	\$ 140,080	\$ 165,583
Current year Percentage to Increase or Improve Se	4.30%	3.97%	4.13%	4.44%



**Board of Directors**  
**March 3, 2018**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	B.5. Line of Credit Renewal
<b>Time Allotted</b>	10 minutes
<b>Background</b>	Yu Ming has a \$250,000 Line Of Credit with its bank First Republic which is useful in case of short-term cash flow needs. The LOC requires renewal annually.
<b>Summary</b>	The Line of Credit is up to \$250,000 and can be drawn upon at any time, upon authorization from the Executive Director and approval from the chair of the Finance Committee. The full Board must also be informed of the draw. The terms of the LOC are the same upon this renewal, with a one-time \$250 renewal fee. Any drawdown would need to be repaid by February 28, 2019 and the interest rate is based on the US Prime rate, currently 4.5%.
<b>Type</b>	Vote
<b>Key Questions</b>	<ol style="list-style-type: none"><li>1) Are board members comfortable with the current LOC and its terms?</li><li>2) Are members interested in additional or other potential financing options?</li></ol>





**Board of Directors**  
**March 3, 2018**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	SELPA Local Plan Revision
<b>Time Allotted</b>	10 minutes
<b>Background</b>	<p>SELPAAs (<a href="#">Special Education Local Plan Areas</a>) are consortiums of schools and districts that organize together to ensure provision of special education resources to all students in their governing areas. Yu Ming is part of the El Dorado County Charter SELPA.</p> <p>In May, 2014 the Charter SELPA CEO Council approved updated policies to align many of the governance activities with current practice. The Charter SELPA Local Plan Revision – Governance and Administration Chapter has been updated to reflect the current policies of the Charter SELPA. In May, 2015 the Charter SELPA CEO Council approved the updated Local Plan Revision – Governance and Administrative Chapter, which was approved in July, 2015, by this board.</p> <p>The Charter SELPA CEO Council revised the SELPA Participation Agreement at its October 12, 2017 meeting. Specifically, the new Agreement includes the Council’s organizational standards and values; the purpose is to ensure that all members commit to upholding high ethical standards and are aligned with the Council’s values, and will comply to federal, state and SELPA requirements. To continue as a member of the SELPA, our board must approve this new Agreement by April 2, 2018.</p>
<b>Summary</b>	It is recommended that the board of Yu Ming Charter School in accordance with federal and state laws and regulations, adopt the El Dorado County Charter SELPA



	Local Plan and its updated Governance and Administration Chapter.
<b>Type</b>	Vote
<b>Key Questions</b>	1. What legal responsibilities and liabilities is Yu Ming assuming with these changes? Are any of them any different than prior versions of the SELPA plan?
<b>Supporting Documents</b>	Attached redline of SELPA Local Plan Revision

**AGREEMENT FOR PARTICIPATION**  
**EL DORADO CHARTER SELPA**

This Agreement for Participation ("Agreement") is entered into by and between the El Dorado Charter SELPA ("SELPA"), the El Dorado County Office of Education ("EDCOE"), and \_\_\_\_\_ ("LEA"), a California public charter school, collectively referred to as the "Parties."

**RECITALS**

WHEREAS, each special educational local plan area is required to administer local plans submitted pursuant to Education Code section 56205 et seq., administer the allocation of funds pursuant to Education Code section 56836 et seq., and ensure that it has in effect policies, procedures, and programs that are consistent with state laws, regulations, and policies governing certain aspects of special education;

WHEREAS, a charter school that is deemed a local educational agency for purposes of special education is required to participate in an approved local plan pursuant to Education Code section 56195.1(f);

WHEREAS, LEA is a charter school that is deemed a local educational agency for purposes of special education pursuant to Education Code section 47641 and is responsible for complying with all provisions of the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) and implementing regulations as they relate to local educational agencies;

WHEREAS, the SELPA as authorized by the California State Board of Education serves as the special educational local plan area for California charter schools deemed local educational agencies pursuant to Education Code section 47641 that have successfully completed the SELPA membership process and have signed this Agreement for Participation ("Agreement");

WHEREAS, EDCOE is designated in the local plan as the "responsible local agency" for the SELPA, which means the administrative entity, the duties of which shall include, but are not limited to, receiving and distributing state and federal special education funds pursuant to the allocation plan, providing administrative support, and coordinating implementation of the plan;

WHEREAS, the actions and decisions of the parties are guided by the values of:

1. Commitment – maintaining high standards for performance in student achievement, operations, governance and finance;
2. Integrity – adherence to moral and ethical principles in all aspects of the work;
3. Fairness – impartial and just treatment of all stakeholders;
4. Partnership – collaborative decision making and accountability;
5. Knowledge – understanding of charter school law and practice; and
6. Transparency- access to the information, decisions, and actions of the organization;

WHEREAS, the purpose of this agreement is to set forth the various responsibilities of LEA, EDCOE, and SELPA to ensure that all charter pupils with exceptional needs within the SELPA receive appropriate special education programs.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties hereto as follows:

**1. SHARED COMMITMENTS**

- 1.1. Resource Allocation. Parties shall demonstrate commitment to the promises set forth in this Agreement by allocating appropriate resources.
- 1.2. Standard of Conduct. Parties, at all times, shall conduct themselves in such a manner as to act in the best interests of all other SELPA members. LEA shall not engage in any

activity or enterprise which would tend to injure or expose the SELPA or any of its members to any significant risk of harm or injury of any kind.

- 1.3. Compliance. All parties to this agreement shall identify and comply with applicable laws, regulations, policies, procedures and generally accepted standards. Each party will address any identified compliance gaps in a responsible and timely fashion.
- 1.4. Continual Improvement. Parties are expected to continually improve by setting performance objectives, executing plans and taking necessary corrective actions for deficiencies identified by any and all internal and/or external assessments.
- 1.5. Accuracy of Business Records. Parties shall ensure that any and all financial books and records conform to generally accepted accounting principles and state reporting requirements. Records must be accurate in all material respects. Records must be legible, transparent, and reflect actual transactions and payments and be open to inspection by the other party upon a reasonable request.
- 1.6. Accuracy of Student Records. Parties shall ensure that any and all student records conform to prescribed formats. Records must be legible, transparent, reflect actual transactions and payments, and be accurate in all material respects. Records must be open to inspection and review by other parties with legitimate educational interest upon a request.
- 1.7. Documentation. Parties shall maintain documentation necessary to demonstrate compliance with this Agreement and compliance with applicable state and federal statutes and regulations.
- 1.8. Local and Allocation Plans. Parties agree to the provisions of the Local and Allocation Plans as updated and approved by the CEO Council.
- 1.9. Provision of Free and Appropriate Public Education. The LEA is solely responsible for the provision of special education programs and services to eligible students enrolled in the LEA. The Parties understand and agree that the SELPA or EDCOE shall have no responsibility for the operation of any direct educational program service of any kind, that the SELPA has no duty or authority to provide FAPE to individual students, and that the SELPA has no duty or authority to make decisions regarding the educational programming of students enrolled in the LEA.

## **2. LEA RESPONSIBILITIES**

- 2.1 Programs and Services. The LEA is solely and exclusive responsible for the following mandated activities in order to operate its special education programs and services for students enrolled in the LEA. As such, the LEA shall:
  - 2.1.1. Select, employ, compensate, and determine the duties of, or establish appropriate contracts for the provision of, special education teachers, instructional aides, and other personnel as required to conduct the program specified in the Local Plan, and in compliance with state and federal mandates.
  - 2.1.2. Conduct and/or contract those programs operated by the LEA in conformance with the Local Plan and the state and federal mandates.
  - 2.1.3. Organize and administer the activities of the IEP teams, including the selection of the LEA staff and who will serve as members of the IEP team in conformance with Education Code Section 56341 and in compliance with the Local Plan.

- 2.1.4. Develop and implement program objectives and the evaluation of the program effectiveness.
- 2.1.5. Communicate with the parents and/or legal guardians of students in conformance with laws, regulations and the provisions of the Local Plan.
- 2.1.6. Provide for the documentation and reporting of assessment procedures used for the placement of individuals and the security thereof.
- 2.1.7. Provide for the continuous review of placements and the assessment procedures employed to insure their effectiveness and applicability, and insure the continued implementation and compliance with eligibility criteria.
- 2.1.8. Provide for the integration of students with disabilities into the general education school programs and provide for evaluating the results of such integration according to specifications of the Local Plan.
- 2.1.9. Conduct the review of individual placements requested by the parents and/or legal guardians of the student in accordance with the Local Plan.
- 2.1.10. Prepare and submit all required reports, including reports on student enrollment, program expenditures, and program evaluation.
- 2.2. Fiscal Responsibilities. Receive and expend special education funding in accordance with the Charter SELPA Allocation Plan.
- 2.3. Restricted Funds. As a condition of membership and participation in the SELPA, LEA warrants and represents that at no time during the term of this Agreement and LEA's membership and participation in the SELPA shall the LEA, directly or indirectly, provide special education funding for the benefit of a for-profit entity. All funding provided through the Charter SELPA shall be treated as a restricted funding source to be expended only for special education or special education services. Nothing contained herein shall be interpreted as prohibiting any LEA from expending funds to contract with a state-certified nonpublic agency/school for the benefit of children served, in accordance with the approved master contract and individual services agreements as provided for in federal and state law.
- 2.4. Audit Report. Annually provide the SELPA with the LEA's annual, independent financial audit report, on or before December 20th each year, unless an extension has been granted by the State Controller's Office, in which case an extension will be granted to the charter as well. LEA further agrees to provide SELPA copies of any and all State Controller's Office communications regarding audit report corrective actions and a corrected audit report, if applicable. Should an LEA be the subject of an investigation by any federal, state, or local agency, including but not limited to the Fiscal Crisis Management and Assistance Team ("FCMAT") arising out of or related to allegations of fiscal mismanagement, failure to meet generally accepted accounting principles, or any violation of a provision of law, the LEA shall immediately notify SELPA and provide the SELPA with a copy of any written correspondence related thereto.
- 2.5. Membership Responsibilities. Adhere to governance structure within SELPA Local Plan and Policies including designating appropriate representatives to serve on required councils and committees; ensure appropriate LEA representatives attend and participate in SELPA governance meetings as set forth in the Local Plan, Policies and Procedures.
- 2.6. Management Decisions. Consistent with this Agreement, LEA shall have full and exclusive authority and responsibility for classifying employment positions within their

LEA. The managerial prerogatives of any participating LEA member shall not be infringed upon by any other participating LEA member except upon mutual consent of an affected LEA member(s), or unless as otherwise set forth. LEA shall not undertake to independently act on behalf of the SELPA or any of its members without express written authorization of the SELPA.

- 2.7. Participation. Ensure appropriate LEA representatives attend and participate in SELPA governance meetings and committees as set forth in the Local Plan, Policies and Procedures.
- 2.8. Reporting Requirements. Submit all required federal, state and SELPA reports and data requests in the prescribed format and at the specified due date. Upon written request by the SELPA, LEA shall provide any requested information, documents, writings, or information of any sort without delay, except as otherwise prohibited by law.
- 2.9. Indemnification and Hold Harmless. To the fullest extent allowed by law, LEA agrees to defend, indemnify, and hold harmless the SELPA and its individual other members, EDCOE, the El Dorado County Superintendent of Schools, and each of their respective directors, officers, agents, employees, and volunteers (the Indemnified Parties), from any claim or demand, damages, losses or expenses (including, without limitation, reasonable attorney fees) that arise in any manner from an actual or alleged failure by LEA to fulfill one or more of the LEA member's obligations except to the extent that such suit arises from the SELPA, EDCOE, or the El Dorado County Superintendent of Schools' negligence.

