



# ALVORD UNIFIED SCHOOL DISTRICT

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## **Resolution No. 6 – 2020/2021**

### *Annual Delegation of Administrative Authority to Process Routine Budget Revisions, Adjustments, and Transfers*

The Governing Board of the Alvord Unified School District authorizes, Allan J. Mucerino, Superintendent, 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 board-adopted budget during the 2020-2021 fiscal year, in accordance with the provisions of this resolution.

This resolution is adopted for the purpose of expediting the processing of routine budget revisions, adjustments, and transfers, and shall remain in effect for a period of one year, from July 1, 2020, to June 30, 2021 and is subject to annual review and renewal by duly adopted resolution of the Governing Board of the Alvord Unified School District.

The amount of any individual routine budget revision, adjustment, or transfer shall not exceed the total amount of the approved District budget. The total amount of routine budget revisions, adjustments, and transfers at any one time may not exceed the total amount of the approved District budget.

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.

This resolution shall not permit the administrative processing of non-routine budget revisions, adjustments, and transfers which increase or decrease revenues and other financing sources and uses, along with the corresponding revisions in expenditures; or budget revisions, adjustments, and transfers which reduce or increase the fund balance of any related fund; or transfers between funds; or transactions exceeding the total amount of the approved District budget. Such non-routine budget revisions, adjustments, and transfers must continue to be presented to the Governing Board for approval prior to processing and submission to the Riverside County Office of Education for further review, approval, and processing.

A summary report of budget revisions, adjustments, and transfers approved and processed by the Superintendent in accordance with this resolution, listed by major objects and funds, transaction numbers, dates, and amounts shall be submitted to the Governing Board 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.

All budget adjustments and transfers must be made in accordance with the provisions of 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.



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This resolution by the Governing Board and written authorization by the persons herein designated may be used by the Riverside County Office of Education to permit budget revisions, adjustments, and transfers in accordance with the foregoing guidelines.

ADOPTED by the Alvord Unified School District on the 16<sup>th</sup> day of July, 2020.

This is an exact copy of resolution adopted by the governing board at a regularly scheduled meeting on July 16, 2020.

**Approved:**

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Judy D. White, Ed.D., Superintendent  
Riverside County Office of Education

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Joanna Dorado, Clerk of the Board  
Alvord Unified School District

