Oasis Charter Public School
A small school for kids with BIG ideas.

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Under Construction Education Network (UCEN)
dba Oasis Charter Public School
Finance Committee Meeting

Finance Committee Meeting Agenda

September 9, 2026
5:30 p.m.

Join Zoom Meeting
https://zoom.us/j/92337170487?pwd=Yy09dMjjjTJ9D9dvfYQqgxJaBBm6Lw.1

Meeting ID: 923 3717 0487
Passcode: 127479
By Phone: (669) 900-9128

Members of the public may join the meeting in-person at the address listed below. Please read Information for the Public section below on public participation.

Oasis Charter Public School Boardroom
1135 Westridge Parkway
Salinas, CA 93907

INFORMATION FOR THE PUBLIC

I. For persons wishing to address the Board of Directors: The public is encouraged to attend and participate where designated in the Under Construction Educational Network (UCEN) Board meetings. In person and attending virtually, members of the public are welcome to make comments when the Board chair opens the item on the agenda for the public. When the President of the Board recognizes a public member for comment, such comment will be limited to three (3) minutes. Your comments will be heard under the designated section of this agenda. Speakers may provide their name, title, or organizational affiliation for the record, but providing identifying information is voluntary and is not a condition of public participation.

II. The Board encourages those with disabilities to participate fully in public meetings. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the main office of Oasis Public Charter School at (831) 424-9003 at least 72 hours before a regular board meeting or 24 hours before a special board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132).

III. The Board can provide translation services for board meetings as needed. To request translation services, please contact the main office at Oasis Public Charter School at (831) 424-9003 at least 72 hours before a regular board meeting or 24 hours before a special board meeting so that we can make arrangements.

INFORMACIÓN PARA EL PÚBLICO

I. Para las personas que deseen dirigirse a la Mesa Directiva: Se anima al público a asistir y participar cuando se les designe en las reuniones de la Mesa Directiva de Under Construction Educational Network (UCEN). Si asiste en persona o virtualmente, están invitados a hacer comentarios cuando el presidente de la Mesa Directiva abre el asunto de la agenda para el público. Cuando el Presidente de la Mesa Directiva reconozca a un miembro del público para hacer comentarios, dichos comentarios se limitarán a (3) minutos. Sus comentarios serán escuchados en la sección designada de esta agenda. Para que conste en acta: indique su nombre, cargo, a quién representa y el punto del orden del día al que se refiere.

II. La Mesa Directiva anima a las personas con discapacidad a participar plenamente en las reuniones públicas. Si necesita una modificación o adaptación relacionada con su discapacidad, incluidas ayudas o servicios auxiliares, para participar en la reunión pública, póngase en contacto Oasis Public Charter School en el (831) 424-9003 al menos 72 horas antes de una reunión regular de la Mesa Directiva o dentro de 24 horas de una junta especial para que podamos hacer todos los esfuerzos razonables para adaptarnos a usted. (Código Governmental § 54954.2; Americanos con Discapacidades de 1990, § 202 (42 U.S.C. § 12132)

III. La Mesa Directiva puede proporcionar servicios de traducción para las reuniones de la junta según sea necesario. Para solicitar servicios de traducción, por favor póngase en contacto Oasis Public Charter School en el (831) 424-9003 dentro de 72 horas de una junta regular o dentro de 24 horas de una junta especial para que podamos hacer los arreglos.

1.0 Call Meeting to Order

1.1 ROLL CALL OF FINANCE COMMITTEE

Melissa Edwards, President Present ___ Absent____

Tamara Mitchell, Treasurer **Present ___ Absent____**

1.2 Pledge of Allegiance
1.3 Adoption of the Agenda

2.0 ACKNOWLEDGMENTS/ANNOUNCEMENTS/PRESENTATIONS

2.1 Land Acknowledgement

2.2 Finance Committee Purpose and Authority

The Finance Committee is a standing committee of the UCEN Board of Directors. The Committee reviews UCEN's finances, provides budget oversight, reviews fiscal policies and practices, coordinates with accountants, counsel, and the Audit Committee as appropriate, and makes recommendations to the full Board.