### 3. **SELPA DUTIES AND RESPONSIBILITIES**

- 3.1 Services. In order to accomplish the goals set forth in the Local Plan, SELPA shall provide the following services and activities for the LEA:
  - 3.1.1. Receive, compile, and submit required enrollment reports and compute all special education apportionments; receive data from LEA to compile and submit budgets for the programs and monitor the fiscal aspects of the program conducted, and receive the special education apportionments as authorized by applicable law.
  - 3.1.2. Maintain SELPA policies and procedures for referring and placing individuals with exceptional needs who are enrolled in the LEA, including the methods and procedures for communication with the parents and/or guardians of the students according to SELPA Local Plan, Policies and Procedures.
  - 3.1.3. Coordinate the organization and maintenance of the Special Education Community Advisory Committee ("CAC") to coordinate the implementation of the Local Plan and provide for the attendance of designated members of the SELPA's staff at all regularly scheduled CAC meetings as required by law.
  - 3.1.4. Coordinate community resources with those provided by LEA and SELPA, including providing such contractual agreements as may be required.
  - 3.1.5. Coordinate state Quality Assurance Process.
  - 3.1.6. Provide alternative dispute resolution supports and services.
  - 3.1.7. Develop interagency referral and placement procedures.
  - 3.1.8. Provide regular personnel development training sessions for LEA staff responsible for administering or delivering special education programs and services.

3.1.9. Provide the method and forms to enable the LEA to report to the SELPA on student enrollment and program expenditures. Establish and maintain a pupil information system.

3.1.10. Provide reasonable and appropriate technical assistance and information to the LEA upon request from LEA administration, including but not limited to:

1. Evidenced Based Practices;
2. Program Development and Improvement;
3. Individual cases;
4. State complaints;
5. Requests for due process mediation and hearing; and
6. Appropriate programs and services for specific pupils.

3.1.11. Perform other services reasonable and necessary to the administration and coordination of the Local Plan.

3.2. Governance. Organize and maintain the governance structure of the Local Plan including various committees and councils to monitor the operations of the SELPA and make recommendations for necessary revisions, including, but not limited to, the Local Plan, Allocation Plan and Policies.

3.3. Data Reporting. Establish and maintain methods, timelines and forms to submit required federal, state and SELPA reports.

3.4. Public Meetings. Schedule public meetings for purposes of governance activities and adopting the Annual Service Plan and Budget Plan.

3.5. Fiscal Responsibilities. Receive, distribute, and oversee the expenditure of special education funds in accordance with federal and state regulations and the SELPA Allocation Plan.

3.6. Indemnification and Hold Harmless. The SELPA shall be held harmless and indemnify EDCOE and the El Dorado County Superintendent of Schools for any costs of any kind or nature arising out of or related to this agreement other than as specifically contemplated herein, except to the extent that such cost arises from EDCOE and the El Dorado County Superintendent of Schools' negligence.

#### **4. EDCOE DUTIES AND RESPONSIBILITIES**

4.1. The Parties understand that EDCOE is designated in the Local Plan as the "responsible local agency" for the SELPA. EDCOE shall receive and distribute state and federal special education funds pursuant to the Allocation Plan, provide administrative support, and coordinate implementation of the Local Plan in accordance with state and federal law.

4.2. EDCOE shall not be responsible for any LEA or SELPA obligations or duties of any kind or nature except as explicitly set forth in this agreement.

#### **5. TERMINATION OF THIS AGREEMENT AND PARTICIPATION IN SELPA**

5.1. LEA may terminate this Agreement and participation in the SELPA in its sole discretion at the end of the fiscal year next occurring after having provided prior written notice to the SELPA, as follows:

- 5.1.1. Prior initial written notice of intended termination to the SELPA at least twelve (12) months and one (1) day in advance of date of termination; and
- 5.1.2. Final written notice of termination to the SELPA no more than six (6) months after the LEA's initial notice of intended termination.
- 5.2. The SELPA may initiate and complete termination of this Agreement and LEA's participation in the SELPA in its sole discretion in accordance with the process and standards in SELPA Policies. The SELPA will provide prior written notice to the LEA at least twelve (12) months as follows:
  - 5.2.1. Prior initial written notice of intended termination to the LEA at least twelve (12) months and one (1) day in advance of date of termination, and
  - 5.2.2. Final written notice of termination to the LEA no more than six (6) months after the SELPA's initial notice of intended termination.
- 5.3. Specifically the timeline and process above does not preclude the SELPA from initiating and completing the termination process in less than 12 months or by June 30 of the year immediately preceding the summary termination, if the member demonstrates:
  - 5.3.1. Egregious disregard of state and federal requirements to provide services to students; and/or
  - 5.3.2. Demonstrated systemic and material issues that would cause the SELPA to make a finding of "going concern" based on leadership, programmatic and/or fiscal solvency that would cause SELPA to reasonably believe the SELPA may be harmed by the continued membership of the LEA.

The standards and timeline as determined by the SELPA shall, at a minimum, provide the LEA a reasonable opportunity for prior written notice and an opportunity to be heard by the Membership Appeals Committee.

## **6. DISPUTE RESOLUTION**

Should a dispute arise relating to the responsibility for service provision, governance activities, the distribution of funding, if a party believes that an action taken by the CEO Council will create an undue hardship, or that the action taken exceeds the authority granted to the CEO Council within the Local Plan and/or state or federal statute, the aggrieved party may request a review of the action with the appropriate governing body or CDE as appropriate.

## **7. MUTUAL REPRESENTATIONS**

- 7.1. Authority and Capacity. The Parties have the authority and capacity to enter into this agreement.
- 7.2. Full Disclosure. All information heretofore furnished by the Parties for purposes of or in connection with this Agreement or any transaction contemplated hereby or thereby is true and accurate in all material respects on the date as of which such information is stated.
- 7.3. No Conflicts. Neither party is under any restriction or obligation that may affect the performance of its obligations under this agreement.
- 7.4. Enforceability. This Agreement constitutes a legal, valid, and binding obligation, enforceable against the Parties according to its terms.



**8. RESERVATION OF RIGHTS**

The Parties hereto agree that nothing contained in this Agreement or otherwise shall be deemed to have waived or modified any of their rights or remedies under the law.

**This agreement is entered into for the 2018-19 year and, absent a new agreement or termination, continues each year thereafter.**

**Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

**In accordance with SELPA policy, \_\_\_\_\_,**

**[INSERT Charter LEA Name]**

**certifies that this agreement has been approved by the appropriate local board(s).**

**LEA**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CEO of Charter LEA

\_\_\_\_\_  
[PRINT CEO Name, Title]

**EL DORADO COUNTY OFFICE OF EDUCATION**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ed Manansala, Ed.D., Superintendent  
El Dorado County Office of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
David M. Toston, Associate Superintendent  
SELPA Programs  
El Dorado County Office of Education



**Board of Directors**  
**March 3, 2018**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	Facilities: Contract to engage Kevin Lynch and Gregory Hunter, commercial real estate brokers
<b>Time Allotted</b>	10 minutes
<b>Background</b>	The Facilities Committee is charged with searching for, evaluating and securing a site for Yu Ming Charter School to address its short and long term needs.
<b>Summary</b>	The committee reviewed a draft engagement contract with brokers Kevin Lynch of Cushman & Wakefield and Gregory Hunter of Colliers for help in searching for a permanent location that Yu Ming might acquire. Kevin Lynch has extensive experience finding commercial sites for education use, particularly with charter schools, and Gregory Hunter has extensive knowledge and contacts for Oakland properties through his years as the Oakland Redevelopment Agency director. The draft contract, agency disclosure, and presentation docs are attached. The Facilities Committee recommends approval of this agreement.
<b>Type</b>	Vote
<b>Key Questions</b>	Does the Board believe it is in the best interest of the school to engage a real estate broker on behalf of the school's property search? Should we be putting some time limits on any search? Can we be more clear, from a school program perspective, what we want the brokers to search for?





德勤仁智



PREPARED FOR

育明 yu ming  
MING  
CHARTER SCHOOL



FEBRUARY 2018

QUALIFICATIONS FOR

REAL ESTATE CONSULTING

& BROKERAGE SERVICES





# WHY CUSHMAN & WAKEFIELD

We are the right team  
to partner with  
**Yu Ming Charter School** because:

We have a history  
of success with  
Charter Schools and  
not-for-profits

We have sensitivity  
to the mission,  
identity and  
diverse voices in  
decision-making

There will be total  
involvement and  
commitment from  
a senior-level  
integrated team

We have strong  
experience in  
all locations of  
California

# THE CUSHMAN & WAKEFIELD TENANT REPRESENTATION PROCESS

step	
<p><b>1. DEFINE REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Scrutinize requirement</li> <li>• Ascertain likely components of optimal solution</li> <li>• Define specialized expertise needed</li> <li>• Assign tasks to Cushman &amp; Wakefield local team members</li> </ul>	
<p><b>2. DEVELOP ANALYSIS &amp; STRATEGY</b></p> <ul style="list-style-type: none"> <li>• Situational Analysis</li> <li>• Refine understanding of client's business, spatial, and financial requirements</li> <li>• Prepare summary analysis and report</li> <li>• Strategy Development</li> <li>• Create baseline financial analysis</li> <li>• Identify alternative location scenarios</li> <li>• Prepare preliminary budgets for relocation scenarios</li> <li>• Analyze alternatives against baseline financial analysis</li> <li>• Analyze alternative transaction structures</li> <li>• Compile employee information and develop workforce profile</li> <li>• Quantify potential government incentives</li> <li>• Prepare documentation of strategy and criteria for requirements</li> </ul>	
<p><b>3. SURVEY MARKET</b></p> <ul style="list-style-type: none"> <li>• Conduct comprehensive market survey</li> <li>• Analyze prevailing market conditions and forecasts</li> <li>• Match potential facilities with Client's requirements</li> </ul>	

<h2>4. QUALIFY &amp; SELECT ALTERNATIVES</h2> <ul style="list-style-type: none"> <li>• Tour / Request for Proposal</li> <li>• Preview options</li> <li>• Conduct tours of the most qualified option</li> <li>• Prepare and issue RFP</li> <li>• Proposal Analysis</li> <li>• Evaluate proposals</li> <li>• Present counter proposals</li> <li>• Perform financial analysis of each option</li> <li>• Perform in-depth financial analyses of short list</li> </ul>	<ul style="list-style-type: none"> <li>• Tour book</li> <li>• Short list of alternatives</li> <li>• RFP</li> <li>• Physical, qualitative, and financial analyses</li> <li>• counter proposals and negotiation tracking matrix</li> </ul>
<h2>5. FINALIZE NEGOTIATIONS</h2> <ul style="list-style-type: none"> <li>• Formulate negotiation strategies</li> <li>• Make final recommendation</li> <li>• Present recommendation to management</li> <li>• Draft letter of intent</li> <li>• Provide Client's attorney with the final, negotiated business terms</li> <li>• Review lease terms and conditions with Client and Client's attorney</li> <li>• Negotiate work letter</li> <li>• Negotiate final lease agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of Intent and lease document with comments</li> </ul>
<h2>6. PROVIDE ONGOING SERVICE</h2> <ul style="list-style-type: none"> <li>• Prepare and maintain lease abstract</li> <li>• Prepare transaction summary book and value-added summary</li> <li>• Prepare critical date report</li> <li>• Monitor critical dates and notify client</li> <li>• Annually review escalation calculations</li> </ul>	<ul style="list-style-type: none"> <li>• Transaction summary book</li> <li>• lease abstract</li> <li>• critical-data report</li> <li>• value-added summary</li> </ul>



