HOW TO COMPLETE FORM 700

WEBINAR FOR CHARTER SCHOOL GOVERNING BOARD MEMBERS

Presented by: Caitlin O'Halloran School Governance and Policy Specialist

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What is Form 700?

- In 1974 when CA passed the Political Reform Act they created the Fair Political Practices Commission (FPPC) to administer and enforce this landmark ethics law
- Form 700 has been required of elected state officers, judges, state board and commission members, legislative staffers, and traditional school board members (among others) for decades
- SB 126 (2019) made this disclosure mandatory for all charter school board members



Where? When? Wait...come again?!

- Form 700 will be filed with a board member's charter school (keep on hand). The authorizing agency may request a copy as well
- Filing deadline is April 1 for annual statement, but the form must also be completed when assuming office, running for office and leaving office
- This is a PUBLIC DOCUMENT. Everything written here may be viewed by the public and the press



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How to file...

- Use the Form 700 available at the website <u>www.fppc.ca.gov</u>
- Forms must have an original "wet" signature or be duly authorized by your filing office to file electronically
- Now...for the details...



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What is a conflict of interest code?

- Under the Political Reform Act, all public agencies are required to adopt a conflict of interest code. This includes charter schools.
- The code has three main parts:
 - Terms of the code: This is the main body of a code and includes things like the manner to report financial interests, the disqualification procedures, etc. This will call out Form 700 as the reporting document.
 - Designated positions: Positions should be specifically listed and may include positions that involve voting on school matters, negotiating contracts or making purchases without oversight.
 - Disclosure categories: The code could require disclosure of investments, interest in real property and income among other things.



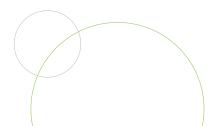
CHARTER SCHOOLS
DEVELOPMENT CENTER

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Annual Statement - Form 700

- Period covered is January 1, 2020 to December 31, 2020
- Do not change the pre-printed dates on the form
- Form is due on April Wednesday April 1, 2021



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Cover Page of Form 700

- Like the rest of the document, this must be typed or printed in ink
- FPPC says a charter school's "Jurisdiction of Office" is "other," unless the school is a county-wide benefit charter
- Save the Schedule Summary for the end
- Remember to sign the statement
- Indicate the number of pages you are including in your form
- You may use the school's mailing address rather than your home address



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This is an example of a cover page.

Note:

#2 the "jurisdiction of office" box

#3 type of statement

#4 schedule summary

#5 business address and "wet" signature

CALIFORNIA FORM T FAIR POLITICAL PRACTICES COM A PUBLIC DOCUME Wease type or print in ink.	MISSION	OVER PAGE	NIERESIS	Official Use Only
IAME OF FILER (LAST)	(FIRST)			(MDOLE)
CLARK	PAT	r		W
I. Office, Agency, or Co	urt			
Agency Name (Do not use a				
CITY OF SACRAI				
Division, Board, Department,	District, if applicable LANNING COMMISSIO	Your Position N COMMISS	NONER	
			SIONER	
 If filing for multiple position 	ns, list below or on an attachment. (Do			
Agency: SACRAMEN	ITO COUNTY HEALTH	BOARD Position: BO	ARD MEMB	ER
. Jurisdiction of Office	(Check at least one box)			
☐ State				stewide Jurisdiction)
Multi-County		County of SA	ACRAMENT	0
City of SACRAME	NTO	Other		
December 31,	ered is/	date of leaving-or-	ng office.	y 1, 2000, through the
Candidate: Election year	r and office so	ought, if different than Part 1:		
Schedules attached				
Schedule A-1 • Investments – schedule attached		Schedule C - Income, Loans, & Business Positions – schedule attached Schedule D - Income – Giffs – schedule attached		
Schedule A-2 - Investments – schedule attached Schedule B - Real Property – schedule attached Schedule B - Real Property – schedule attached ■ Schedule B - Real Property				attached yments – schedule attached
-or-		_		
☐ None - No reportab	le interests on any schedule			
. Verification				
MALING ADDRESS (Business or Agency Address Recom	TREET mended - Public Document)	CITY	STATE	ZP CODE
521 I STREET DAYTINE TELEPHONE NUMBER		SACRAMENTO E-MAIL ACCRESS	CA	95601
. 040 . FFF F011				RAMENTO.CA.GOV
(916) 555-5211	ounce in researing this statement. I ha	ive reviewed this statement and t		owledge the information contains
I have used all reasonable dii				
I have used all reasonable dii herein and in any attached so	thedules is true and complete. I acknowledge under the laws of the State of			
I have used all reasonable dii herein and in any attached so I certify under penalty of pe	thedules is true and complete. I ackno			/

