

RESOLUTION No. 34-2016/2017
of the Governing Board of the

Novato Unified School/College District
County of Marin, State of California

AUTHORIZATION TO SIGN ON BEHALF OF THE GOVERNING BOARD

Novato, California
City

June 6, 2017
Date

Pursuant to the provisions of Education Code Section 42630 to 42633 (School Districts) and 85230 to 85233 (Community College Districts) and other legal provisions, the members of the governing board of the above-named school/college district hereby authorize the officer or employee whose name and signature appear below to sign orders and other documents on behalf of the governing board of said school/college district during the period 2017-2018 (not to exceed one fiscal year), subject to further board action limiting or extending this authority and notification to the County Superintendent and the County Auditor of such action.

Yancy Hawkins IS AUTHORIZED TO SIGN THE FOLLOWING ON BEHALF OF THE BOARD:
Name (Typed)

Asst. Superintendent, Business & Operations
Title

Title

Signature

Please Indicate
"Yes" or "No"

Payroll & Retirement

Overpayment / Adjustment	<u>x</u>	_____
Retirement Election Forms	<u>x</u>	_____
Sick Leave Transfers	<u>x</u>	_____
Sick Leave Service Credit Calculations	<u>x</u>	_____

Cash Receipt / Disbursement Authorization

Endorsement Checks.....	<u>x</u>	_____
Journal Vouchers Requests	<u>x</u>	_____
Loan Request –Tax Anticipation Note (TAN)	<u>x</u>	_____
Payroll Order Certification	<u>x</u>	_____
Vendor Payment Certification	<u>x</u>	_____
Deposit Transmittal.....	<u>x</u>	_____

Attendance Reporting

Attendance Certifications	<u>x</u>	_____
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State and Federal Reporting

Audit Findings-Certification of Corrective Action	<u>x</u>	_____
Certification of Federal Funds	<u>x</u>	_____
Independent Auditor Selection Form	<u>x</u>	_____
Salary and Benefit Schedule (J90).....	<u>x</u>	_____

Other (Please Specify).....	<u>x</u>	_____
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Signed by a majority of trustees (Original signatures required on all copies):

<u>Debra Burf</u>	<u>Shelly Scott</u>	_____
<u>Jan Maltby</u>	<u>Ann Hoen</u>	_____
<u>Donna Bell</u>	<u>Christy Spade</u>	_____