# COMPANY OVERVIEW



**43,000**  
EMPLOYEES

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OFFICES IN MORE THAN



**60**  
COUNTRIES



**4.3**  
billion  
SF MAN-

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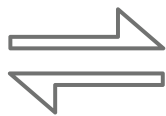
**\$5**

billion  
IN REVENUE



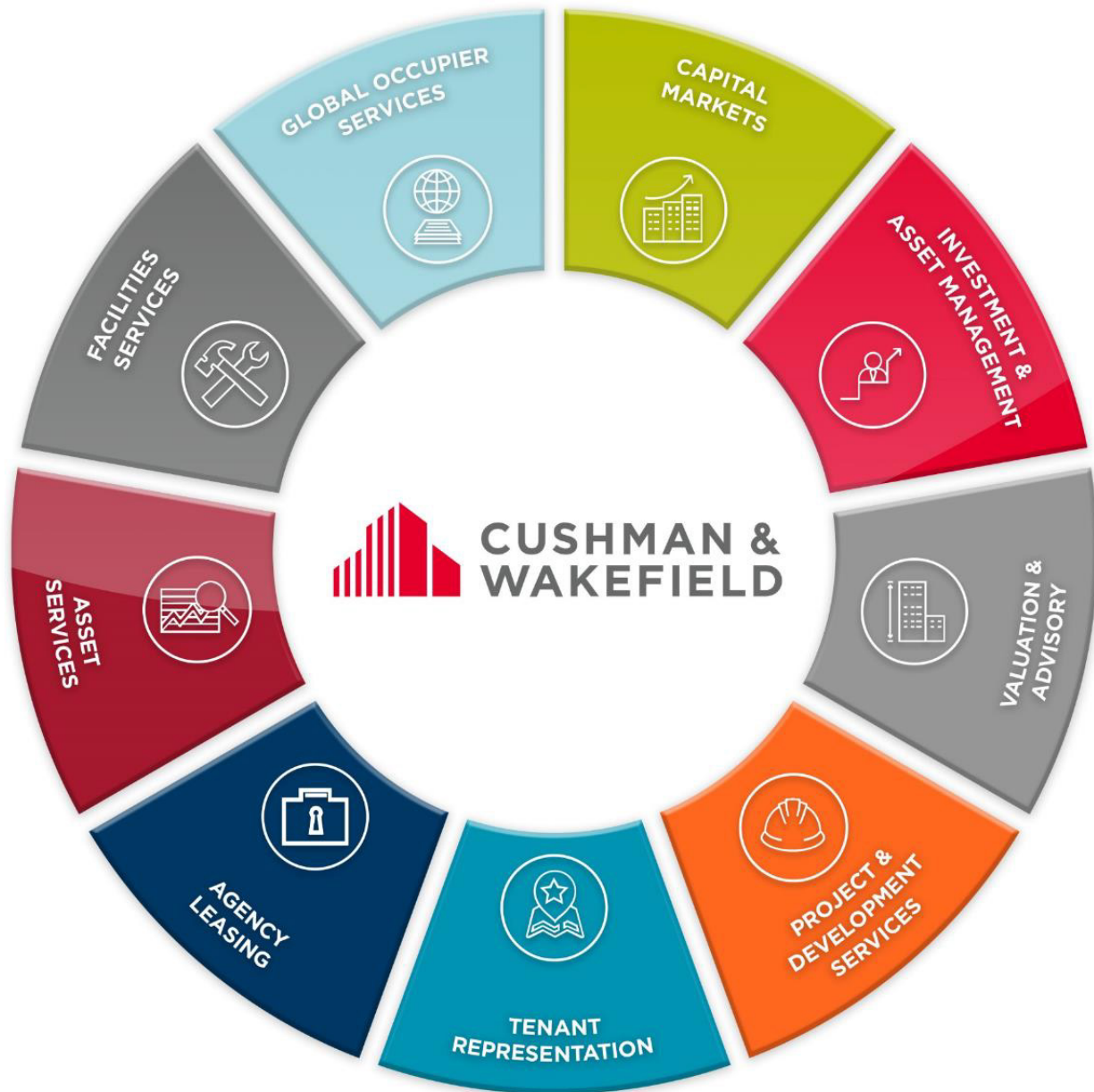
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**\$191**  
billion



Cushman & Wakefield is a global leader in commercial real estate services, helping clients transform the way people work, shop, and live. The firm's 43,000 employees in more than 60 countries provide deep local and global insights that create significant value for occupiers and investors around the world. Cushman & Wakefield is among the largest commercial real estate services firms in the world with revenues of \$5 billion across core services of agency leasing, asset services, capital markets, facilities services (branded Cushman & Wakefield Services), global occupier services, investment management (branded DTZ Investors), tenant representation and valuations & advisory. To learn more, visit [www.cushmanwakefield.com](http://www.cushmanwakefield.com) or follow @Cushwake on Twitter.

# CORE SERVICES



The ability to marshal and integrate diverse services from our in-house resources is a substantial advantage that sets Cushman & Wakefield apart from other real estate firms.

# CORE SERVICES

## Tenant Representation

Tenant advisory experts provide strategic occupancy solutions that support and enhance your company's bottom line, by aligning real estate needs with your business strategy, financial goals and operational objectives.

- Occupancy Strategy Development
- Negotiations for Acquisitions, Dispositions and Build-to-Suits
- Market, Demographic & Labor Analysis
- Lease Renewals and Rent Review
- Lease Restructuring and Surrenders
- Transaction Strategy and Planning

### **WHAT DOES THIS MEAN TO YOU?**

*Proprietary market data supports strategic recommendations and optimum portfolio planning*

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## Property and Development Services

We plan and manage the construction process ensuring value and savings, without sacrificing quality. With project managers in all major regions of the world, we support everything from one-time local assignments, to major development projects, to significant program roll outs.

- Cost Consultancy and Value Engineering
- Development Services and New Build Management
- Interior Design
- Move Management
- Procurement and Bid Management
- Program, Project and Construction Management Services
- Schedule and Budget Management
- Space and Occupancy Planning
- Sustainability
- Workplace Consultancy

### **WHAT DOES THIS MEAN TO YOU?**

*We collaborate with our clients to provide an end-to-end process that maximizes total workplace environments.*

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## Market Research

Our experienced team deploys state-of-the-art technology and methods to provide accurate forecasts and relevant insight into market trends. This information empowers clients to make strategic, expeditious real estate decisions.

### DETAILED MARKET/SUBMARKET ANALYSIS

- Cushman & Wakefield has made a company-wide commitment to systematically collect, organize, and analyze market data and other pertinent information which provides insightful reporting on current and projected trends, market highlights, and statistics for the office, industrial, retail, and multifamily sectors.
- The need for accurate data results in research that determines price movement and values, recognizes trends, and makes predictions of where the market is heading. In every market where we operate, dedicated researchers compile and incorporate data into local reports, white papers, and presentations.

# YOUR QUALIFIED TEAM



## KEVIN LYNCH

Director

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+1 916 288 4428

CA-Lic. #01833092



## GREGORY HUNTER

Vice President

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## KEVIN C. LYNCH

DIRECTOR | LICENSE NO: # 01833092

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CUSHMAN & WAKEFIELD OF CALIFORNIA, INC. - LICENSE NO: 00616335

### AREA OF EXPERTISE:

In his role as Director of Advisory & Transaction Services for Cushman & Wakefield, Mr. Lynch develops innovative strategies for organizations looking to lease, acquire, or dispose of Commercial Real Estate properties across the United States. Combining a broad view of national and regional trends, with rigorous analytics, Mr. Lynch helps organizations to clearly articulate their problems, understand the landscape, define the drivers and barriers to growth and effectively align organizational resources to take action and find Commercial Real Estate that is unique to their needs.

Mr. Lynch has spoken as a charter school real estate expert at numerous conferences, including his own session at the California Charter Schools Association conference in Long Beach, CA in 2016, with over 3,000 attendees. He also spoke on a distinguished panel regarding charter school facilities at the 2017 California Charter Schools conference in Sacramento, CA and the 2017 National Charter Schools conference in Washington, D.C. Mr. Lynch has been a guest lecturer for the Sacramento State MBA program and quoted numerous times in the Sacramento Business Journal.

Prior to his career in Commercial Real Estate, Mr. Lynch coached College football in the MAC Conference at University at Buffalo.

### AFFILIATIONS:

- Volunteer as a coach for the Granite Bay Football Program
- Habitat for Humanity
- Sacramento Food Bank



# Gregory Hunter

VICE PRESIDENT  
Oakland



[gregory.hunter@colliers.com](mailto:gregory.hunter@colliers.com)

## EDUCATION OR QUALIFICATIONS

Southwest Texas State University – Bachelor of Science - Geography and Urban Planning

Baruch College – Master of Arts – Public Administration

## AFFILIATIONS OR MEMBERSHIPS

Urban Land Institute  
ICSC  
SPUR

## COMMUNITY INVOLVEMENT

Advisory Board –  
Salvation Army of Alameda County

## CONTACT DETAILS

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FAX +1 510 986 6775

CA License No. 01958872

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1999 Harrison Street,  
Suite 1750  
Oakland, CA 94612

[www.colliers.com](http://www.colliers.com)

## AREA OF EXPERTISE

Gregory's brokerage practice encompasses both tenant and landlord representation in lease transactions as well as extensive experience in investment sales. His background spans two career fields, Public Sector Management and Commercial Real Estate which combined make him a unique resource.

Sixteen years of Gregory's public sector experience was with the City of Oakland where he managed several units including the Redevelopment Successor Agency, Real Estate Services, Economic Development and the Marketing and Special Events programs. As Oakland's Redevelopment Agency Director, Gregory managed an oversight of multiple public and private investment funded projects that assisted in the shaping of Oakland into the town that many know and celebrate today.

Gregory has been responsible for the completion of numerous transformative projects, including expanding the City's Façade and Tenant Improvement Programs which was integral in attracting ground floor tenants to more than 250,000 sf of vacant space along Oakland's commercial corridors. In addition, during his tenure Gregory led the City's efforts to attract grocery stores to Oakland's Food Deserts and played a pivotal role in the development of more than 100,000 sf of newly constructed retail in Oakland's underserved communities.

Gregory's experience with the City of Oakland's governance and development process provides him the insight beneficial to Commercial Real Estate clients as they consider investment in Oakland and the East Bay.

Gregory has attracted multiple clients from the communities he previously worked tirelessly in as a public sector employee. He has retained his deep understanding of the vision these communities have for themselves and bridged that vision to landlords wishing to maximize their investment. This client list has property holdings that encompass the spectrum of land uses and ownerships; from raw land to fully developed projects, and from local firms to regional firms backed by institutional capital.

## CLIENT LIST *(Partial)*

- BlueGreen Preservation
- Cypress-Mandela Training Center
- DAM Fitness
- Holland Partner Group, LLC
- Hope Senior Housing, LLC
- Strategic Urban Development Alliance, LLC
- UrbanCore Development, LLC



# RECENT REPRESENTATION



## **655 W. 2ND STREET, SAN BERNARDINO**

*Buyer Representation*

Transaction Value: \$14,500,000



## **43517 RIDGE PARK DRIVE, TEMECULA**

*Buyer Representation*

Transaction Value: \$1,000,000



## **1200 MELODY LANE, ROSEVILLE**

*Tenant Representation - 10,748 SF*

Currently in contract, or about to go into contract on close to \$20M in Charter School Real estate deals.

## RECENT INVOLVEMENT



California  
Charter Schools  
Association

**California Charter Schools Association Conference**  
Distinguished Panelist: 2016, 2017 and 2018 (March)



**National Charter Schools Conference, Washington D.C**  
Distinguished Panelist: 2017  
(13th rated session out of 120)

## REFERENCE



**CLINT SHOLL**  
Real Estate and Facilities  
415.317.0789  
[csholl@summitps.org](mailto:csholl@summitps.org)  
[www.summitps.org](http://www.summitps.org)



## REPRESENTATION AGREEMENT

**Yu Ming Charter** ("Client") appoints **Cushman & Wakefield of California, Inc.** ("C&W") as its sole agent and grants to C&W the exclusive right to represent Client with respect to the acquisition of real property within the United States of American as provided below.

1. Term. The term of this Agreement will commence on **February 5, 2018** and will expire on **December 31, 2018**.

2. Services. C&W will use its efforts to find, negotiate for and secure a location in the above geographic area satisfactory to Client during the term of this Agreement. C&W will negotiate the business terms of any purchase and sale agreement, lease or sublease, as the case may be, on behalf of Client and in Client's best interests. C&W will cooperate with other licensed real estate brokers. Client acknowledges and agrees that C&W is not responsible to determine whether toxic or hazardous wastes or substances or other undesirable materials are present at any property that ultimately may be purchased or leased, and Client further acknowledges and agrees that it is solely Client's responsibility to conduct investigations to determine the presence of such materials.

