

**ROSEMEAD SCHOOL DISTRICT**  
Rosemead, California

**RESOLUTION NO. 20-21/11**  
**ANNUAL DELEGATION OF ADMINISTRATIVE**  
**AUTHORITY TO PROCESS ROUTINE**  
**BUDGET REVISIONS, ADJUSTMENTS, AND TRANSFERS**  
**FOR THE 2021-2022 FISCAL YEAR**

**WHEREAS,** The Board of Trustees of the Rosemead School District authorizes the Superintendent (or 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 2021-2022 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 for a period of one year, from July 1, 2021 to June 30, 2022, and is subject to annual review and renewal by duly adopted resolution of the Board of Trustees of the Rosemead School District; and

**WHEREAS,** The amount of any individual routine budget revision, adjustment or transfer shall not exceed \$2,500,000. The total amount of routine budget revisions, adjustments and transfers at any one time may not exceed \$2,500,000; and

**WHEREAS,** The 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, including all funds; and

**WHEREAS,** 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 \$500,000. Such non-routine budget revisions, adjustments and transfers must continue to be presented to the Board of Trustees for approval prior to processing and submitting to the Los Angeles County Office of Education for further review, approval and processing; and

**WHEREAS,** 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 Board of Trustees for adoption/ratification, and not less than three times annually (by October 31, January 31, and June 30) with the District's financial records and Unaudited Actuals Reports; and

**WHEREAS,** 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.

Resolution No. 20-21/11  
Annual Delegation of Administrative Authority  
Members, Board of Trustees  
May 6, 2021

**NOW, THEREFORE, BE IT RESOLVED**, This Resolution by the Board of Trustees and written authorization by the persons herein designated may be used by the Los Angeles County Office of Education to permit budget revisions, adjustments and transfers in accordance with the foregoing guidelines.

**ADOPTED**, this 6th day of May 2021, by the Board of Trustees of the Rosemead School District of Los Angeles County, State of California.

Roll Call Vote:

Ayes 5      Nays 0      Abstain 0      Absent 0

**ROSEMEAD SCHOOL DISTRICT  
BOARD OF TRUSTEES**

  
\_\_\_\_\_  
Diane Benitez  
President, Board of Trustees

  
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Nancy Armenta  
Clerk, Board of Trustees