



Santa Clara County Office of Education

Xavier De La Torre, Ed.D.
County Superintendent of Schools

Informational Bulletin

District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 13-061

March 22, 2013

TO: CHIEF BUSINESS OFFICIALS
FROM: NIMRAT JOHAL, DIRECTOR
SUBJECT: PUBLICATION OF SINGLE BUDGET ADOPTION HEARINGS, 2013-14

Attached is a form requesting the information necessary for our office to publish, in the newspaper of your choice, the required notice of your District's single budget adoption hearing.

All notices will be published between May 17 and June 21, 2013, so that public hearings can be held before July 1, 2013 (Education Code 42103 and 42127 (I)).

Your proposed budget must be made available to the public at least three working days (72 hours) prior to your public hearing, and the newspaper notice must be published at least 10 days prior to the hearing.

Please remember to submit your information as early as possible, especially if your district requests that the ad be published in a small newspaper. Small newspapers normally need ad copy from us at least 2 week in advance, and they do not publish their newspapers everyday.

Please complete and return the attached electronic form to [Annie Romero](mailto:annie_romero@sccoe.org), at annie_romero@sccoe.org no later than April 30, 2013.

If you have any questions, please feel free to contact Annie at (408) 453-6813.

Instructions: Add the necessary information (red) to the text below and email your completed electronic document to us. Please be sure the information is complete. If you cannot return the document electronically, you may print the completed form and fax it to us. Please submit your completed form by April 30, 2013.

Email electronic document to: annie_romero@sccoe.org
Inquiries, call Annie Romero at (408) 453-6813

NOTICE OF BUDGET ADOPTION PUBLIC HEARING

As required by Education Code section 42103, the governing board of(District Name) School District will hold a public hearing on the adoption of the 2013-14 proposed budget of the district, prior to final adoption.

The public hearing will be held on ((Month & day)) 2013,
at ((Hour)) ((AM) or (PM)).

The public hearing will be held at:

Location: (Where?)
Address: (Street address)
City, CA (ZIP).

The budget can be inspected by the public beginning
((Date)) 2013, during the hours of
((Hour)) (AM) and
((Hour)) PM, at:

Location: (Where?)
Address: (Street address)
City, CA (ZIP).

Our district would like this notice published in the following newspaper(s):

- (1)
- (2)
- (3)

Account String to transfer the cost of the publication to the District: (Please provide the full 35 digits)

Electronic Authorized District Signature: (Chief Business Official)
Date: (Month, Day, Year)

Please distribute this information within your district, as appropriate.