

SAN MARINO UNIFIED SCHOOL DISTRICT

2019-20 RESOLUTION NO. 4

**DELEGATION OF ADMINISTRATIVE AUTHORITY TO PROCESS ROUTINE
BUDGET REVISIONS, ADJUSTMENTS, AND TRANSFERS FOR THE
2019-20 FISCAL YEAR**

WHEREAS, the Board of Education of the San Marino Unified School District hereby authorizes Superintendent and/or his designee, to make such routine budget revisions, adjustments, and transfers as necessary for the payment of District obligations and to effect technical adjustments of the District's budget during each fiscal year, in accordance with the provisions of this resolution; and,

WHEREAS, this resolution is adopted for the purpose of expediting the processing of routine budget revisions, adjustments, and transfers, and shall remain in effect until otherwise requested, and is subject to annual review and renewal by duly adopted resolution of the Board of Education of San Marino Unified School District; and,

WHEREAS, the amount of any individual routine budget revision, adjustment, or transfer shall not exceed \$500,000. The total amount of routine budget revisions, adjustments, and transfers may not exceed \$1,000,000 between Board meetings; and,

WHEREAS, this resolution shall be limited to the administrative approval and processing of routine budget revisions, adjustments, and transfers, within or between account objects of expenditures and within or between resources and funds; and,

WHEREAS, non-routine budget revisions, adjustments and transfers must continue to be presented to the Board of Education for approval prior to processing and submission to the Los Angeles County Office of Education for further review, approval and processing.

THEREFORE BE IT RESOLVED THAT:

1. A summary report of budget revisions, adjustments, and transfers approved and processed by the Superintendent or his designee in accordance with this resolution, listed by major objects and funds, transaction numbers, dates, and amounts shall be submitted to the Board of Education for adoption/ratification, not less than three times annually (by October 31, January 31, and June 30) with the District's First Interim, Second Interim, and in conjunction with the annual close of the District's financial records and Unaudited Actuals Reports.
2. All budget adjustments and transfers must be made in accordance with the provisions of the Education Code Sections 42600, 42601, 42602, 42603, and 42610, and processed using the

appropriate forms and documentation as provided by the County Office, and in compliance with applicable District guidelines.

PASSED AND ADOPTED by the Board of Education of the San Marino Unified School District, Los Angeles County, California, on this 10th day of September, 2019 at a duly noticed meeting, by the following vote:

Ayes _____ Noes _____ Abstentions _____ Absent _____

I, Lisa Link, President of the Board of Education of the San Marino Unified School District, hereby certify that the foregoing is a full, true and correct copy of the Resolution adopted by said Board of Education on the 10th day of September, 2019.

Date: _____

Lisa Link
President of the Board of Education
San Marino Unified School District

Certified a True Copy:

C. Joseph Chang
Clerk of the Board of Education
San Marino Unified School District