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Introduction Date	4/14/2021
Enactment Number	21-0512
Enactment Date	4/14/2021 lf



Board Cover Memorandum

To Board of Education

From Kyla Johnson-Trammell, Superintendent
 Lisa Grant-Dawson, Chief Business Officer
 Ryan Nguyen, Controller
 Omaira Reyna, Director of Budget & Finance

Board Meeting Date April 14, 2021

Subject Transfer of Funds from the Unclaimed Property from Respective Fund(s) to General Fund - Fiscal Year 2020-2021

Ask of the Board Approval by the Board of Education of Resolution No. **2021-0190** for the Transferring of Funds from the Unclaimed Stale Dated Warrants that are past three (3) years from the issuance date, to the General Fund as allowed by California Government Codes Sections 50005-20057 on unclaimed property. For Fiscal Year 2020-21, the unclaimed stale dated warrants, which can be transferred to the General Fund, account for 200 items and amount to **\$164,824.08** as reflected in **EXHIBIT A**.

Background As recommended by the District’s External Auditor, the District must maintain an accurate and up-to-date listing of stale dated warrants readily available for the rightful owner to file a claim. The District’s staff checked the California Laws and State Controller’s guidance on unclaimed property and developed the Stale Warrants Policy and Procedures (**EXHIBIT B**). Such policy and procedures were approved by the General Counsel Office on May 20th, 2020. The District must follow steps outlined in the District’s approved Stale Warrant Policy and Procedures, which include serving the public notice in the local newspaper and obtaining Board’s approval prior transferring the unclaimed funds to the General Fund for general purposes.

Discussion Local agencies are required to hold unclaimed stale dated warrants up to three (3) years from the issuance date, post required notices in the local newspaper and on the website, and reissue warrants when valid claims are filed. The District can transfer unclaimed warrants past three (3) years from the issuance date after following the proper steps outlined in the District’s defined Procedures. The District publishes the listing of stale warrants on the website



in a searchable format. The listing is updated monthly to remove claimed warrants and add new stale warrants.

The District is required to publish the notice in the local newspaper once a week for two successive weeks and allows the claims to be filed between 45-60 days from the first notice. The District published the notice in the Oakland Tribune on December 11, 2020 and the parties of interest have until February 08, 2021 (60 days from the notice publication date) to file a claim with the District. The proof of the newspaper notices is attached in **EXHIBIT C**.

Recommendation

Approval by the Board of Education of Resolution No. 2021-0190 for the Transferring of Funds from the Unclaimed Stale Dated Warrants that are past three (3) years from the issuance date, to the General Fund as allowed by California Government Codes Sections 50005-20057 on unclaimed property. For Fiscal Year 2020-21, the unclaimed stale dated warrants, which can be transferred to the General Fund, account for 200 items and amount to **\$164,824.08** as reflected in **EXHIBIT A**.

Attachments(s)

- **RESOLUTION NO. 2021-0190**
- **EXHIBIT A:** Listing of Stale Dated Warrants – Fiscal Year 2020-2021
- **EXHIBIT B:** OUSD Legal-Approved Policy and Procedures for Stale Dated Warrants
- **EXHIBIT C:** Proof of Public Notice of Stale Dated Warrants in Oakland Tribune



RESOLUTION OF THE BOARD OF EDUCATION OF THE OAKLAND UNIFIED SCHOOL DISTRICT RESOLUTION NO. 2021-0190

RESOLUTION TO TRANSFER UNCLAIMED PROPERTY FUNDS FROM THEIR RESPECTIVE FUND(S) TO THE GENERAL FUND PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 50053

WHEREAS, the attached list of checks has been outstanding and unclaimed in special funds for more than three years; and

WHEREAS, the District has provided public notice as required in California Government Code Sections 50050 and 50051 and the District’s Stale Warrants Policy and Procedures, which are consistent therewith,

NOW THEREFORE, BE IT RESOLVED, that in accordance with California Government Code Section 50053, the unclaimed checks on the attached list in the total amount of **\$164,824.08** shall be transferred from the respective funds(s) to the General Fund’s non-departmental revenue account.