3. Referrals. During the term of this Agreement, Client will refer to C&W all inquiries and offers received by Client with respect to the acquisition of real property in the above geographic area, regardless of the source of such inquiries or offers.

4. Commission. Unless otherwise agreed in writing by Client, C&W will look only to the seller, landlord or sublandlord, as the case may be, for its commission. Subsequent to the expiration of this Agreement, Client will continue to recognize C&W, for a period of twelve (12) months, as Client's exclusive broker, in accordance with the provisions hereof, with respect to any locations that have been submitted to Client during the term of the Agreement.

5. Representation of Other Parties. Client acknowledges and agrees that C&W may represent potential sellers, landlords or sublandlords and consents to such dual representation, provided C&W timely discloses any such dual representation to Client. Client also understands that C&W may represent other parties interested in acquiring space or property that may be submitted to Client and Client consents to same. C&W will not disclose Client's confidential information to any of its other clients.

6. Fees and Expenses. If either party commences litigation against the other party to enforce its rights under this Agreement, the prevailing party will be entitled to recover from the other party the costs and expenses (including reasonable attorneys' fees) incurred.

7. Authority. Client represents that it has the right to enter into this Agreement and to consummate a transaction as contemplated herein. The individuals signing below represent that they are authorized to sign this Agreement on behalf of the entity indicated.

8. Professional Advice. C&W recommends that Client obtain legal, tax or other professional advice relating to this Agreement and the proposed purchase, lease or sublease, as the case may be, of real property as well as the condition and/or legality of any property, including, but not limited to, the property's improvements, equipment, soil, tenancies, title, environmental aspects and compliance with the Americans with Disabilities Act. C&W will have no obligation to investigate any such matters unless expressly otherwise agreed to in writing by Client and C&W. Client further agrees that in determining the financial soundness of any prospective seller, landlord or sublandlord, Client will rely solely upon Client's own investigation and evaluation, notwithstanding C&W's assistance in gathering any financial information.

9. OFAC. Each party represents and warrants to the other party that it, and all persons and entities owning (directly or indirectly) an ownership interest in it: (a) are not, and will not become, a person or entity with whom a party is restricted from doing business with under regulations of the Office of Foreign Asset Control ("OFAC") of the Department of the Treasury (including, but not limited

to, those named on OFAC's Specially Designated and Blocked Persons list) or under any statute, executive order (including, but not limited to, the September 24, 2001, Executive Order 13224 Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism), or other governmental action; and (b) are not knowingly engaged in, and will not knowingly engage in, any dealings or transactions or be otherwise associated with such persons or entities described in clause (a) above.

10. Miscellaneous. This Agreement shall be governed by and interpreted in accordance with the laws of the State of California, without giving effect to principles of conflicts of law. This Agreement constitutes the entire agreement between the parties regarding the subject matter herein, and no amendments, changes or modifications may be made to this Agreement without the express written consent of each of the parties. If any term or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms and provisions of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated. No failure or delay by a party in exercising any right hereunder or any partial exercise thereof shall operate as a waiver thereof or prohibit any other or further exercise of any right hereunder. This Agreement shall benefit and be binding upon the parties and their respective successors and assigns. This Agreement may be executed and delivered (including by facsimile, "pdf" or other electronic transmission) in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

11. Agency Disclosure. Client acknowledges that it has received a copy of C&W's Disclosure Regarding Real Estate Agency Relationship and that Client has returned a signed copy thereof to C&W.

**YU MING CHARTER SCHOOLS**

**CUSHMAN & WAKEFIELD OF CALIFORNIA,  
INC. (CA-Lic # 00616335)**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Ron Thomas

Title: \_\_\_\_\_

Title: Managing Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

California Civil Code Defines "Seller" to include a Landlord

California Civil Code Defines "Buyer" to include a Tenant

**DISCLOSURE REGARDING  
REAL ESTATE AGENCY RELATIONSHIP  
(as required by the Civil Code)**

When you enter into a discussion with a real estate agent regarding a real estate transaction, you should from the outset understand what type of agency relationship or representation you wish to have with the agent in the transaction.

**SELLER'S AGENT**

A Seller's agent under a listing agreement with the Seller acts as the agent for the Seller only. A Seller's agent or a subagent of that agent has the following affirmative obligations:

To the Seller:

A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Seller.

To the Buyer and the Seller:

(a) Diligent exercise of reasonable skill and care in performance of the agent's duties.

(b) A duty of honest and fair dealing and good faith.

(c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties.

An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

**BUYER'S AGENT**

A selling agent can, with a Buyer's consent, agree to act as agent for the Buyer only. In these situations, the agent is not the Seller's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Seller. An agent acting only for a Buyer has the following affirmative obligations:

To the Buyer:

A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Buyer.

To the Buyer and the Seller:

(a) Diligent exercise of reasonable skill and care in performance of the agent's duties.

(b) A duty of honest and fair dealing and good faith.

(c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties. An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

**AGENT REPRESENTING BOTH SELLER AND BUYER**

A real estate agent, either acting directly or through one or more associate licensees, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer.

In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer:

(a) A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either the Seller or the Buyer.

(b) Other duties to the Seller and the Buyer as stated above in their respective sections.

In representing both Seller and Buyer, the agent may not, without the express permission of the respective party, disclose to the other party that the Seller will accept a price less than the listing price or that the Buyer will pay a price greater than the price offered.

The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect his or her own interests. You should carefully read all agreements to assure that they adequately express your understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional.

Throughout your real property transaction you may receive more than one disclosure form, depending upon the number of agents assisting in the transaction. The law requires each agent with whom you have more than a casual relationship to present you with this disclosure form. You should read its contents each time it is presented to you, considering the relationship between you and the real estate agent in your specific transaction.

This disclosure form includes the provisions of Sections 2079.13 to 2079.24, inclusive, of the Civil Code set forth on the reverse hereof or below, as applicable. Read it carefully.

CUSHMAN & WAKEFIELD OF CALIFORNIA, INC. (CA-Lic # 00616335)

By Joseph J. Cook II February 5, 2018  
(Signature) (Date)

[Buyer/Seller] [Tenant/Landlord]

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature of Associate Licensee) (Date)

2079.13. As used in Sections 2079.14 to 2079.24, inclusive, the following terms have the following meanings:

(a) "Agent" means a person acting under provisions of Title 9 (commencing with Section 2295) in a real property transaction, and includes a person who is licensed as a real estate broker under Chapter 3 (commencing with Section 10130) of Part 1 of Division 4 of the Business and Professions Code, and under whose license a listing is executed or an offer to purchase is obtained.

(b) "Associate licensee" means a person who is licensed as a real estate broker or salesperson under Chapter 3 (commencing with Section 10130) of Part 1 of Division 4 of the Business and Professions Code and who is either licensed under a broker or has entered into a written contract with a broker to act as the broker's agent in connection with acts requiring a real estate license and to function under the broker's supervision in the capacity of an associate licensee.

The agent in the real property transaction bears responsibility for his or her associate licensees who perform as agents of the agent. When an associate licensee owes a duty to any principal, or to any buyer or seller who is not a principal, in a real property transaction, that duty is equivalent to the duty owed to that party by the broker for whom the associate licensee functions.

(c) "Buyer" means a transferee in a real property transaction, and includes a person who executes an offer to purchase real property from a seller through an agent, or who seeks the services of an agent in more than a casual, transitory, or preliminary manner, with the object of entering into a real property transaction. "Buyer" includes vendee or lessee.

(d) "Commercial real property" means all real property in the state, except single-family residential real property, dwelling units made subject to Chapter 2 (commencing with Section 1940) of Title 5, mobilehomes, as defined in Section 798.3, or recreational vehicles, as defined in Section 799.29.

(e) "Dual agent" means an agent acting, either directly or through an associate licensee, as agent for both the seller and the buyer in a real property transaction.

(f) "Listing agreement" means a contract between an owner of real property and an agent, by which the agent has been authorized to sell the real property or to find or obtain a buyer.

(g) "Listing agent" means a person who has obtained a listing of real property to act as an agent for compensation.

(h) "Listing price" is the amount expressed in dollars specified in the listing for which the seller is willing to sell the real property through the listing agent.

(i) "Offering price" is the amount expressed in dollars specified in an offer to purchase for which the buyer is willing to buy the real property.

(j) "Offer to purchase" means a written contract executed by a buyer acting through a selling agent that becomes the contract for the sale of the real property upon acceptance by the seller.

(k) "Real property" means any estate specified by subdivision (1) or (2) of Section 761 in property that constitutes or is improved with one to four dwelling units, any commercial real property, any leasehold in these types of property exceeding one year's duration, and mobilehomes, when offered for sale or sold through an agent pursuant to the authority contained in Section 10131.6 of the Business and Professions Code.

(l) "Real property transaction" means a transaction for the sale of real property in which an agent is employed by one or more of the principals to act in that transaction, and includes a listing or an offer to purchase.

(m) "Sell," "sale," or "sold" refers to a transaction for the transfer of real property from the seller to the buyer, and includes exchanges of real property between the seller and buyer, transactions for the creation of a real

property sales contract within the meaning of Section 2985, and transactions for the creation of a leasehold exceeding one year's duration.

(n) "Seller" means the transferor in a real property transaction, and includes an owner who lists real property with an agent, whether or not a transfer results, or who receives an offer to purchase real property of which he or she is the owner from an agent on behalf of another. "Seller" includes both a vendor and a lessor.

(o) "Selling agent" means a listing agent who acts alone, or an agent who acts in cooperation with a listing agent, and who sells or finds and obtains a buyer for the real property, or an agent who locates property for a buyer or who finds a buyer for a property for which no listing exists and presents an offer to purchase to the seller.

(p) "Subagent" means a person to whom an agent delegates agency powers as provided in Article 5 (commencing with Section 2349) of Chapter 1 of Title 9. However, "subagent" does not include an associate licensee who is acting under the supervision of an agent in a real property transaction.

2079.14. Listing agents and selling agents shall provide the seller and buyer in a real property transaction with a copy of the disclosure form specified in Section 2079.16, and, except as provided in subdivision (c), shall obtain a signed acknowledgment of receipt from that seller or buyer, except as provided in this section or Section 2079.15, as follows:

(a) The listing agent, if any, shall provide the disclosure form to the seller prior to entering into the listing agreement.

(b) The selling agent shall provide the disclosure form to the seller as soon as practicable prior to presenting the seller with an offer to purchase, unless the selling agent previously provided the seller with a copy of the disclosure form pursuant to subdivision (a).

(c) Where the selling agent does not deal on a face-to-face basis with the seller, the disclosure form prepared by the selling agent may be furnished to the seller (and acknowledgment of receipt obtained for the selling agent from the seller) by the listing agent, or the selling agent may deliver the disclosure form by certified mail addressed to the seller at his or her last known address, in which case no signed acknowledgment of receipt is required.

(d) The selling agent shall provide the disclosure form to the buyer as soon as practicable prior to execution of the buyer's offer to purchase, except that if the offer to purchase is not prepared by the selling agent, the selling agent shall present the disclosure form to the buyer not later than the next business day after the selling agent receives the offer to purchase from the buyer.

2079.15. In any circumstance in which the seller or buyer refuses to sign an acknowledgment of receipt pursuant to Section 2079.14, the agent, or an associate licensee acting for an agent, shall set forth, sign, and date a written declaration of the facts of the refusal.

2079.17. (a) As soon as practicable, the selling agent shall disclose to the buyer and seller whether the selling agent is acting in the real property transaction exclusively as the buyer's agent, exclusively as the seller's agent, or as a dual agent representing both the buyer and the seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller, the buyer, and the selling agent prior to or coincident with execution of that contract by the buyer and the seller, respectively.

(b) As soon as practicable, the listing agent shall disclose to the seller whether the listing agent is acting in the real property transaction exclusively as the seller's agent, or as a dual agent representing both the buyer and seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller and the listing agent prior to or coincident with the execution of that contract by the seller.