The Finance Committee acts in an advisory capacity. Final corporate, budget, contracting, investment, expenditure, and policy decisions remain subject to approval by the UCEN Board unless authority has been expressly delegated by a valid Board resolution.

3.0 FINANCE COMMITTEE REPORTS/COMMENTS/REQUESTS FOR INFORMATION

3.1 REPORT: BOARD MEMBERS

3.2 REPORT: EXECUTIVE DIRECTOR

4.0 PUBLIC COMMENT

Members of the public may address the Finance Committee regarding matters within the Committee's subject-matter jurisdiction that are not listed on this agenda.

The Committee may not discuss or act on an unagendized matter except as permitted by the Brown Act. Committee members may briefly respond, ask a clarifying question, refer the matter to staff or another resource, request a report at a future meeting, or request placement of the matter on a future agenda.

5.0 CONSENT AGENDA

5.1 ACTION - NO ITEMS

6.0 FINANCE REVIEW, REFERRAL, AND RECOMMENDATIONS

6.1 DISCUSSION/ACTION: FINAL UNAUDITED PRIOR-YEAR FINANCIAL REPORT

The Finance Committee will review the Final Unaudited Prior-Year Financial Report for the fiscal year ending June 30, 2026.

The review will include:

- Revenues and expenditures
- Assets and liabilities
- Cash and fund balances

- Restricted and unrestricted resources
- Reserves
- Year-end adjustments
- Material budget-to-actual variances
- Accounts receivable and payable
- Outstanding obligations
- Matters requiring correction or disclosure
- Effect of prior-year results on the current-year budget

The Committee will consider recommending that the UCEN Board accept or approve the report and authorize its submission to the chartering authority and county superintendent of schools on or before September 15, as required by Education Code section 47604.33.

Suggested Action:

The Finance Committee will forward its recommendation, if any, to the UCEN Board for consideration at the separately noticed special Board meeting scheduled for today, September 9, 2026 at 6:00 pm immediately following this meeting.

6.2 DISCUSSION/ACTION: REVIEW OF APPROXIMATELY $50,000 UCEN CORPORATE ACCOUNT AND PROPOSED BOARD GOVERNANCE AND DEVELOPMENT FUND

The Finance Committee will review the ownership, source, accounting treatment, restrictions, authorized access, internal controls, budget status, and permissible uses of the approximately $50,000 held in the account previously referred to informally as the "board account."

The account remains a UCEN corporate asset. It is not owned or controlled by individual directors or an informal group of directors.

For clarity in UCEN's accounting records, policies, and Board documents, the Committee will consider recommending the descriptive name "Board Governance and Development Fund." Use of that name would not establish a separate legal entity, transfer ownership, remove restrictions, authorize expenditures, or place the funds outside UCEN's financial controls.

Before recommending any use of the funds, the Finance Committee will confirm:

a. The account is legally owned by UCEN and not by individual directors or an informal Board group.

b. The current bank balance reconciles to the UCEN general ledger.

c. The source and history of the funds deposited into the account.

d. Whether any portion of the balance is restricted by a donor, grant, charter provision, Board resolution, prior designation, contract, or applicable law.

e. Who is authorized to access the account, initiate transactions, approve payments, make electronic transfers, or sign checks.

f. Whether the funds and any proposed expenditures are included in the Board-approved budget.

g. Whether the funds may lawfully be used for consultant fees, governance or fiscal training, retreats, legal review, travel, or other Board-development expenses.

h. Whether proposed uses comply with UCEN's conflict-of-interest requirements, purchasing procedures, contracting requirements, internal controls, public-purpose obligations, and funding restrictions.

i. Whether the account should remain separate or be consolidated into UCEN's established banking and accounting structure.

j. What approval, procurement, documentation, reimbursement, and reporting requirements should apply to expenditures.

Suggested Action:

The Finance Committee will determine whether the account and its balance are UCEN corporate assets and will review whether any individual director or informal Board group possesses or claims authority over the account.

6.3 DISCUSSION/ACTION: FINANCE COMMITTEE TRAINING NEEDS AND REFERRAL TO GOVERNANCE COMMITTEE

The Finance Committee will discuss whether its members require annual or periodic training to perform their responsibilities for financial review, budget oversight, fiscal-policy review, internal controls, audit coordination, and quarterly reporting.

