



*Helping Charter Schools Succeed*  
101 Broadway, Suite 231  
Oakland, CA 94607

Principal Hayri Hatipoglu  
Bay Area Technology School  
8251 Fontaine Street  
Oakland, CA 94605

October 3, 2016

RE: CSMC back office partnership with Bay Area Technology School

Dear Mr. Hatipoglu,

We are excited to be partnering with and supporting Bay Area Technology School. BayTech's academic success is well documented, and we feel privileged to be a partner. In this letter, we wish to document the financial policies and operations that Bay Tech has adopted and follows, with our support.

CSMC is the largest and most experienced provider of back office services to charter schools in California. Our employees support 120 schools across California. With our background in school development, budget, operations, and financial management, CSMC frees schools so they can focus on their core business: educating students.

CSMC has a wealth of experience in helping charter schools develop their financial policies and systems. Our 16 years of experience of partnering with schools has allowed us to refine our work. We appreciate working with programs like Bay Tech that have experienced leaders and teachers, as well as proven academic programs.

When we began supporting you and BayTech more than two years ago, we immediately instituted a range of financial and related support services. These included bookkeeping, accounts payable, forecasting and budgeting, payroll, compliance reporting, as well as advising on and implementing new financial policies.

With this letter, we do not want to list all the duties we provide for you and BayTech, but we are happy to do so if asked. Rather, we wish to highlight three



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key best practice financial controls we advised, and you agreed to and implemented, are not required by law but we believe are a best practice for schools:

1. Reduce the number of school credit cards to one
2. Eliminate a BayTech checkbook; have each and every check sent out from CSMC, not from Bay Tech
3. With CSMC's Charter Vision, update (on an hourly basis) all outbound payments for BayTech board members to see.

With these simple changes, you not only simplified your back office work; you also eliminated any concerns about controls on the writing of manual checks. We at CSMC believe these changes make BayTech one of the most financially transparent schools in the state.

Bay Tech stakeholders should feel free to contact CSMC with any questions about the details of our partnership.

Sincerely,

A handwritten signature in black ink, appearing to read "Nick Driver", with a large, stylized "D" and a flourish at the end.

Nick Driver  
Vice-President  
CSMC  
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