(c) The confirmation required by subdivisions (a) and (b) shall be in the following form:

(Name of Listing Agent) is the agent of

(check one):

- ☐ the seller exclusively; or  
☐ both the buyer and seller.

(Name of Selling Agent if not the same as the Listing Agent) is the agent of

(check one):

- ☐ the buyer exclusively; or  
☐ the seller exclusively; or  
☐ both the buyer and seller.

(d) The disclosures and confirmation required by this section shall be in addition to the disclosure required by Section 2079.14.

2079.18. No selling agent in a real property transaction may act as an agent for the buyer only, when the selling agent is also acting as the listing agent in the transaction.

2079.19. The payment of compensation or the obligation to pay compensation to an agent by the seller or buyer is not necessarily determinative of a particular agency relationship between an agent and the seller or buyer. A

listing agent and a selling agent may agree to share any compensation or commission paid, or any right to any compensation or commission for which an obligation arises as the result of a real estate transaction, and the terms of any such agreement shall not necessarily be determinative of a particular relationship.

2079.20. Nothing in this article prevents an agent from selecting, as a condition of the agent's employment, a specific form of agency relationship not specifically prohibited by this article if the requirements of Section 2079.14 and Section 2079.17 are complied with.

2079.21. A dual agent shall not disclose to the buyer that the seller is willing to sell the property at a price less than the listing price, without the express written consent of the seller. A dual agent shall not disclose to the seller that the buyer is willing to pay a price greater than the offering price, without the express written consent of the buyer.

This section does not alter in any way the duty or responsibility of a dual agent to any principal with respect to confidential information other than price.

2079.22. Nothing in this article precludes a listing agent from also being a selling agent, and the combination of these functions in one agent does not, of itself, make that agent a dual agent.

2079.23. A contract between the principal and agent may be modified or altered to change the agency relationship at any time before the performance of the act which is the object of the agency with the written consent of the parties to the agency relationship.

2079.24. Nothing in this article shall be construed to either diminish the duty of disclosure owed buyers and sellers by agents and their associate licensees, subagents, and employees or to relieve agents and their associate licensees, subagents, and employees from liability for their conduct in connection with acts governed by this article or for any breach of a fiduciary duty or a duty of disclosure.



## REPRESENTATION AGREEMENT

**Yu Ming Charter** ("Client") appoints Kevin Lynch of **Cushman & Wakefield of California, Inc.** and **Gregory Hunter of Colliers International** (hereinafter referred to as "Brokers") as its sole agent and grants to Brokers the exclusive right to represent Client with respect to the acquisition of real property within the United States of American as provided below.

1. Term. The term of this Agreement will commence on **February 6, 2018** and will expire on **February 5, 2019**. Client may terminate this Agreement without cause by giving Brokers at least 30 days' notice in writing (also see Paragraph 9).

2. Services. Brokers will use its efforts to find, negotiate for and secure a location in the above geographic area satisfactory to Client during the term of this Agreement. Brokers will negotiate the business terms of any purchase and sale agreement, lease or sublease, as the case may be, on behalf of Client and in Client's best interests. Brokers will cooperate with other licensed real estate brokers. Client acknowledges and agrees that Brokers is not responsible to determine whether toxic or hazardous wastes or substances or other undesirable materials are present at any property that ultimately may be purchased or leased, and Client further acknowledges and agrees that it is solely Client's responsibility to conduct investigations to determine the presence of such materials.

3. Referrals. During the term of this Agreement, Client will refer to Brokers all inquiries and offers received by Client with respect to the acquisition of real property in the above geographic area, regardless of the source of such inquiries or offers.

4. Commission. Unless otherwise agreed in writing by Client, Brokers will look only to the seller, landlord or sublandlord, as the case may be, for its commission. Subsequent to the expiration of this Agreement, Client will continue to recognize Brokers, for a period of twelve (12) months, as Client's exclusive broker, in accordance with the provisions hereof, with respect to any locations that have been submitted to Client during the term of the Agreement.

5. Representation of Other Parties. Client acknowledges and agrees that Brokers may represent potential sellers, landlords or sublandlords and consents to such dual representation, provided BROKERS timely discloses any such dual representation to Client. Client also understands that BROKERS may represent other parties interested in acquiring space or property that may be submitted to Client and Client consents to same. Brokers will not disclose Client's confidential information to any of its other clients.

6. Fees and Expenses. If either party commences litigation against the other party to enforce its rights under this Agreement, the prevailing party will be entitled to recover from the other party the costs and expenses (including reasonable attorneys' fees) incurred.

7. Authority. Client represents that it has the right to enter into this Agreement and to consummate a transaction as contemplated herein. The individuals signing below represent that they are authorized to sign this Agreement on behalf of the entity indicated.

8. Professional Advice. Brokers recommends that Client obtain legal, tax or other professional advice relating to this Agreement and the proposed purchase, lease or sublease, as the case may be, of real property as well as the condition and/or legality of any property, including, but not limited to, the property's improvements, equipment, soil, tenancies, title, environmental aspects and compliance with the Americans with Disabilities Act. Brokers will have no obligation to investigate any such matters unless expressly otherwise agreed to in writing by Client and Brokers. Client further agrees that in determining the financial soundness of any prospective seller, landlord or sublandlord, Client will rely solely upon Client's own investigation and evaluation, notwithstanding Brokers' assistance in gathering any financial information.



9. Termination. In order to be compensated for a brokerage fee, Brokers shall submit to Client a list of any properties with which Brokers have, or are then currently, engaged in bona fide negotiations with respect to leasing or purchase, within the 30-day period prior to the date of termination, which list shall be subject to verification by Client.

10. OFAC. Each party represents and warrants to the other party that it, and all persons and entities owning (directly or indirectly) an ownership interest in it: (a) are not, and will not become, a person or entity with whom a party is restricted from doing business with under regulations of the Office of Foreign Asset Control ("OFAC") of the Department of the Treasury (including, but not limited to, those named on OFAC's Specially Designated and Blocked Persons list) or under any statute, executive order (including, but not limited to, the September 24, 2001, Executive Order 13224 Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism), or other governmental action; and (b) are not knowingly engaged in, and will not knowingly engage in, any dealings or transactions or be otherwise associated with such persons or entities described in clause (a) above.

11. Miscellaneous. This Agreement shall be governed by and interpreted in accordance with the laws of the State of California, without giving effect to principles of conflicts of law. This Agreement constitutes the entire agreement between the parties regarding the subject matter herein, and no amendments, changes or modifications may be made to this Agreement without the express written consent of each of the parties. If any term or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms and provisions of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated. No failure or delay by a party in exercising any right hereunder or any partial exercise thereof shall operate as a waiver thereof or prohibit any other or further exercise of any right hereunder. This Agreement shall benefit and be binding upon the parties and their respective successors and assigns. This Agreement may be executed and delivered (including by facsimile, "pdf" or other electronic transmission) in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

12. Agency Disclosure. Client acknowledges that it has received a copy of Brokers Disclosure Regarding Real Estate Agency Relationship and that Client has returned a signed copy thereof to Brokers.

**YU MING CHARTER SCHOOLS**

**CUSHMAN & WAKEFIELD OF CALIFORNIA,  
INC. (CA-Lic # 00616335)**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Ron Thomas

Title: \_\_\_\_\_

Title: Managing Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

California Civil Code Defines "Seller" to include a Landlord

California Civil Code Defines "Buyer" to include a Tenant

**DISCLOSURE REGARDING  
REAL ESTATE AGENCY RELATIONSHIP  
(as required by the Civil Code)**

When you enter into a discussion with a real estate agent regarding a real estate transaction, you should from the outset understand what type of agency relationship or representation you wish to have with the agent in the transaction.

**SELLER'S AGENT**

A Seller's agent under a listing agreement with the Seller acts as the agent for the Seller only. A Seller's agent or a subagent of that agent has the following affirmative obligations:

To the Seller:

A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Seller.

To the Buyer and the Seller:

(a) Diligent exercise of reasonable skill and care in performance of the agent's duties.

(b) A duty of honest and fair dealing and good faith.

(c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties.

An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

**BUYER'S AGENT**

A selling agent can, with a Buyer's consent, agree to act as agent for the Buyer only. In these situations, the agent is not the Seller's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Seller. An agent acting only for a Buyer has the following affirmative obligations:

To the Buyer:

A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Buyer.

To the Buyer and the Seller:

(a) Diligent exercise of reasonable skill and care in performance of the agent's duties.

(b) A duty of honest and fair dealing and good faith.

(c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties. An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

**AGENT REPRESENTING BOTH SELLER AND BUYER**

A real estate agent, either acting directly or through one or more associate licensees, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer.

In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer:

(a) A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either the Seller or the Buyer.

(b) Other duties to the Seller and the Buyer as stated above in their respective sections.

In representing both Seller and Buyer, the agent may not, without the express permission of the respective party, disclose to the other party that the Seller will accept a price less than the listing price or that the Buyer will pay a price greater than the price offered.

The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect his or her own interests. You should carefully read all agreements to assure that they adequately express your understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional.

Throughout your real property transaction you may receive more than one disclosure form, depending upon the number of agents assisting in the transaction. The law requires each agent with whom you have more than a casual relationship to present you with this disclosure form. You should read its contents each time it is presented to you, considering the relationship between you and the real estate agent in your specific transaction.

This disclosure form includes the provisions of Sections 2079.13 to 2079.24, inclusive, of the Civil Code set forth on the reverse hereof or below, as applicable. Read it carefully.

CUSHMAN & WAKEFIELD OF CALIFORNIA, INC. (CA-Lic # 00616335)

By Joseph J. Cook II February 7, 2018  
(Signature) (Date)

[Buyer/Seller] [Tenant/Landlord]

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature of Associate Licensee) (Date)

2079.13. As used in Sections 2079.14 to 2079.24, inclusive, the following terms have the following meanings:

(a) "Agent" means a person acting under provisions of Title 9 (commencing with Section 2295) in a real property transaction, and includes a person who is licensed as a real estate broker under Chapter 3 (commencing with Section 10130) of Part 1 of Division 4 of the Business and Professions Code, and under whose license a listing is executed or an offer to purchase is obtained.

(b) "Associate licensee" means a person who is licensed as a real estate broker or salesperson under Chapter 3 (commencing with Section 10130) of Part 1 of Division 4 of the Business and Professions Code and who is either licensed under a broker or has entered into a written contract with a broker to act as the broker's agent in connection with acts requiring a real estate license and to function under the broker's supervision in the capacity of an associate licensee.

The agent in the real property transaction bears responsibility for his or her associate licensees who perform as agents of the agent. When an associate licensee owes a duty to any principal, or to any buyer or seller who is not a principal, in a real property transaction, that duty is equivalent to the duty owed to that party by the broker for whom the associate licensee functions.

(c) "Buyer" means a transferee in a real property transaction, and includes a person who executes an offer to purchase real property from a seller through an agent, or who seeks the services of an agent in more than a casual, transitory, or preliminary manner, with the object of entering into a real property transaction. "Buyer" includes vendee or lessee.

(d) "Commercial real property" means all real property in the state, except single-family residential real property, dwelling units made subject to Chapter 2 (commencing with Section 1940) of Title 5, mobilehomes, as defined in Section 798.3, or recreational vehicles, as defined in Section 799.29.

(e) "Dual agent" means an agent acting, either directly or through an associate licensee, as agent for both the seller and the buyer in a real property transaction.

(f) "Listing agreement" means a contract between an owner of real property and an agent, by which the agent has been authorized to sell the real property or to find or obtain a buyer.

(g) "Listing agent" means a person who has obtained a listing of real property to act as an agent for compensation.

(h) "Listing price" is the amount expressed in dollars specified in the listing for which the seller is willing to sell the real property through the listing agent.

(i) "Offering price" is the amount expressed in dollars specified in an offer to purchase for which the buyer is willing to buy the real property.

