



# Pacifica School District

375 Reina Del Mar Avenue ★ Pacifica, California ★ 94044  
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*Preparing Students for an Evolving World*

[www.pacificasd.org](http://www.pacificasd.org)

## MEMORANDUM

Administrative Services

Meeting of 05/17/17

**TO:** Wendy S. Tukloff, Ed.D., Superintendent  
For Board of Trustees

**FROM:** Josephine Peterson, Chief Business Official

**SUBJECT:** 2016-2017 Budgetary Increases and Transfers at Year End  
Action

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### Recommendation

It is recommended that the Board of Trustees approve Resolution 2017-05-17-G to authorize the County Superintendent of Schools to make such transfers at the close of the 2016-2017 school year as may be necessary to permit the payment of obligations the District incurred during the year.

### Background

This is a routine matter, which allows for the closing of the fiscal year with a minimal amount of disruption. The Budget Transfer Resolution would allow the office of the Superintendent of Schools to offset an over-expenditure account at the end of the current year for a school district. Education Code Section 42601 requires all districts to request the county superintendent to make such transfers. All districts are required to identify and post the budget transfers in the financial system.

This ensures that governing boards are fully aware of the budget transfers being made at year-end. If over-expenditure should occur in a major expenditure classification, and the office of the County Superintendent of Schools did not have such an authorization, it would be necessary to hold warrants until the Board of Education approved a transfer.

RESOLUTION # 2017-05-17-G

RESOLUTION FOR BUDGETARY INCREASES AND TRANSFERS AT YEAR END

PACIFICA SCHOOL DISTRICT

FISCAL YEAR 2016-2017

WHEREAS Education Code Section 42600 limits school district expenditures in each major expenditure classification to the total budgeted amount, as approved by the Board of Trustees of the school district,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, in accordance with Education Code Sections 42601 and 85201, does hereby authorize the San Mateo County Superintendent of Schools to make transfers between the unappropriated fund balance and expenditure classifications, and to transfer budgeted amounts between expenditure classifications, as necessary to permit payment of obligations of the district for the current year,\* and

BE IT FURTHER RESOLVED that two copies of this resolution be forwarded to the San Mateo County Superintendent of School for approval.

REGULARLY passed and adopted this 17th day of May, 2017\*\*

\*AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

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ABSTENTIONS: \_\_\_\_\_

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ABSENCES: \_\_\_\_\_

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District Superintendent \*\*\*

\_\_\_\_\_  
County Superintendent of Schools

\_\_\_\_\_  
Date Approved/Filed

\* Elementary districts with 901 or more ADA, high school districts with 301 or more ADA, and unified districts with 1,501 or more ADA must submit a Budgetary Revision specifying the individual transfers needed to ensure that all major expenditure classifications are positive at year end. Direct service districts may request, in writing, that the County Superintendent of Schools determine the individual transfers needed for the Budgetary Revision.

\*\* E.C. Sections 42600, 42602, and 42610 provide that a budget increase be approved by a majority of the Board.

\*\*\* My signature certifies the above vote of the Board of Trustees to be accurate and true.

District may (a) have all Board members sign in the appropriate categories, or (b) type in the names and have the district Superintendent certify the accuracy of the vote.