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Schedule A-1

- If you have a business located in, doing business in or planning to do business in your charter school's jurisdiction and that business is owned by you, your spouse or registered domestic partner or your dependent children AND it had a total benefit of \$2,000 or more, you need to report that interest on this schedule.
- Reportable investments include: stocks and bonds, family farms, and even a 10% or greater interest in a living trust.



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Schedule A-1 continued

You do NOT need to report:

- Diversified mutual funds
- Insurance policies
- · Money in a checking or savings account
- CalPERS/CalSTRS accounts
- Retirement accounts (non-reportable interest)

General description of the business - can be very general, e.g.: technology



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If you have stocks, like Apple, you will list them here and list the fair market value of the individual stock.

You do not need to list diversified funds or money in a checking or savings account.

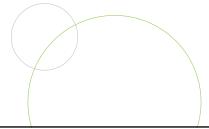
(Ownership Intere	and Other Interests is Less Than 10%) pe or financial statements. PAT CLARK
■ TABLES OF BUSINESS DETITY Utel GREATA, DESCRIPTION OF THIS BUSINESS Technology FAR WARRET VALUE ■ 12.00. 1-19.000 910.001 - 190.000 ■ 190.001 - 19.00.000 0-we 11.000.000 NOT THE STATE OF	NAMIC OF BULDWISSES BRITTY
© Income Received of \$500 or More (Report on Shreek) IF APPLICABLE, LIST DATE. 10 , 03 , XX	© Transmissended SISS or Story Player on Tributable C F APPLICABLE, LIST DATE XX
Software	TAUN MANNET VALUE
IF APPLICABLE, LIST DATE:	# APPLICABLE, LIST DATE:
Johnson & Johnson GENERAL DESCRIPTION OF THIS BUSINESS	► NAME OF BUSINESS ENTITY GENERAL DESCRIPTION OF THIS BUSINESS
Pharmaceuticals	FAUN MARKET VALUE
IF APPLICABLE, LIST DATE: XX ACQUIRED DISPOSED	# APPLICABLE, LIST DATE:

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Schedule A-2

On this schedule you need to report:

- Your business or your spouse's business (community property)
- Family trust
- Partnership interests
- Rental property held by a business or trust



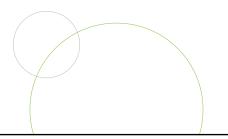
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CHARTER SCHOOLS DEVELOPMENT CENTER

Schedule A-2

You do NOT need to report:

- Insurance policies
- Government bonds
- Your personal residence
- Vacation properties used for leisure and not rental



CHARTER SCHOOLS
DEVELOPMENT CENTER

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If you or your spouse own 10% or more of a business or trust, and the business is located in or doing business in your school's jurisdiction OR if the trust holds investments worth \$2,000 or more, list

them on this form.