(j) "Offer to purchase" means a written contract executed by a buyer acting through a selling agent that becomes the contract for the sale of the real property upon acceptance by the seller.

(k) "Real property" means any estate specified by subdivision (1) or (2) of Section 761 in property that constitutes or is improved with one to four dwelling units, any commercial real property, any leasehold in these types of property exceeding one year's duration, and mobilehomes, when offered for sale or sold through an agent pursuant to the authority contained in Section 10131.6 of the Business and Professions Code.

(l) "Real property transaction" means a transaction for the sale of real property in which an agent is employed by one or more of the principals to act in that transaction, and includes a listing or an offer to purchase.

(m) "Sell," "sale," or "sold" refers to a transaction for the transfer of real property from the seller to the buyer, and includes exchanges of real property between the seller and buyer, transactions for the creation of a real

property sales contract within the meaning of Section 2985, and transactions for the creation of a leasehold exceeding one year's duration.

(n) "Seller" means the transferor in a real property transaction, and includes an owner who lists real property with an agent, whether or not a transfer results, or who receives an offer to purchase real property of which he or she is the owner from an agent on behalf of another. "Seller" includes both a vendor and a lessor.

(o) "Selling agent" means a listing agent who acts alone, or an agent who acts in cooperation with a listing agent, and who sells or finds and obtains a buyer for the real property, or an agent who locates property for a buyer or who finds a buyer for a property for which no listing exists and presents an offer to purchase to the seller.

(p) "Subagent" means a person to whom an agent delegates agency powers as provided in Article 5 (commencing with Section 2349) of Chapter 1 of Title 9. However, "subagent" does not include an associate licensee who is acting under the supervision of an agent in a real property transaction.

2079.14. Listing agents and selling agents shall provide the seller and buyer in a real property transaction with a copy of the disclosure form specified in Section 2079.16, and, except as provided in subdivision (c), shall obtain a signed acknowledgment of receipt from that seller or buyer, except as provided in this section or Section 2079.15, as follows:

(a) The listing agent, if any, shall provide the disclosure form to the seller prior to entering into the listing agreement.

(b) The selling agent shall provide the disclosure form to the seller as soon as practicable prior to presenting the seller with an offer to purchase, unless the selling agent previously provided the seller with a copy of the disclosure form pursuant to subdivision (a).

(c) Where the selling agent does not deal on a face-to-face basis with the seller, the disclosure form prepared by the selling agent may be furnished to the seller (and acknowledgment of receipt obtained for the selling agent from the seller) by the listing agent, or the selling agent may deliver the disclosure form by certified mail addressed to the seller at his or her last known address, in which case no signed acknowledgment of receipt is required.

(d) The selling agent shall provide the disclosure form to the buyer as soon as practicable prior to execution of the buyer's offer to purchase, except that if the offer to purchase is not prepared by the selling agent, the selling agent shall present the disclosure form to the buyer not later than the next business day after the selling agent receives the offer to purchase from the buyer.

2079.15. In any circumstance in which the seller or buyer refuses to sign an acknowledgment of receipt pursuant to Section 2079.14, the agent, or an associate licensee acting for an agent, shall set forth, sign, and date a written declaration of the facts of the refusal.

2079.17. (a) As soon as practicable, the selling agent shall disclose to the buyer and seller whether the selling agent is acting in the real property transaction exclusively as the buyer's agent, exclusively as the seller's agent, or as a dual agent representing both the buyer and the seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller, the buyer, and the selling agent prior to or coincident with execution of that contract by the buyer and the seller, respectively.

(b) As soon as practicable, the listing agent shall disclose to the seller whether the listing agent is acting in the real property transaction exclusively as the seller's agent, or as a dual agent representing both the buyer and seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller and the listing agent prior to or coincident with the execution of that contract by the seller.

(c) The confirmation required by subdivisions (a) and (b) shall be in the following form:

(Name of Listing Agent) is the agent of

(check one):

- ☐ the seller exclusively; or  
☐ both the buyer and seller.

(Name of Selling Agent if not the same as the Listing Agent) is the agent of

(check one):

- ☐ the buyer exclusively; or  
☐ the seller exclusively; or  
☐ both the buyer and seller.

(d) The disclosures and confirmation required by this section shall be in addition to the disclosure required by Section 2079.14.

2079.18. No selling agent in a real property transaction may act as an agent for the buyer only, when the selling agent is also acting as the listing agent in the transaction.

2079.19. The payment of compensation or the obligation to pay compensation to an agent by the seller or buyer is not necessarily determinative of a particular agency relationship between an agent and the seller or buyer. A

listing agent and a selling agent may agree to share any compensation or commission paid, or any right to any compensation or commission for which an obligation arises as the result of a real estate transaction, and the terms of any such agreement shall not necessarily be determinative of a particular relationship.

2079.20. Nothing in this article prevents an agent from selecting, as a condition of the agent's employment, a specific form of agency relationship not specifically prohibited by this article if the requirements of Section 2079.14 and Section 2079.17 are complied with.

2079.21. A dual agent shall not disclose to the buyer that the seller is willing to sell the property at a price less than the listing price, without the express written consent of the seller. A dual agent shall not disclose to the seller that the buyer is willing to pay a price greater than the offering price, without the express written consent of the buyer.

This section does not alter in any way the duty or responsibility of a dual agent to any principal with respect to confidential information other than price.

2079.22. Nothing in this article precludes a listing agent from also being a selling agent, and the combination of these functions in one agent does not, of itself, make that agent a dual agent.

2079.23. A contract between the principal and agent may be modified or altered to change the agency relationship at any time before the performance of the act which is the object of the agency with the written consent of the parties to the agency relationship.

2079.24. Nothing in this article shall be construed to either diminish the duty of disclosure owed buyers and sellers by agents and their associate licensees, subagents, and employees or to relieve agents and their associate licensees, subagents, and employees from liability for their conduct in connection with acts governed by this article or for any breach of a fiduciary duty or a duty of disclosure.

**DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIPS (Page 1 of 3)**  
(as required by the Civil Code 2076.16)



When you enter into a discussion with a real estate agent regarding a real estate transaction, you should from the outset understand what type of agency relationship you wish to have with the agent(s) in the transaction.

**DISCLOSURE FORM NEEDS TO BE COMPLETED AND PROVIDED AS FOLLOWS:**

- a) Listing Agent to the Seller before entering into a listing agreement; b) Buyer's Agent to the Buyer as soon as practicable before signing an offer;  
c) Buyer's Agent to the Seller before presenting an offer; d) Listing Agent, when acting as a dual agent, to the Buyer as soon as practicable before the Buyer signs an offer.

***Please note that the terms "Seller" and "Buyer" are defined by the Civil Code to include a Lessor and Lessee, respectively.***

**SELLER'S AGENT**

A Seller's agent under a listing agreement with the Seller acts as the agent for the Seller only. A Seller's agent or a subagent of that agent has the following affirmative obligations:

**To the Seller:** A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Seller.

**To the Buyer and the Seller:** (a) Diligent exercise of reasonable skill and care in performance of the agent's duties; (b) A duty of honest and fair dealing and good faith; (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the Property that are not known to, or within the diligent attention and observation of, the parties. An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

**BUYER'S AGENT**

A selling agent can, with a Buyer's consent, agree to act as agent for the Buyer only. In these situations, the agent is not the Seller's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Seller. An agent acting only for a Buyer has the following affirmative obligations:

**To the Buyer:** A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Buyer.

**To the Buyer and the Seller:** (a) Diligent exercise of reasonable skill and care in performance of the agent's duties; (b) A duty of honest and fair dealing and good faith; (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the Property that are not known to, or within the diligent attention and observation of, the parties. An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

**AGENT REPRESENTING BOTH SELLER AND BUYER**

A real estate agent, either acting directly or through one or more associate licensees, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer.

In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer: (a) A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with either the Seller or the Buyer (b) Other duties to the Seller and the Buyer as stated above in their respective sections.

In representing both Seller and Buyer, the agent may not, without the express permission of the respective party, disclose to the other party that the Seller will accept a price less than the listing price or that the Buyer will pay a price greater than the price offered.

The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect his or her own interests. You should carefully read all agreements to assure that they adequately express your understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional.

Throughout your real property transaction you may receive more than one disclosure form, depending upon the number of agents assisting in the transaction. The law requires each agent with whom you have more than a casual relationship to present you with this disclosure form. You should read its contents each time it is presented to you, considering the relationship between you and the real estate agent in your specific transaction.

This disclosure form includes the provisions of Section 2079.13 to 2079.24, inclusive, of the Civil Code set forth on the reverse side hereof. Read it carefully.

**If the transaction involves one-to-four dwelling residential property(s), including a mobile home, this Disclosure form must be provided in a listing, sale, exchange, installment land contract, or lease over one year.**

**I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THIS DISCLOSURE AND THE PORTIONS OF THE CIVIL CODE PRINTED ON THE BACK (OR A SEPARATE PAGE).**

**DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIPS (Page 2 of 3)**  
(as required by the Civil Code 2076.16)



**Colliers Parrish International, Inc. dba Colliers International**  
**Agent**

**Buyer/Lessee Signature**

**(Date)**

**Associate Licensee Signature**

**(Date)**

Gregory D. Hunter

**Yu Ming Charter School**

**Buyer/Lessee Printed Name**

**Associate Licensee Printed Name**

**Seller/Lessor Signature**

**(Date)**

**Seller/Lessor Printed Name**

**ARTICLE 2, CHAPTER 3 OF TITLE 6 OF PART 4 OF DIVISION 3 OF THE CIVIL CODE**

2079.13 As used in Sections 2079.14 to 2079.24, inclusive, the following terms have the following meanings:

- (a) "Agent" means a person acting under provisions of Title 9 (commencing with Section 2295) in a real property transaction, and includes a person who is licensed as a real estate broker under Chapter 3 (commencing with Section 10130) of Part 1 of Division 4 of the Business and Professions Code, and under whose license a listing is executed or an offer to purchase is obtained.
- (b) "Associate licensee" means a person who is licensed as a real estate broker or salesperson under Chapter 3 (commencing with Section 10130) of Part 1 of Division 4 of the Business and Professions Code and who is either licensed under a broker or has entered into a written contract with a broker to act as the broker's agent in connection with acts requiring a real estate license and to function under the broker's supervision in the capacity of an associate licensee. The agent in the real property transaction bears responsibility for his or her associate licensees who perform as agents of the agent. When an associate licensee owes a duty to any principal, or to any buyer or seller who is not a principal, in a real property transaction, that duty is equivalent to the duty owed to that party by the broker for whom the associate licensee functions.
- (c) "Buyer" means a transferee in a real property transaction, and includes a person who executes an offer to purchase real property from a seller through an agent, or who seeks the services of an agent in more than a casual, transitory, or preliminary manner, with the object of entering into a real property transaction. "Buyer" includes vendee or lessee.
- (d) "Commercial real property" means all real property in the state, except single-family residential real property, dwelling units made subject to Chapter 2 (commencing with Section 1940) of Title 5, mobilehomes, as defined in Section 798.3, or recreational vehicles, as defined in Section 799.29.
- (e) "Dual agent" means an agent acting, either directly or through an associate licensee, as agent for both the seller and the buyer in a real property transaction.
- (f) "Listing agreement" means a contract between an owner of real property and an agent, by which the agent has been authorized to sell the real property or to find or obtain a buyer.
- (g) "Listing agent" means a person who has obtained a listing of real property to act as an agent for compensation.
- (h) "Listing price" is the amount expressed in dollars specified in the listing for which the seller is willing to sell the real property through the listing agent.
- (i) "Offering price" is the amount expressed in dollars specified in an offer to purchase for which the buyer is willing to buy the real property.
- (j) "Offer to purchase", means a written contract executed by a buyer acting through a selling agent that becomes the contract for the sale of the real property upon acceptance by the seller.
- (k) "Real property" means any estate specified by subdivision (1) or (2) of Section 761 in property that constitutes or is improved with one to four dwelling units, any commercial real property, any leasehold in these types of property exceeding one year's duration, and mobilehomes, when offered for sale or sold through an agent pursuant to the authority contained in Section 10131.6 of the Business and Professions Code.
- (l) "Real property transaction" means a transaction for the sale of real property in which an agent is employed by one or more of the principals to act in that transaction, and includes a listing or an offer to purchase.
- (m) "Sell", "sale", or "sold" refers to a transaction for the transfer of real property from the seller to the buyer, and includes exchanges of real property between the seller and buyer, transactions for the creation of a real property sales contract within the meaning of Section 2985, and transactions for the creation of a leasehold exceeding one year's duration.
- (n) "Seller" means the transferor in a real property transaction, and includes an owner who lists real property with an agent, whether or not a transfer results, or who receives an offer to purchase real property of which he or she is the owner from an agent of behalf of another. "Seller" includes both a vendor and a lessor.
- (o) "Selling agent" means a listing agent who acts alone, or an agent who acts in cooperation with a listing agent, and who sells or finds and obtains a buyer for the real property, or an agent who locates property for a buyer or who finds a buyer for a property for which no listing exists and presents an offer to purchase to the seller.
- (p) "Subagent" means a person to whom an agent delegates agency powers as provided in Article 5 (commencing with Section 2349) of Chapter 1 of Title 9. However, "subagent" does not include an associate licensee who is acting under the supervision of an agent in a real property transaction.

