

AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT
2300 San Juan Highway
San Juan Bautista, CA 95045

RESOLUTION # 2122-29

AUTHORIZATION OF District Signatories for District Bank Accounts

WHEREAS, The Aromas-San Juan Unified School District has five local checking accounts with Union Bank, which use the District's tax identification number – 77-0267639. These accounts are audited annually during the District's audit. The accounts are:

District Office: ASJUSD Cafeteria Checking Account (\$5,000)
ASJUSD Revolving Fund Account (\$15,000)

WHEREAS, Accounting and internal fiscal control standards require a minimum of two signatures on each check; and,

WHEREAS, Each account requires two signatures on each check. Each account should have at least authorized three signatories. With the changes in personnel over the last few years, each account needs to have the authorized signatures verified. Without verification of the signatories for each account, the District and San Benito Bank cannot maintain proper fiscal control over these accounts.

THEREFORE, IT IS HEREBY RESOLVED THAT the following District employees will be authorized to sign on checks (two signatures required on each check) on the following accounts:

District Office: ASJUSD Cafeteria Checking Account (\$5,000)
ASJUSD Revolving Fund Account (\$15,000)

Michele Huntoon
Elizabeth Wilson
Kate Levesque

Superintendent
Chief Business Official
Executive Assistant

BE IT FURTHER RESOLVED THAT annually each July this listing of ASJUSD Signatories will be approved by the Board; but, during the school year, the Superintendent shall authorize in writing to Union Bank any changes to this signatory listing.

PASSED AND ADOPTED by the Board of Trustees of the Aromas-San Juan Unified School District at its meeting on the ___ day of December, 2021.

AYES:
NOES:
ABSTENTIONS:
ABSENT:

Signed and approved by me after its passage. _____
PRESIDENT, BOARD OF TRUSTEES

Certified as a true and correct copy. _____
CLERK, BOARD OF TRUSTEES