SCHEDULE A-2 Investments, income, and Assets of Business Entitles/Trusts (Ownextp interest to 10% or Greater) PAT CLARK					
► 1. BUSINESS ENTITY OR TRUST	► 1. BUSINESS ENTITY OR TRUST				
CLARK'S CONSULTING	JOHNSON FAMILY TRUST				
Name	Name				
450 COMMERCE WAY, SACRAMENTO, CA	1725 W. BERRY LN., SACRAMENTO, CA Address (Business Address Acceptable)				
Check one	Check one				
☐ Trust, go to 2 ■ Business Entity, complete the box, then go to 2	■ Trust, go to 2 ☐ Business Entity, complete the box, then go to 2				
GENERAL DESCRIPTION OF THIS BUSINESS IT CONSULTING	GENERAL DESCRIPTION OF THIS BUSINESS				
FAIR MARKET VALUE FAPPLICABLE, LIST DATE: 15.51999 15.2000 : 510,000 XXX	FAIR MARKET VALUE IF APPLICABLE, UST DATE: \$2,000 - \$10,000				
NATURE OF INVESTMENT ☐ Partnership	NATURE OF INVESTMENT				
YOUR BUSINESS POSITION OWNER	YOUR BUSINESS POSITION				
00.5490 000.910.000 0.498.100.000 0.000.910.000 0.000.910.000 0.000.910.000 0.000.910.000 0.000.910.000 0.000.910.0000 0.000.910.0000 0.000.0000 0.000.0000 0.000.00	\$10.051 - \$100.000 \$10.001 - \$100.000 \$10.001 - \$100.000 \$10.001 - \$10.000 \$				
A MYSTREN'S AND RETIRESTS IN DIAL, PROCESSEY HELD ON TRANSPORT HE BURNESS ENTITY ON HORSE NORMALISMENT	A POYSTRIPLY AND RELIGIOUS IN HIGHAL PROPERTY NELLO OR LEAVED BY THE GENERAL SHATTY OF HORST MOSTRAINE				
Description of Business Activity or City or Other Precise Location of Real Property	Description of Business Activity or				
City or Other Protice Location of Real Property APPLICABLE, LIST DATE \$2,000 - \$10,000 FAPPLICABLE, LIST DATE \$2,000 - \$10,000 XX	City of Other Precise Location of Real Property				
NATURE OF INTEREST ☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership	NATURE OF INTEREST ☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership				
Leasehold Criter	Leasehold Vrs. remaining Cither				
Check box if additional schedules reporting investments or real property are attached	Check box if additional schedules reporting investments or real property are attached				
Comments:					

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Schedule B - Real Property

What is "real property?"

 It has to be within, or located within two miles outside the boundaries of the jurisdiction of the charter school

Real Property can include a deed of trust, an easement or an option to acquire property. It can also include a mining lease or an interest in real property that you, your spouse or your minor children own at least a 10% share in.

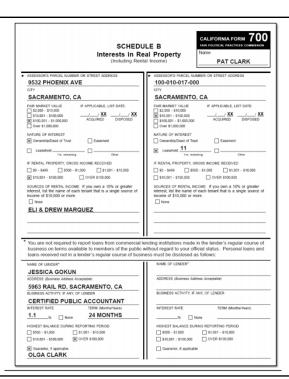
- You are NOT required to report a home or vacation cabin used exclusively as a residence. But if you rent out rooms in the vacation cabin, the portion claimed as a tax deduction is reportable.
- You are not required to report your own personal residence



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On this form, you'll list the address of the property, the fair market value, and sources of rental income.



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Schedule C - Income, Loans & Business Positions

Report the source and amount of gross income you or your spouse received if:

- it was over \$500 gross income and
- it is from an entity outlined in your charter school's conflict of interest code, or
- it is from an entity that does business in your jurisdiction
- This may be salary/wages, per diem, or reimbursement for expenses including travel payments provided by your employer.
- If you have \$500 or more in loans from a private lender
- May also be commission income, prizes or awards, gross income from the sale of a car or house



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Schedule C - Income, Loans & Business Positions

You do NOT need to report:

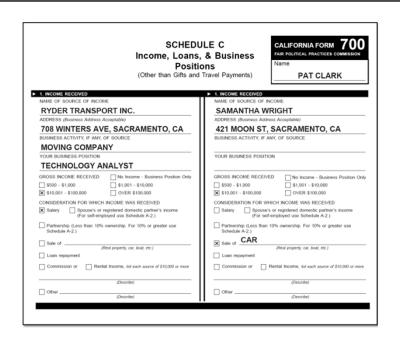
- Government income (state, federal, local)
- Stock dividends or sale
- Income from PERS/STRS
- Inheritance
- Income earned by dependent children
- Alimony or child support payments
- Loans made to others



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On this schedule you will report your income or your spouse's income or things like the sale of a car.

Fill out the name or source of the income and check the gross amount in addition to the consideration for which the income was received.



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Schedule D - Gifts

Reportable Interests:

- Accepting a gift even if you don't use it, makes it reportable.
- A gift is reportable if its fair market value is \$50 or more
- The gift limit is \$470
- Gifts from lobbyists are limited to \$10 per month
- Commonly reportable gifts include: tickets or passes to events, food, beverages and accommodations, wedding gifts, forgiveness of a loan received by you



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Schedule D - Gifts

You do NOT need to report:

- · Gifts of similar value exchanged on birthdays, holidays, etc.
- Unused gifts returned within 30 days
- Informational material to help you in your work
- SWAG at an event where you speak
- Plaques or trophies valued less than \$250



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This is the form for reporting gifts.