- 2079.14 Listing agents and selling agents shall provide the seller and buyer in a real property transaction with a copy of the disclosure form specified in Section 2079.16, and, except as provided in subdivision (c), shall obtain a signed acknowledgment of receipt from that seller or buyer, except as provided in this section or Section 2079.15, as follows:
- (a) The listing agent, if any, shall provide the disclosure form to the seller prior to entering into the listing agreement.
  - (b) The selling agent shall provide the disclosure form to the seller as soon as practicable prior to presenting the seller with an offer to purchase, unless the selling agent previously provided the seller with a copy of the disclosure form pursuant to subdivision (a).
  - (c) Where the selling agent does not deal on a face-to-face basis with the seller, the disclosure form prepared by the selling agent may be furnished to the seller (and acknowledgement of receipt obtained for the selling agent from the seller) by the listing agent, or the selling agent may deliver the disclosure form by certified mail addressed to the seller at his or her last known address, in which case no signed acknowledgement of receipt is required.
  - (d) The selling agent shall provide the disclosure form to the buyer as soon as practicable prior to execution of the buyer's offer to purchase, except that if the offer to purchase is not prepared by the selling agent, the selling agent shall present the disclosure form to the buyer not later than the next business day after the selling agent receives the offer to purchase from the buyer.

**DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIPS (Page 3 of 3)**  
(as required by the Civil Code 2076.16)



- 2079.15 In any circumstance in which the seller or buyer refuses to sign an acknowledgement of receipt pursuant to Section 2079.14, the agent, or an associate licensee acting for an agent, shall set forth, sign, and date a written declaration of the facts of the refusal.
- 2079.16 Reproduced on Page 1 of this form.
- 2079.17 (a) As soon as practicable, the selling agent shall disclose to the buyer and seller whether the selling agent is acting in the real property transaction exclusively as the buyer's agent, exclusively as the seller's agent, or as a dual agent representing both the buyer and seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller, the buyer, and the selling agent prior to or coincident with execution of that contract by the buyer and the seller, respectively.
- (b) As soon as practicable, the listing agent shall disclose to the seller whether the listing agent is acting in the real property transaction exclusively as the seller's agent or as a dual agent representing both the buyer and the seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller and the listing agent prior to or coincident with the execution of that contract by the seller.
- (c) The confirmation required by subdivisions (a) and (b) shall be in the following form:
- DO NOT COMPLETE, SAMPLE ONLY** is the agent ☐ of (check one): ☐ the seller ☐ exclusively: or both the buyer and the seller. the buyer exclusively  
(Name of Listing Agent)
- DO NOT COMPLETE, SAMPLE ONLY** is the agent ☐ of (check one): ☐ the seller ☐ exclusively: or both the buyer and the seller. the buyer exclusively  
(Name of Selling Agent if not the same as the Listing Agent)
- (d) The disclosures and confirmation required by this section shall be in addition to the disclosure required by Section 2079.14.
- 2079.18 No selling agent in a real property transaction may act as an agent for the buyer only, when the selling agent is also acting as the listing agent in the transaction.
- 2079.19 The payment of compensation or the obligation to pay compensation to an agent by the seller or buyer is not necessarily determinative of a particular agency relationship between an agent and the seller or buyer. A listing agent and a selling agent may agree to share any compensation or commission paid, or any right to any compensation or commission for which an obligation arises as the result of a real estate transaction, and the terms of any such agreement shall not necessarily be determinative of a particular relationship.
- 2079.20 Nothing in this article prevents an agent from selecting, as a condition of the agent's employment, a specific form of agency relationship not specifically prohibited by this article if the requirements of Section 2079.14 and Section 2079.17 are complied with.
- 2079.21 A dual agent shall not disclose to the buyer that the seller is willing to sell the property at a price less than the listing price, without the express written consent of the seller. A dual agent shall not disclose to the seller that the buyer is willing to pay a price greater than the offering price, without the express written consent of the buyer. This section does not alter in any way the duty or responsibility of a dual agent to any principal with respect to confidential information other than the price.
- 2079.22 Nothing in this article precludes a listing agent from also being a selling agent, and the combination of these functions in one agent does not, of itself, make that agent a dual agent.
- 2079.23 (a) A contract between the principal and agent may be modified or altered to change the agency relationship at any time before the performance of the act which is the object of the agency with the written consent of the parties to the agency relationship. (b) A lender or an auction company retained by a lender to control aspects of a transaction of real property subject to this part, including validating the sales price, shall not require, as a condition of receiving the lender's approval of the transaction, the homeowner or listing agent to defend or indemnify the lender or auction company from any liability alleged to result from the actions of the lender or auction company. Any clause, provision, covenant, or agreement purporting to impose an obligation to defend or indemnify a lender or an auction company in violation of this subdivision is against public policy, void, and unenforceable.
- 2079.24 Nothing in this article shall be construed to either diminish the duty of disclosure owed buyers and sellers by agents and their associates licenses, subagents, and employees or to relieve agents and their associate licensees, subagents, and employees from liability for their conduct in connection with the acts governed by this article or for any breach of a fiduciary duty or a duty of disclosures.





**Board of Directors**  
**March 3, 2018**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	Facilities Committee report
<b>Time Allotted</b>	10 minutes
<b>Background</b>	The Facilities Committee is responsible for searching for, evaluating, and securing a site for Yu Ming Charter School's short- and long-term needs.
<b>Summary</b>	<p>The Facilities Committee has been very active. We are currently managing these eight areas of work:</p> <p>Renegotiating the lease for the Alcatraz campus; negotiating with Oakland Unified School District over Prop. 39 facilities space; researching and moving toward a decision over whether to accept Prop. 51 state funds to expand at Herzog campus; exploring options for expansion at the MLK campus; continuing search for more site options; fully parsing and understanding our financial capacity for any and all expansion activities; helping manage major deferred maintenance improvements for existing campuses; and establishing regular public outreach and participation in the communities where our campuses are located. Please see report for more detailed information.</p>
<b>Type</b>	Informational
<b>Key Questions</b>	What should we be communicating to the larger Yu Ming community at this time? This is a lot of work; can we recruit more Facilities Committee members to help with parts of it?



<b>Attachments</b>	Facilities Committee report
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Date: March 3, 2018

Subject: Facilities Committee report and update

From: Facilities Committee

To: Yu Ming Board of Directors

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The Facilities Committee meets regularly on the first and third Tuesday evenings of every month at the Martin Luther King campus. All board members or parents from the Yu Ming community are welcome to attend and participate.

### **Overview of enrollment projections and current classroom capacity**

With our current campuses of Alcatraz and MLK, Yu Ming now has a 23-classroom capacity (11 at Alcatraz and 12 at MLK) -- not including space needed for enrichment activities such as art, music, computer lab, maker space. The two spreadsheets below show when we expect to run out of core classrooms. The first chart assumes our current three cohorts of kindergarteners and shows that we will reach maximum capacity for school year 2021-2022. The second chart shows what would happen if the board were to decide to expand to four cohorts of kindergarteners and first graders starting in school year 2018-2019. Under the latter scenario, we would run out of core classroom space for the 2019-2020 school year. Under both scenarios, if we factored in the eight Prop. 39 classrooms offered by OUSD (but regardless of the actual practical viability of OUSD classrooms), the number of classrooms would increase to 31 and we would not run out of core classrooms under scenario one, but would reach our maximum capacity date under scenario two in 2024 or 2025. (Note: Number of classrooms offered by OUSD under Prop. 39 should increase as well each year, but uncertain now as to exact number. Approximately half of our students live within the OUSD district, so we should expect to receive two additional classrooms each year from them.) This, however, assumes crowded campuses at maximum capacity. We strive to provide a campus environment that gives students and staff space, flexibility, and areas to pursue the arts, sciences, and other creative endeavors. The conclusion is that we must develop a facilities master plan that accommodates 24-31 core classrooms, in addition to arts, tech, and science space, among one or multiple campuses that is acceptable to our families and staff. And in doing so, this plan will likely include construction expansion at one or multiple campuses.



Chart 1: Projected classroom needs based on current three cohorts per grade

School year	Number of elementary school classes (K-5)	Number of middle school classes (6-8)	Total classes, not including arts, music, maker, science	Total enrollment
2017-2018 (current)	13	4	17	385
2018-2019	14	6	20	520
2019-2020	15	6	21	546
2020-2021	16	6	22	572
2021-2022	17	6	23	598
2022-2023	18	6	24	624

Chart 2: Projected classroom needs based on expansion to four cohorts per grade and three classes per grades 6, 7, 8

School year	Number of lower school classrooms needed (K-4)	Number of upper school classroom needed (5-8)	Total core classrooms needed, not including arts, music, maker, science, science lab, computer	Total enrollment	Notes	
2017-2018 (current)	11	6	17	442		
2018-2019	14	6	20	520		
2019-2020	16	8	24	624		
2020-2021	18	8	26	676		
2021-2022	20	8	28	728		
2022-2023	20	10	30	780		



2023-2024	20	11	31	806	Assumes 3 classes of G6, 2 classes of G7, 2 classes of G8	Year that we begin assuming three G6 classes instead of two (realizing effect of four K cohorts)
2024-2025	20	12	32	832	Assumes 3 classes of G6, 3 classes of G7, 2 classes of G8	
2025-2026	20	13	33	858	Assumes 3 classes of G6-G8	Year that we reach full enrollment with four cohorts of K-5 and three cohorts of 6-8

Toward that end, we currently have eight major active areas of work.

### **Update on renegotiation of our lease of the Alcatraz campus**

Our current lease with St. Columba Church of the Oakland Diocese for the Alcatraz campus expires June 30, 2018. Matthew Sade, a facilities committee member parent, and Head of School Sue Park are currently in talks with the church for a new lease to line up with our 5-year lease at the MLK campus.

### **Update on status of our Prop. 39 request**

Prop. 39 references a California state law that requires public school districts to make unused facility space available to charter schools, based on the number of charter school students who reside in that school district. We applied for Prop. 39 space through Oakland Unified School District for the 2018-2019 school year, and in February OUSD provided its preliminary offer of six classrooms at Herzog (Golden Gate CDC) and two classrooms at Sankofa Elementary. We have a number of issues with their



offer, including, but not limited to, that it is a multi-site offer and the price is higher than we believe warranted. We are also coordinating and sharing information with other Prop. 39 charter schools located in Oakland to see if we can figure out configurations that are beneficial for all. Our attorney who is helping us negotiate over Prop. 39, Sarah Kollman of Young, Minney, Corr, drafted a letter outlining our concerns and submitted to OUSD by March 1 to continue the Prop. 39 negotiation process.