PASSED BY THE FOLLOWING VOTE:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: Aimee Eng, Gary Yee, Clifford Thompson, Vice President Benjamin "Sam" Davis and President Shanthi Gonzales

NOES: VanCedric Williams and Mike Hutchinson

ABSTAINED: None

RECUSE: None

ABSENT: Samantha Pal (Student Director) and Jessica Ramos (Student Director)



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

CERTIFICATION

We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held on 14th Day of April, 2021.

OAKLAND UNIFIED SCHOOL DISTRICT

Shanthi Gonzales
President, Board of Education

Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

RESOLUTION NO. 2021-0190

Legislative File	
File ID Number:	21-0505
Introduction Date:	4/14/2021
Enactment Number:	21-0512
Enactment Date:	4/14/2021 If
By:	

EXHIBIT A

OAKLAND UNIFIED SCHOOL DISTRICT
Summary of Unclaimed State Warrants
As February 08,2021

OUSD Fund	Check Status	Count of Warrant No.	Sum of UnClaimed Amount
01 Total	>3 years	189	\$ 144,751.87
12 Total	>3 years	1	\$ 28.36
21 Total	>3 years	1	\$ 6,696.33
25 Total	>3 years	2	\$ 10,804.18
35 Total	>3 years	2	\$ 1,500.00
76 Total	>3 years	5	\$ 1,043.34
Grant Total		200	\$ 164,824.08

OAKLAND UNIFIED SCHOOL DISTRICT
Listing of Unclaimed State Warrants >3 years

USD Fur	Dept	Date Issued	Warrant No.	Name of Payee	UnClaimed Amount
1	AP	6/2/2017	88-50916659	A T & T	\$308.98
1	AP	11/1/2017	88-50907418	A T & T	\$2,884.61
1	AP	10/3/2017	88-50907268	A T & T	\$9,300.31
1	AP	6/8/2017	88-50916900	ALAMEDA AUTO UPHOLSTERY LLC	\$380.70
1	PR	10/13/2017	66-10810029	ALBERT SIDNEY BROWN	\$0.01
1	PR	10/31/2017	66-10810823	ALENA BALGOBIN	\$0.19
1	PR	10/13/2017	66-10809444	ALIYYA OLIVIA HATCHER	\$11.56
1	PR	7/21/2017	66-10807534	ALIYYA OLIVIA HATCHER	\$33.68
1	PR	10/13/2017	66-10809341	ALIYYA OLIVIA HATCHER	\$238.37
1	PR	10/13/2017	66-10810176	ALLEN Y TAM	\$0.68
1	PR	8/15/2017	66-10807963	AMADOU SANGHO	\$308.88
1	PR	7/14/2017	66-10809004	AMBER RAE SIMONS	\$818.85
1	PR	7/31/2017	66-10807734	AMBER RAE SIMONS	\$818.85
1	AP	10/12/2017	88-50935303	AMERICAN CONSERVATORY THEAT	\$450.00
1	AP	5/19/2016	88-50781671	AMY B. CAROZZA	\$20.00
1	AP	7/10/2017	88-50906271	AMY TESSLER	\$432.00
1	AP	7/10/2017	88-50906053	ANA RAMIREZ	\$84.00
1	AP	6/8/2017	88-50917091	ANA RAMIREZ	\$252.00
1	PR	8/21/2017	66-10808035	ANDREA MAOKI	\$107.16
1	PR	10/13/2017	66-10810171	ANDREW ARTHUR SPENCE	\$2.10
1	PR	6/15/2017	66-10767511	ANDREW ARTHUR SPENCE	\$13.68
1	PR	6/30/2017	66-10768238	ANDREW ARTHUR SPENCE	\$105.60
1	PR	11/22/2017	66-10811431	ANDREW JAMES BURT	\$33.67
1	PR	10/31/2017	66-10810920	ANTHONY AUGUSTINE LEVY	\$3.10
1	AP	12/4/2017	88-51012387	ASHELEY FRAZIER	\$50.00
1	PR	12/22/2017	66-10825128	ASHLEE SHERMAN	\$2,333.36
1	AP	8/25/2017	88-50907224	ASMARA OGBAI	\$73.58
1	AP	11/14/2017	88-51011595	ASPIRANET	\$4,500.00
1	AP	6/8/2017	88-50917081	AURORA PINEDA	\$315.00
1	PR	6/15/2017	66-10767602	BARRY PFEFER	\$452.33
1	AP	8/4/2017	88-50850255	BAY AREA WILDERNESS TRAINING	\$175.00
1	PR	11/30/2017	66-10811875	BLANKA SOLTYS	\$100.95
1	AP	12/20/2017	88-51013743	BRENDA MARTINEZ	\$192.00
1	AP	7/10/2017	88-50905168	BRENDA TUOHY	\$708.78
1	PR	10/31/2017	66-10810924	BRETT MERMER	\$3.33
1	AP	7/10/2017	88-50905322	BRIAN DAVID CUSHING	\$745.83
1	PR	10/13/2017	66-10809399	CARLO TATEO	\$226.99
1	PR	10/13/2017	66-10810151	CAROLYN DENISE NEWBERG	\$5.40
1	AP	7/10/2017	88-50905807	CATHERINE MCLANE	\$309.62
1	AP	7/19/2017	88-50906482	CHAMPION CHEMICAL CO	\$63.22
1	AP	7/10/2017	88-50905238	CHANNING BETE COMPANY INC	\$752.35
1	PR	11/15/2017	66-10811185	CHANSOKHORN NGET	\$2,161.86
1	AP	9/15/2017	88-50802122	CHASTITY GARCIA	\$29.10