The Committee will review whether any applicable law, charter requirement, Board policy, authorizer requirement, auditor recommendation, grant condition, corrective-action plan, or other controlling document requires specific fiscal training or annual certification.

The UCEN Bylaws assign responsibility for ongoing Board training, mentoring, monitoring, engagement, and accountability to the Governance Committee. Accordingly, the Finance Committee will not establish or administer UCEN's organization-wide Board training program.

The Finance Committee may identify finance-specific training needs and recommend that the Governance Committee incorporate those subjects into the Board and committee training calendar.

Potential finance-specific subjects include:

- Reading charter-school financial statements
- Budget-to-actual and cash-flow oversight
- Restricted and unrestricted funds
- Internal controls and fraud prevention
- Audit responsibilities and corrective actions
- Conflicts of interest and related-party transactions

- Purchasing, contracting, and expenditure authority
- Brown Act requirements applicable to standing committees
- UCEN bylaws and limits on committee authority

Suggested Action:

That the Finance Committee identify the following finance-specific training needs and recommend that the Governance Committee incorporate those subjects into the Board and committee training calendar, subject to approval or direction by the UCEN Board."

6.4 DISCUSSION/ACTION: FINANCE COMMITTEE RECOMMENDATIONS AND REFERRALS TO THE UCEN BOARD

The Finance Committee will review the recommendations adopted during this meeting and identify the matters requiring consideration by the UCEN Board.

The Committee may refer:

- The Final Unaudited Prior-Year Financial Report to the Board for action before September 15
- Any necessary current-year budget revisions to staff for preparation as a separate Board agenda item
- The $50,000 account findings and proposed fund designation to the Board
- Fiscal-policy recommendations to Governance and the Board
- Finance-specific training needs to the Governance Committee and Board

Suggested Action:

That the Finance Committee authorize the Chair, Treasurer, and Executive Director to prepare a written Finance Committee report accurately reflecting the Committee's recommendations and recorded votes and to request placement of the recommendations on the next available UCEN Board agenda.

The Finance Committee will forward its recommendation, if any, to the UCEN Board for consideration at the separately noticed special Board meeting scheduled for today, September 9, 2026 at 6:00 pm immediately following this meeting to consider the Final Unaudited Prior-Year Financial Report before the September 15 submission deadline.

7.0 FUTURE FINANCE COMMITTEE AGENDA ITEMS

Committee members may request that matters within the Finance Committee's jurisdiction be placed on a future agenda. The Committee shall not engage in substantive discussion or action concerning an unposted matter.

7.1 FINANCE POLICY AND INTERNAL-CONTROL REVIEW

7.2 Other potential future agenda items:

- Monthly financial statements
- Budget-to-actual results
- Cash-flow report
- Enrollment and attendance effects on revenue
- Completion of the $50,000 account review

- Fiscal-policy inventory and revision schedule
- Audit planning and Audit Committee coordination
- Quarterly Finance Committee report to the Board
- Finance-specific training recommendations
- Financial compliance calendar

8.0 NEXT MEETING DATE : ANNOUNCEMENT OF NEXT MONTHLY FINANCE COMMITTEE MEETING

The UCEN Bylaws require the Finance Committee to meet monthly.

Next regular Finance Committee meeting:

8.1 ADD DATE HERE

9.0 ADJOURNMENT

Oasis Charter School

Finance Agenda Supplemental Information

6.1 DISCUSSION/ACTION: FINAL UNAUDITED PRIOR-YEAR FINANCIAL REPORT

BOARD MEETING DATE: September 9, 2026

BOARD AGENDA ITEM INFORMATION:

Primary attachments:
FINAL UNAUDITED PRIOR-YEAR FINANCIAL REPORT

Purpose: The Finance Committee will review the Final Unaudited Prior-Year Financial Report for the fiscal year ending June 30, 2026.

Recommended Committee Action: The Finance Committee will forward its recommendation, if any, to the UCEN Board for consideration at the separately noticed special Board meeting scheduled for today, September 9, 2026 at 6:00 pm immediately following this meeting.

