



9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Debra Duardo, M.S.W., Ed.D., *Superintendent*

November 6, 2018

**TO:** Business and Accounting Administrators  
 Los Angeles County K-12 Schools and Community College Districts and  
 Other Local Educational Agencies

**FROM:** Tracy Minor, Assistant Director  
 Accounting and Financial Services  
 Division of School Financial Services

**SUBJECT:** Annual Certification of Signature Resolution 2019-20

The governing board of each school district and community college district is required to hold an annual organizational meeting according to Education Code Section 35143/72000 as follows:

- Within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. In years when there are no regular elections conducted for governing board members, the organizational meeting shall be held during the same 15-day period on the calendar.
- Only a city board of education, whose members are elected in accordance with a city charter, are exempt from the above.

LACOE requires the Certification of Signatures Resolution to be approved at that meeting.

**ANNUAL CERTIFICATION OF SIGNATURE RESOLUTION SUBMISSION DUE DATES**

The annual Certification of Signatures is due to the Los Angeles County Office of Education (LACOE) as follows:

<u><b>Date Expiring</b></u>	<u><b>Date Due</b></u>
December 31, 2018	December 17, 2018
May 31, 2019	May 17, 2019
June 30, 2019	June 14, 2019
July 31, 2019	July 17, 2019
August 31, 2019	August 16, 2019

## **NEW RESOLUTION REQUIRED FOR ANY CHANGE IN SIGNATURE AUTHORIZATIONS**

When changes in signature authorizations occur before the expiration of the annual Resolution, the district must submit a new Resolution. The new Resolution will rescind all previous signature Resolutions. The Resolution should be signed by the Clerk of the Board, accompanied by the Board minutes. If the change is removing a signatory, a cover letter describing the change and the Board minutes will suffice.

## **REMOVE OR DEACTIVATE PEOPLESFT OPERATOR APPROVING RIGHTS TO SIGNATORIES WHO ARE NO LONGER AUTHORIZED**

At the same time, whenever changes in signature authorizations occur, a PeopleSoft Operator Security form (which can be obtained from our website) should be completed and submitted to the PeopleSoft Security Unit to request deactivation of the approving rights given to signatories who are no longer authorized. Please submit form to PeopleSoft Security Unit at [SFSSecurity@lacoedu.edu](mailto:SFSSecurity@lacoedu.edu).

## **SIGNATURES ON EXPIRED CERTIFICATION**

A signature on an expired Certification of Signatures Resolution will not be honored for purposes of approving voucher requests. If the resolution expires before the scheduled organizational meeting, please submit a letter requesting an extension to honor the signatures until a new resolution is approved within thirty (30) days after the expiration date.

Submit a cover letter, the Board Minutes, a copy of the approved Certification of Signature Resolution, and the adopted list of authorized district personnel with their delegated duties to:

Tracy Minor, Assistant Director  
Division of School Financial Services  
Los Angeles County Office of Education  
9300 Imperial Highway, Room 219  
Downey, CA 90242-2890

This bulletin and its attachments are posted on the LACOE website at the following address:

<https://www.lacoedu.edu/bulletins>

The Certification of Signatures Resolution form may be accessed on the website: [www.lacoedu.edu/commercialclaims](http://www.lacoedu.edu/commercialclaims), select “Certification of Signatures” under “Documents & Forms”.

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Annual Certification of Signature Resolution  
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If sending the Certification of Signatures and letters by e-mail, please send to [Spanks\\_Luz@laco.edu](mailto:Spanks_Luz@laco.edu). Indicate District Name and Certification of Signatures 2018-2019 in the subject line. For any questions regarding this bulletin, contact Luz Spanks at (562) 922-6454.

Approved:  
Patricia Smith, Executive Director  
Business and Finance

TM:lg  
Attachments

SFS-A26-2018-19

\_\_\_\_\_  
DISTRICT

**CERTIFICATION OF SIGNATURES**

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

**K-12 Districts:** 35143, 42632, and 42633

**Community College Districts:** 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: \_\_\_\_\_ to \_\_\_\_\_

In accordance with governing board approval dated \_\_\_\_\_, 20 \_\_\_\_\_.

Signature \_\_\_\_\_

Clerk (Secretary) of the Board

Typed Name \_\_\_\_\_

Clerk (Secretary) of the Board

**NOTE:** Please TYPE name under signature.

**Column 1**

Signatures of Members of the Governing Board

SIGNATURE	INITIALS
TYPED NAME	
<b>President of the Board of Trustees/Education</b>	
SIGNATURE	INITIALS
TYPED NAME	
<b>Clerk/Secretary of the Board of Trustees/Education</b>	
SIGNATURE	INITIALS
TYPED NAME	
<b>Member of the Board of Trustees/Education</b>	
SIGNATURE	INITIALS
TYPED NAME	
<b>Member of the Board of Trustees/Education</b>	
SIGNATURE	INITIALS
TYPED NAME	
<b>Member of the Board of Trustees/Education</b>	
SIGNATURE	INITIALS
TYPED NAME	
<b>Member of the Board of Trustees/Education</b>	
SIGNATURE	INITIALS
TYPED NAME	
<b>Member of the Board of Trustees/Education</b>	

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

**Column 2**

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

*Place on District Letterhead*

**CERTIFICATION OF SIGNATURES RESOLUTION**

Date:

Tracy Minor  
Assistant Director  
Accounting and Financial Services  
Division of School Financial Services  
Los Angeles County Office of Education  
9300 Imperial Highway, Room 219  
Downey, CA 90242-2890

Per LACOE Bulletin #4908, attached is the Certification of Signatures Resolution expiring on \_\_\_\_\_ which was approved during our organizational meeting on \_\_\_\_\_.

If you have any questions, please contact, (Name and title of district representative) at (Phone number), and (e-mail address).

Sincerely,

District Representative  
Title and Division

*Place on District Letterhead*

**REQUEST FOR EXTENTION OF THE  
CERTIFICATION OF SIGNATURES RESOLUTION**

Date:

Tracy Minor  
Assistant Director  
Accounting and Financial Services  
Division of School Financial Services  
Los Angeles County Office of Education  
9300 Imperial Highway, Room 219  
Downey, CA 90242-2890

Per LACOE Bulletin #4908, this is a request to honor the Certification of Signatures Resolution which expired on \_\_\_\_\_ until a new resolution is approved on our next organizational meeting scheduled on \_\_\_\_\_.

A copy of the new approved Certification of Signatures Resolution will be sent to you after the organizational meeting.

If you have any questions, please contact, (Name and title of district representative) at (Phone number), and (e-mail address).

Sincerely,

District Representative  
Title and Division

*Place on District Letterhead*

**NOTICE OF REVISION/AMENDMENT ON THE CERTIFICATION OF SIGNATURES**

Date:

Tracy Minor  
Assistant Director  
Accounting and Financial Services  
Division of School Financial Services  
Los Angeles County Office of Education  
9300 Imperial Highway, Room 219  
Downey, CA 90242-2890

Per LACOE Bulletin 4908, this is a notice of revision in our current Certification of Signatures Resolution.

Effective \_\_\_\_\_, (*describe changes*). Enclosed is the revised Certification of Signatures Resolution signed by the Secretary of the Board and the approved minutes for the revision.

If you have any questions, please contact, (Name and title of district representative) at (Phone number), and (e-mail address).

Sincerely,

District Representative  
Title and Division