

**Designation of Newspaper for Publication by the
_____ County Superintendent of Schools**

**“Notice of Date(s) and Location(s) for Inspection of
and Public Hearing on the Proposed Final Budget for 20XX-XX”**

Education Code Section 42103 requires that the: “Notification of dates and location, or locations, at which the proposed (final) budget may be inspected by the public and the date, time, and location of the public hearing on the proposed budget shall be published by the county superintendent of schools in a newspaper of general circulation in the district, or if there is no such newspaper, in any newspaper of general circulation in the county, at least three days prior to the availability of the proposed budget for public inspection.

“The publication of the dates and location shall occur no earlier than 45 days prior to the final date for the hearing as specified in Subdivision (e) or (i), respectively, of Section 42127, but not less than 10 days prior to the date set for hearing.”

Education Code Section 42103 also provides that: “The cost of the publication shall be a legal and proper charge against the school district for which the publication is made”; therefore, the newspaper(s) will bill your district directly.

We have attached a “Notice of Public Hearing” certification to be completed by your governing board designating the newspaper(s) selected by the board in which the above information is to be published. (It is the responsibility of this office to ensure that the newspaper selected is one of general circulation in the district (or county) and we reserve the right to change the designated publication if necessary).

It is recommended that school districts submit the attached “Notice of Public Hearing” certification for action by the governing board as soon as possible. This office must have the appropriate documentation to the designated newspapers at least 10 days prior to the date the notice must be published.

Please return the completed Notice of Public Hearing certification to the attention of _____, no later than Friday, April X, 20XX.

If you have any questions, please do not hesitate to contact Business Advisory Services.

E.C. 42103. The governing board of each school district shall hold a public hearing on the proposed budget in a district facility or some other place conveniently accessible to the residents of the district. The public hearing shall be held any day on or before the date specified for this purpose in subdivision (e) or (i), respectively, of Section 42127, but not less than three working days following availability of the proposed budget for public inspection. At the hearing any resident in the district may appear and object to the proposed budget or any item in the budget.

The hearing may be concluded on the proposed budget when there are no requests for further hearing on file, and shall be concluded no later than the date specified for this purpose in subdivision (e) or (i), respectively, of Section 42127. The budget shall not be finally adopted by the governing board of the district until after the public hearing has been held.

The proposed budget shall show expenditures, cash balances, and all revenues as required to be tabulated in Sections 42122 and 42123, and also shall include an estimate of those figures, unaudited, for the preceding fiscal year. In addition, any tax statement submitted by the governing board of the school district pursuant to subdivision (a) of Section 42127, any district tax requirement computed pursuant to subdivision (b) of Section 42127 for the school year to which the proposed budget is intended to apply, and any recommendations made by the county superintendent pursuant to subdivision (d) of Section 42127 shall be made available by the district for public inspection in a facility of the district or in some other place conveniently accessible to residents of the district.

Notification of dates and location or locations at which the proposed budget may be inspected by the public and the date, time, and location of the public hearing on the proposed budget shall be published by the county superintendent of schools in a newspaper of general circulation in the district or, if there is no newspaper of general circulation in the district, in any newspaper of general circulation in the county, at least three days prior to the availability of the proposed budget for public inspection. The publication of the dates and locations shall occur no earlier than 45 days prior to the final date for the hearing as specified in subdivision (e) or (i), respectively, of Section 42127, but not less than 10 days prior to the date set for hearing. The cost of the publication shall be a legal and proper charge against the school district for which the publication is made.

**NOTICE OF PUBLIC HEARING
ON PROPOSED 20XX-XX DISTRICT BUDGET
DESIGNATION OF PREFERRED NEWSPAPER**

The Governing Board of the _____ School District of _____ County, California, met in _____ session on the _____ day of _____, 20XX, at the usual meeting place.

MEMBERS PRESENT WERE:

MEMBERS ABSENT WERE:

The following motion was made by Member _____, seconded by Member _____, and carried by the following vote.

NUMBER OF MEMBERS VOTING AYE: _____

NUMBER OF MEMBERS VOTING NO: _____

That the _____ County Superintendent of Schools be requested to place the advertisement of the date, time, and location of the public hearing and the location(s) for public inspection of the Proposed Budget of the _____ School District in the _____ newspaper, at the following address(es):

That the 20XX-XX Proposed Budget will be available for **public inspection** from _____, 20XX, to _____, 20XX, at the following location(s):

That the 20XX-XX Proposed Budget **Public Hearing** will be held on _____, 20XX at _____ a.m./p.m., located at:

STATE OF CALIFORNIA)
COUNTY OF _____)

I, _____, Clerk of the Governing Board of the _____ School District of _____ County, California, do hereby certify that the foregoing is a full, true and correct copy of a motion adopted by the said Board at a _____ meeting thereof held at its regular place of meeting at the time and by the vote above stated. This motion is contained in the minutes of the meeting of said Board.

CLERK/SECRETARY OF THE BOARD