### **Update on status of our Prop. 51 application**

Prop. 51 provides schools, including charter schools, bond money to construct facilities, with half of the money given as a grant and the other half as a low- or no-interest loan. Earlier in 2017, Yu Ming school applied to the state for Prop. 51 funds to improve and expand the Herzog campus. We are pleased to report that in late February, we learned that we are on the list to receive approximately \$7.5 million in Prop. 51 funds. We are now in the process of fully researching and making a decision about whether moving forward with a Prop. 51 project on the Herzog campus makes sense, given our overall master facilities plan, the scope of any project on that site, our finances, and other opportunity costs that such a project might incur. We do not need to access the funds right away and have at least a year to move forward.

### **Exploring options for expansion at the MLK campus**

Leaders of the Sacred Heart parish where our MLK campus is located have indicated that they are receptive to hearing from us about our vision for future use of the site. The MLK campus has many advantages in terms of central location for our families, proximity to the Alcatraz campus, and proximity to major transit lines and freeways. The site is of medium size and has already been in continued use as a school. The Facilities Committee has been exploring options for expansion at the MLK and meeting with a number of architecture design firms. We are in the process of engaging a firm who will do the research and design development work necessary to better inform any proposal we make to the diocese.

### **Continuing the search for more site options**

The Facilities Committee believes it would be prudent, however, to keep up our search for more site options and is recommending that we engage the services of commercial real estate brokers Kevin Lynch and Gregory Hunter to look for other suitable sites.

### **Understanding our financial capacity**



We have initiated talks with our ExEd representative, Matthew Eisenberg, and are just in the beginning stages of better understanding our projected revenue, cash flow, and capacity to assume debt. We are also beginning discussions about how to raise equity.

### **Helping complete major deferred maintenance**

As part of information gathering for the Alcatraz lease negotiations, parent committee member Tiffany Eng has been instrumental in contacting and coordinating vendors who can help us complete some major deferred maintenance on the Alcatraz campus.

### **Establishing strong community relations**

We are in the process of establishing stronger community relations with the neighborhoods in which both our campuses are located: the Golden Gate neighborhood for Alcatraz, and the Longfellow neighborhood for MLK. We are trying to identify committee members or parents who would be willing to regularly attend Neighborhood Council meetings. We are also in discussions with neighborhood associations in both locations to participate in any Earth Day (April 22) activities they may be planning, and/or regular neighborhood cleanup or work days.



**Board of Directors**  
**March 3, 2018**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	Strategic Planning
<b>Time Allotted</b>	4 hours
<b>Background</b>	The Board has initiated the development of a strategic plan in order to guide the continued development of the school
<b>Summary</b>	The Board will review Education78's "Readiness to Grow" Report based on data collected by Education78. The Board will also determine Yu Ming's updated identity. Finally, the Board will determine next steps in the strategic planning process.
<b>Type</b>	Vote
<b>Key Questions</b>	What is the current state of Yu Ming (strengths and challenges)? What are Yu Ming's values? What is our vision for where we want Yu Ming to be in 5 years?
<b>Attachments</b>	Strategic Planning Retreat Agenda, Educate78 Report, Yu Ming's Identity Board Exercise Instructions



# Readiness to Grow Assessment Preview



January, 2018


# Objectives for today

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- Define the set of questions Yu Ming's board and leadership team should be asking about growth
- Understand what it means to be “ready to grow”
- Get incoming perceptions and thoughts on Yu Ming's “readiness foundation”

# Why do a “readiness to grow” assessment?

- ① **Build common understanding** of our organization’s strengths and opportunities with a lens of “**readiness to grow**”
- ② Identify critical factors that should be addressed to **enable growth/expansion (of any kind) with quality**
- ③ Consider how to best **address these factors going forward** through
  - a Actions or initiatives driven by Yu Ming
  - b Individual or cohort-level support from Educate78



Our hope was that as a result of this process, Yu Ming would be **more knowledgeable** about its own performance and **better prepared** to create a strong foundation for future growth and deepened impact

We have been supported in this work by Educate78 and their partners, Bellwether Education Partners and 45 Lemons



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Their experience with a variety of large and small charter schools and networks serves as a reference point for this work



# The “Readiness Framework” has 9 dimensions, each of which includes multiple indicators

	1	2	3	4	5	6	7	8	9
Dimension	Program	Staff and Org. Culture	Org. Roles	Human Capital	External Engagement	Finance	Operations	Governance	Goal Setting
Readiness indicator	Academic performance	Mission, alignment, commitment	Decision-making and prioritization	Teacher recruitment, selection, retention	Student recruitment	Financial controls	IT	Board structure and composition	Long-term planning
	Curriculum and instruction	Community and teamwork	Well-defined school and school support roles	School leader recruitment/pipeline	Family engagement	Financial planning & forecasting	Data systems	Board oversight and engagement	Annual planning
	School culture and student engagement	Diversity, equity, and inclusion	Systems for org-wide communication	Teacher perf. mgmt and support	Community engagement/advocacy	Financial sustainability	Facilities and real estate		Systems for transparency and accountability
	Special ed supports and interventions	Pace/sustainability		Leader perf. mgmt and support	Fundraising capacity		Day-to-day school operations		
	System for measuring results	Org learning & continuous improvement		Network team capacity	Marketing and communications		Systems for compliance and reporting		

# The assessment is informed by three types of data

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- Interviews with Yu Ming stakeholders (including Board President Eric Peterson)
- 10+ artifacts provided by the school in response to our data request
- Two extended site visits to the school (one with a focus on program/teaching and learning), including classroom observations and student focus groups

# There is no single “gold standard” for how growing charters should perform using the framework

- The Readiness to Grow Framework assesses your ability to increase your impact given the current state — it is **not an assessment of current performance**
- A network’s **level of “readiness”** is often **determined by strategic resourcing decisions** (e.g., size of network office; maximum enrollment of existing schools)
- **Context matters:** a lower-risk environment will be more forgiving to lower readiness (e.g., a faster growth path, or growth to a different city or region, will have different organizational requirements)
- **The Board should make the final decision**, informed by the Executive Director and leadership team, on what level of readiness is appropriate (this is largely a question of risk-tolerance)
- **Our recommendation:** have a plan in place to address any red areas and determine which areas must be green for you to meet your own growth goals

**Don’t let perfect be the enemy of the good. Focus on the critical components, but don’t feel you have to have it all figured out before you can grow.**



# Our final assessment will rate all indicators and provide recommendations and considerations for next steps

## a Recommendations aligned to each indicator

Indicator	Recommendations to consider	Sample Content – for illustration only
Sustainability	<ul style="list-style-type: none"><li>Need to identify root cause of sustainability challenge; consider convening focus groups and conducting small-scale pilots of solutions based on insights from conversations</li></ul>	
Forecasting and projections	<ul style="list-style-type: none"><li>Year-to-year budgeting has meant there is not clear knowledge of long-run sustainability at full enrollment; consider contracting/hiring for short- or longer-term expertise in this area (e.g. EdTec)</li><li>Develop 5+ year financial model to aid in forecasting</li><li>Improve quarterly reconciliation process to enable improved within-year budget forecasting as well</li></ul>	
Board structure and composition	<ul style="list-style-type: none"><li>Develop clear “board matrix” to include growth-focused areas of expertise (fundraising, scaling, charter networks) and recruit new board members accordingly</li></ul>	

## b Considerations regarding priorities and phasing of new initiatives/improvements

We can offer initial thoughts and help leadership teams to think through their next steps

- What are the biggest pain points for the existing school(s)?
- What is preventing successful growth as compared to being a “nice to have”?
- How will you resource/support each initiative? What capacity do you have?

## c Potential supports to be offered by Educate78

Given priority needs identified across the entire group of participants in this process, potential focal areas for support by Educate78 will surface

# We will share our ratings and recommendations in February... Where do you think Yu Ming stands today?

1 2 3 4 5 6 7 8 9

Dimension									
	Program	Staff and Org. Culture	Org. Roles	Human Capital	External Engagement	Finance	Operations	Governance	Goal Setting
Readiness indicator	Academic performance	Mission, vision, commitment	Decision-making, prioritization	Teacher selection, retention	Student recruitment	Financial controls	IT	Board structure and composition	Long term planning
	Curriculum and instruction	Community engagement, teamwork	Well-defined school support roles	School leader recruitment/retention	Financial forecasting	Financial forecasting	IT systems	Board oversight and engagement	Annual planning
	School culture and student engagement	Diversity, equity, and inclusion	Systems for org-wide communication	Teacher perf. mgmt and support	Community engagement/advocacy	Financial sustainability	Real estate	Systems for transparency and accountability	
	Special ed supports and interventions	Sustainability		perf. mgmt and support	Fundraising capacity		Day-to-day school operations		
	System for measuring results	Org learning & continuous improvement		Network team capacity	Marketing and communications		Systems for compliance and reporting		

## “Your assessment” exercise

- You will receive 3 green stickers and 3 red stickers
- Place the **green stickers** on the categories where you feel you are excelling – and will continue to do so going forward
- Place the **red stickers** on the categories you feel will hold you back from successful growth

# Agenda Item IV.E: Strategic Planning

## Detailed Schedule

<b>Educate78 report review</b>	<b>Objective:</b> Review Educate78's "Readiness to Grow" report (facilitated by Educate78)
10:00 - 11:30 am	Walkthrough of Educate78's report (facilitated by Educate78)
11:30 - 12:30 am	Open discussion
11:30 am - 12:30 pm	LUNCH BREAK
<b>Yu Ming's identity</b>	<b>Objective:</b> Establish a board consensus on Yu Ming's identity
12:30 - 12:40 pm	Overview of activity and objective
12:40 - 12:50 pm	Individual brainstorming of identity priorities ("diverging")
12:50 - 1:20 pm	Generation of "themes" in two groups ("converging")
1:20 - 1:35 pm	Combination of two groups' themes
1:35 - 1:45 pm	Ranking of themes
1:45 - 2:15 pm	Debrief
<b>Closing</b>	<b>Objective:</b> Recap the day and discuss next steps
2:15 - 2:30 pm	Recap the day and discuss next steps

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# Yu Ming's identity: Board exercise instructions

Strategic Planning Committee  
March 3, 2018

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# Objective

Establish a consensus on *Yu Ming's*  
*identity*

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# Agenda

Start time	Activity
12:30	Overview of activity and objective
12:40	Individual brainstorming of identity priorities (“diverging”)
12:50	Generation of “themes” in two groups (“converging”)
1:20	Combination of two groups’ themes
1:35	Voting and tiering of themes
1:45	Debrief
<del>2:15</del>	<del><i>End</i></del>

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## Individual brainstorming (10 min.)

When you envision *Yu Ming's identity in 5 years*, what priorities, themes, and values resonate?

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# Individual brainstorming (10 min.)

*Supplies needed:* 30-40 sticky notes, markers

1. Based on the prompt, write down what resonates with you when you envision Yu Ming's future identity.
  2. Write down one idea per sticky note. Some examples might be *"Mandarin immersion"* and *"replication"*.
  3. At the end of this process, you should have 20-40 sticky notes.
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# Theming (30 min.)

*Supplies needed:* Your sticky notes, markers, a board

1. Split into two groups.
  2. In your group, take turns presenting all of your ideas to your group (2 min. each).
  3. Work together to group **similar ideas** and create **themes**.
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## Group theming (15 min.)

*Supplies needed:* Your group's board of grouped sticky notes, markers, a board

1. Select a spokesperson from each group to describe your group's themes to the other group (5 min. each).
  2. Work together to merge the two groups' themes.
  3. Write down the final, combined list on a board.
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# Theme voting (10 min.)

*Supplies needed:* Dot stickers (3 red and 3 green)

1. Using your dot stickers, vote on the themes which you believe are most important.
  2. **Red** = Must have  
**Green** = Important to have
  3. Do *not* place more than one dot per idea.
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## Theme tiering (5 min.)

1. Tier/rank the themes based on the votes received.
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# Debrief (30 min.)

1. What observations do you have?
  2. What questions do you have?
  3. What especially resonates with you?
  4. What surprises you?
  5. What do you disagree with?
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