Finance Recommendation: Approve _X_ Information ____

Person submitting item: Melissa Edwards, Board President

Oasis Charter School

Finance Agenda Supplemental Information

6.2 DISCUSSION/ACTION: REVIEW OF APPROXIMATELY $50,000 UCEN CORPORATE ACCOUNT AND PROPOSED BOARD GOVERNANCE AND DEVELOPMENT FUND

BOARD MEETING DATE: September 9, 2026

BOARD AGENDA ITEM INFORMATION:

Primary attachments:
APPROXIMATELY $50,000 UCEN CORPORATE ACCOUNT AND PROPOSED BOARD GOVERNANCE AND DEVELOPMENT FUND

Purpose: The Finance Committee will review the ownership, source, accounting treatment, restrictions, authorized access, internal controls, budget status, and permissible uses of the approximately $50,000 held in the account previously referred to informally as the "board account."

Recommended Committee Action: The Finance Committee will determine whether the account and its balance are UCEN corporate assets and will review whether any individual director or informal Board group possesses or claims authority over the account.

Finance Recommendation: Approve _X_ Information ____

Person submitting item: Melissa Edwards, Board President

Oasis Charter School

Finance Agenda Supplemental Information

6.3 DISCUSSION/ACTION: FINANCE COMMITTEE TRAINING NEEDS AND REFERRAL TO GOVERNANCE COMMITTEE

BOARD MEETING DATE: September 9, 2026

BOARD AGENDA ITEM INFORMATION:

Primary attachments:
FINANCE COMMITTEE TRAINING NEEDS AND REFERRAL TO GOVERNANCE COMMITTEE

Purpose: The Finance Committee will discuss whether its members require annual or periodic training to perform their responsibilities for financial review, budget oversight, fiscal-policy review, internal controls, audit coordination, and quarterly reporting.

Recommended Committee Action: That the Finance Committee identify the following finance-specific training needs and recommend that the Governance Committee incorporate those subjects into the Board and committee training calendar, subject to approval or direction by the UCEN Board."

Finance Recommendation: Approve _X_ Information ____

Person submitting item: Melissa Edwards, Board President

Oasis Charter School

Finance Agenda Supplemental Information

6.4 DISCUSSION/ACTION: FINANCE COMMITTEE RECOMMENDATIONS AND REFERRALS TO THE UCEN BOARD

BOARD MEETING DATE: September 9, 2026

BOARD AGENDA ITEM INFORMATION:

Primary attachments:
FINANCE COMMITTEE RECOMMENDATIONS AND REFERRALS TO THE UCEN BOARD

Purpose: The Finance Committee will review the recommendations adopted during this meeting and identify the matters requiring consideration by the UCEN Board.

Recommended Committee Action: That the Finance Committee authorize the Chair, Treasurer, and Executive Director to prepare a written Finance Committee report accurately reflecting the Committee's recommendations and recorded votes and to request placement of the recommendations on the next available UCEN Board agenda.
The Finance Committee will forward its recommendation, if any, to the UCEN Board for consideration at the separately noticed special Board meeting scheduled for today, September 9, 2026 at 6:00 pm immediately following this meeting to consider the Final Unaudited Prior-Year Financial Report before the September 15 submission deadline.

Finance Recommendation: Approve _X_ Information ____

Person submitting item: Melissa Edwards, Board President

Finance Committee Training Needs

Legal Requirements and Recommended Training for a Small California Charter School Nonprofit

UCEN / Oasis Charter Public School | September 2026

Purpose. This document separates (1) training expressly required by law, (2) legal-compliance subjects the Finance Committee should understand even when a separate course is not expressly mandated, and (3) recommended finance training for effective oversight in a small charter school operated by a California nonprofit public benefit corporation.

Important distinction: A legal duty to comply with a statute is not always the same as a statutory requirement to complete a particular training course. The Finance Committee should avoid labeling a subject as "training required by law" unless the statute, charter, authorizer requirement, grant condition, Board policy, audit finding, or corrective-action plan actually requires the training.