List the contact information for the source and the date and description of the gift.

SCHEDULE D Income - Gifts CALIFORNIA FORM 700 FAR FOLITICAL PRACTICES COMMISSION Name PAT CLARK					
▶ NAME OF SOURCE (Not an Acronym)	➤ NAME OF SOURCE (Not an Acronym)				
OLGA SAHAT	CRANSTON SOFTWARE CO.				
ADDRESS (Business Address Acceptable)	ADDRESS (Business Address Acceptable)				
5693 VALLONIA ST, SACRAMENTO, CA	7671 OAK LAKE DR, SACRAMENTO, CA				
BUSINESS ACTIVITY, IF ANY, OF SOURCE	BUSINESS ACTIVITY, IF ANY, OF SOURCE				
DATE (mm/dd/yy) VALUE DESCRIPTION OF GIFT(S)	FINANCIAL SOFTWARE DEVELOPER DATE (mm/dd/yy) VALUE DESCRIPTION OF GIFT(S)				
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,				
02 / 12 / XX § 20 LUNCH	03 , 05 , XX s 425 CUSTOM SOFTWARE				
04 , 27 , XX s 35 FRUIT BASKET	\$				
	\$				
► NAME OF SOURCE (Not an Acronym)	► NAME OF SOURCE (Not an Acronym)				
HEARST TELEVISION INC.	ERNST & YOUNG				
ADDRESS (Business Address Acceptable)	ADDRESS (Business Address Acceptable)				
1246 MAIN ST, TALLAHASSEE, FLORIDA BUSINESS ACTIVITY, IF ANY, OF SOURCE	8565 MADISON AVE, SACRAMENTO, CA BUSINESS ACTIVITY, IF ANY, OF SOURCE				
RADIO STATION	ACCOUNTING FIRM				
DATE (mm/dd/yy) VALUE DESCRIPTION OF GIFT(S)	DATE (mm/dd/yy) VALUE DESCRIPTION OF GIFT(S)				
08 , 03 , XX s 240 NBA TICKETS	07 / 15 / XX \$300 COSTCO GIFT CARD				
	_12 , 24 , XX				
/ \$					

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Schedule E – Gifts, Travel Payments, Advances, and Reimbursements

- You are NOT required to report travel payments from government agencies if you have provided services of equal or greater value than the payment
- You are NOT required to disclose travel payments received from your employer in the normal course of your employment
- You ARE required to report travel payments that are gifts if you did not provide services equal to or greater in value than payments received
- When reporting travel payments as income, you have the burden of proving income and describing services

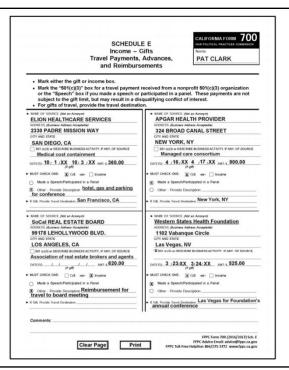


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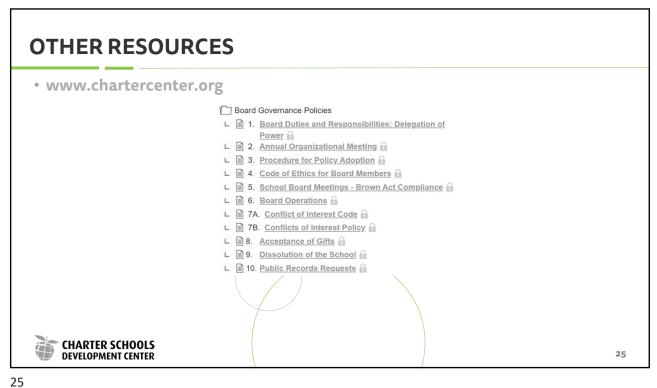
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Use this form to report travel payments.

Again, list the contact information for the source of the payment, as well as information about business activity and the nature of your participation.



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Questions/Advice

Call 916-322-5660 or 866-275-3772 (866-ASK-FPPC)

They are available Monday - Thursday, 9-11:30 a.m. E-mail: advice@fppc.ca.gov

E-Filing Problems

Your agency's system: Contact your filing officer FPPC's system: E-mail form700@fppc.ca.gov



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