2026 legal clarification. California Government Code sections 53235 and 53235.1 expressly require ethics training for charter-school governing body members. By contrast, the new fiscal-and-financial training article created by SB 827 (Government Code sections 53238–53238.4) defines "local agency" for that article as cities, counties, and special districts; charter schools and school districts are not listed in that definition. Accordingly, this document does not treat SB 827 fiscal/financial training as a general statutory mandate for a charter-school board. Counsel or the authorizer should confirm if another requirement applies to UCEN.

Training Areas: Legal Requirements, Compliance Duties, and Recommendations

Training Area	Status	What Finance Committee Members Should Know
AB 1234 / AB 2158 Ethics Training	**REQUIRED BY LAW**	Charter-school governing body members must receive at least two hours of ethics training every two years. Members beginning local-agency service on or after January 1, 2026 generally must complete initial training within six months. Training should cover ethics principles and laws relevant to public service, including conflicts, gifts, use of public resources, and related duties.
Brown Act / Open-Meeting Compliance	**LEGAL COMPLIANCE; TRAINING STRONGLY RECOMMENDED**	Charter schools are subject to the Ralph M. Brown Act. Finance Committee members should understand agenda posting, public comment, serial meetings, permissible discussion, teleconferencing, voting, minutes, and limits on discussing or acting on unagendized matters. A standing Finance Committee with continuing subject-matter jurisdiction should be treated as a Brown Act legislative body.
Political Reform Act / Form 700	**LEGAL COMPLIANCE; TRAINING STRONGLY RECOMMENDED**	Members should understand the conflict-of-interest code, designated filers, assuming-office/annual/leaving-office Form 700 filings, gifts and financial interests, recusal, and the filing officer's responsibilities.
Government Code § 1090 / Contract Conflicts	**LEGAL COMPLIANCE; TRAINING STRONGLY RECOMMENDED**	Members should understand when a financial interest may prohibit a contract entirely rather than merely require abstention. This is especially important for vendors, consultants, leases, relatives, director-owned businesses, grants, donations, and related-party transactions.
Nonprofit Director Fiduciary Duties	**LEGAL DUTY; ORIENTATION/TRAINING RECOMMENDED**	Directors should understand the duties of care and loyalty, reasonable inquiry, protection of charitable assets, review of financial reports, Board oversight, and avoidance of self-dealing. Finance Committee work should support—not replace—the fiduciary responsibility of the full Board.
Charter-School Financial Reporting Calendar	**LEGAL COMPLIANCE; TRAINING RECOMMENDED**	Members should understand the annual budget, interim reporting, unaudited actuals, annual independent audit, and other authorizer or county reporting deadlines. For UCEN, the Committee should maintain a simple annual compliance calendar with responsible persons and due dates.

Annual Independent Audit & Corrective Actions	**REQUIRED COMPLIANCE; TRAINING RECOMMENDED**	Members should know how to read the independent audit, distinguish findings from recommendations, monitor corrective actions, understand management's role versus the auditor's role, and track authorizer or audit follow-up.
California Nonprofit Audit Committee Rules	**REQUIRED IF STATUTORY THRESHOLD APPLIES**	If a charitable corporation receives or accrues at least $2 million in qualifying gross revenue, excluding specified governmental grants/contracts for which an accounting is required, Government Code § 12586 generally requires audited financial statements and a separate audit committee. The finance and audit committees must meet statutory independence and membership rules.
CEO/CFO Compensation Oversight	**LEGAL NONPROFIT DUTY WHERE APPLICABLE**	The Board or an authorized committee should understand the nonprofit rules governing review and approval of compensation and benefits for the chief executive and chief financial officer/treasurer positions, including documentation that compensation is just and reasonable.
Restricted vs. Unrestricted Funds	**ESSENTIAL COMPLIANCE TRAINING**	Members should understand donor restrictions, grant restrictions, federal/state program restrictions, Board designations, and truly unrestricted funds. Cash in an account does not automatically mean the money is available for any purpose.
Federal Grant / Uniform Guidance	**REQUIRED COMPLIANCE IF FEDERAL FUNDS ARE RECEIVED**	Members should understand internal controls over federal awards, allowable and allocable costs, procurement, documentation, subrecipient/vendor issues, and grant restrictions. Finance Committee oversight should focus on controls and evidence, not day-to-day administration.
Federal Single Audit Threshold	**REQUIRED IF THRESHOLD IS MET**	If UCEN expends $1 million or more in federal awards during a fiscal year, federal Single Audit requirements generally apply unless a qualifying program-specific audit is permitted. The Committee should know the threshold, current federal expenditures, and audit status.
Reading Charter-School Financial Statements	**STRONGLY RECOMMENDED**	Balance sheet/statement of financial position, statement of activities or income statement, cash position, receivables/payables, liabilities, fund balance/net assets, reserves, and how nonprofit financial statements connect to charter-school reporting.
Budget-to-Actual & Forecasting	**STRONGLY RECOMMENDED**	Monthly budget-to-actual review, percentage of year elapsed, revised forecasts, year-end projections, material-variance explanations, and when a current-year budget revision should be prepared for Board consideration.
Cash-Flow Oversight	**STRONGLY RECOMMENDED**	Cash versus accounting income, timing of state and federal receipts, payroll obligations, accounts payable, minimum liquidity, and early identification of cash pressure. This is particularly important for a small charter school with limited staffing and reserves.
Enrollment, Attendance & Revenue	**STRONGLY RECOMMENDED**	How enrollment and attendance affect revenue, how changes should flow through forecasts and multiyear projections, and when enrollment trends create budget or cash risks.
Internal Controls / Fraud Prevention	**ESSENTIAL BEST PRACTICE**	Segregation of duties, compensating controls when staffing is limited, bank reconciliations, cash handling, payroll changes, vendor setup, reimbursement approvals, check/ACH controls, independent review, and documentation.
Bank Accounts, Cards & Electronic Payments	**STRONGLY RECOMMENDED**	Ownership of each account, authorized signers/users, online banking, credit/debit cards, ACH/wires, spending limits, receipts, approvals, reconciliations, access removal, and Board visibility. This is especially important for any account informally described as a "Board account."
Purchasing, Contracting & Expenditure Authority	**STRONGLY RECOMMENDED / LEGAL-RISK AREA**	Who can bind the corporation, approval thresholds, competitive purchasing, contracts, purchase orders, reimbursement rules, documentation, public-purpose requirements, and when full Board approval is required.
Related-Party Transactions & Self-Dealing	**ESSENTIAL LEGAL-RISK TRAINING**	California nonprofit self-dealing rules, Government Code § 1090, Political Reform Act conflicts, disclosure, recusal, documentation, and when counsel should review a transaction before commitment or payment.

Form 990 & Nonprofit Financial Compliance	**RECOMMENDED / ANNUAL COMPLIANCE**	Finance Committee members should understand the financial sections of Form 990, governance and compensation disclosures, related-party reporting, and how the return reconciles to audited or year-end financial statements.
Reserves & Financial Sustainability	**STRONGLY RECOMMENDED**	Board reserve targets, unrestricted liquidity, emergency reserves, one-time versus recurring resources, structural deficits, enrollment risk, and multiyear sustainability.
Audit Findings & Corrective-Action Tracking	**STRONGLY RECOMMENDED**	Maintain a simple annual log showing each finding or recommendation, responsible person, corrective action, due date, status, and evidence of completion, with Finance Committee and Board follow-up.
Committee Authority vs. Board Authority	**ESSENTIAL GOVERNANCE TRAINING**	Finance Committee members should understand the difference between reviewing, investigating, requesting information, and recommending versus exercising final corporate or Board authority. Final decisions remain with the Board unless valid authority has been expressly delegated.

Recommended Training Program for a Small Charter School

Keep the program practical and proportionate. A small charter school does not need a large training bureaucracy. It does need documented, recurring training tied to the Board's actual risks, reporting calendar, financial structure, and legal responsibilities.

- **Mandatory ethics training:** Track the two-hour ethics training required under Government Code §§ 53235–53235.1 and retain proof of completion. Provide members with available training information at least annually.
- **Annual finance orientation (about 2–3 hours):** Cover financial statements, budget-to-actual, cash flow, restricted funds, internal controls, bank/card/ACH controls, purchasing and contracting, audit findings, conflicts of interest, and committee authority.
- **New-member finance orientation:** Provide the current approved budget, most recent audit, latest interim/financial report, bank and signatory structure, financial policies, major grants and restrictions, significant contracts, and Finance Committee charter/authority.
- **Quarterly mini-training:** Use 10–15 minutes at selected Finance Committee meetings for one focused topic—such as cash flow, restricted funds, procurement, audit findings, or Form 700/§1090 conflicts—rather than relying on one long annual session.
- **Annual compliance review:** At least once each year, review the financial reporting calendar, audit and corrective-action status, bank/card access list, spending authority, purchasing thresholds, grant restrictions, insurance, Form 990 status, and finance-related Board policies.
- **Document training records:** Maintain certificates, dates, provider names, materials, and attendance records in the Board/committee compliance file. Where a training is not legally required, label it as recommended or Board-required rather than statutory.

Suggested Annual Finance Training Calendar

Timing	Training / Review Topic	Primary Goal
July–August	Budget, cash flow, reserves, enrollment assumptions, delegated spending authority	Start the fiscal year with a shared understanding of the approved budget and controls.
September	Unaudited actuals, year-end variances, restricted/unrestricted resources, reporting deadline	Support accurate review of prior-year results and required submissions.
October–November	Internal controls, bank accounts, cards, ACH/wires, procurement and contracting	Confirm access, approvals, documentation, segregation/compensating controls, and policy compliance.

December–January	Independent audit, findings, corrective-action plan, audit committee requirements if applicable	Ensure findings are understood, assigned, tracked, and reported to the Board.
February–March	Interim results, multiyear projections, enrollment/attendance revenue, cash runway	Identify structural deficits or liquidity risks early.
April–May	Form 700/conflicts, related-party transactions, Form 990/nonprofit compliance, next-year budget assumptions	Connect conflict-of-interest and nonprofit governance duties to upcoming budget/contract decisions.
June	Year-end close readiness, outstanding obligations, grants/restrictions, compliance calendar rollover	Prepare for close, audit, and the next reporting cycle.

Alignment with UCEN Finance Agenda Item 6.3

The September 9, 2026 Finance Committee agenda already identifies the following finance-specific training subjects for consideration:

- Reading charter-school financial statements
- Budget-to-actual and cash-flow oversight
- Restricted and unrestricted funds
- Internal controls and fraud prevention
- Audit responsibilities and corrective actions
- Conflicts of interest and related-party transactions
- Purchasing, contracting, and expenditure authority
- Brown Act requirements applicable to standing committees
- UCEN bylaws and limits on committee authority

Recommended committee framing: Identify finance-specific training needs and recommend that the Governance Committee incorporate the appropriate subjects into the Board and committee training calendar, subject to UCEN Board approval or direction. This keeps Finance focused on identifying fiscal competency needs while preserving the Governance Committee's broader training role and the Board's final authority.

Key Authorities and Reference Materials

California Government Code §§ 53235 and 53235.1 — Ethics training requirements and timing for charter-school governing body members. Source
California Education Code § 47604.1 and CDE Charter School FAQ Section 11 — Brown Act, Public Records Act, Political Reform Act, and Government Code § 1090 compliance for charter schools. Source
California Government Code § 12586(e) — Audit and audit-committee requirements for qualifying charitable organizations at the statutory gross-revenue threshold. Source
California Corporations Code §§ 5231 and 5233 — Nonprofit director duties and self-dealing rules. Source
California Education Code § 47604.33 — Charter-school financial reporting obligations, including unaudited financial reports. Source
2 C.F.R. §§ 200.303 and 200.501 — Federal-award internal controls and Single Audit requirements/threshold. Source
California Attorney General – Guide for Charities — Nonprofit governance, fiduciary oversight, charitable assets, audit and reporting guidance. Source

Use note: Planning document only; not legal advice. Confirm statutory applicability, charter and authorizer requirements, grant conditions, audit findings, and Board-policy requirements with qualified counsel and fiscal professionals before labeling any training as legally required.