1	AP	7/10/2017	88-50905997	CHRYSAL PAYNE	\$126.00
1	PR	10/13/2017	66-10810004	CHRYSIA JANE CABRAL	\$139.05
1	PR	6/30/2017	66-10768015	CHRYSIA JANE CABRAL	\$1,040.43
1	AP	6/2/2017	88-50916719	CLAIRE COLON-HOPKINS	\$27.61
1	PR	10/13/2017	66-10810056	CONNIE R BRANSON	\$0.70
1	AP	7/10/2017	88-50905318	CREATIVE TEACHING PRESS INC	\$825.65
1	AP	10/26/2017	88-51011138	CURT DOUGLAS	\$68.33
1	AP	12/18/2017	88-51013313	CYNTHIA OVANDO-KNUTSON	\$140.72
1	PR	7/10/2017	66-10768372	CYNTHIA YVETTE BOLANOS	\$60.03
1	PR	6/30/2017	66-10768137	DAVID ERNESTO ESCOBAR MATAM	\$75.64
1	AP	10/19/2017	88-50801997	DAVIS TAYLOR	\$8.03
1	AP	7/19/2017	88-50906518	DELTA EDUCATION/CPO SCIENCE	\$5,582.25
1	PR	11/8/2017	66-10811034	DJUAN WAYNE BROWN	\$14.06
1	AP	7/10/2017	88-50905908	ELENA NJEMANZE	\$139.68
1	AP	7/10/2017	88-50905985	ELIZABETH PANIAGUA	\$44.00
1	AP	10/26/2017	88-51011508	ELLIOTT SURBER	\$228.38
1	PR	10/9/2017	66-10704624	ENIDA KILLINGSWORTH	\$0.01
1	AP	10/19/2017	88-50801978	ENTERPRISE RENT A CAR	\$3,895.32
1	AP	12/4/2017	88-51012510	ERIN LEONG	\$7.70
1	AP	10/12/2017	88-50935620	ERIN LEONG	\$49.17
1	PR	12/22/2017	66-10812390	FELICIA LAYNE	\$67.01
1	AP	11/14/2017	88-51011743	GALACTIC TRANSPORTER INC	\$850.00
1	AP	7/10/2017	88-50905772	GAYLE MACKAY	\$533.46
1	AP	12/20/2017	88-51013600	GILDA BANKS-HENDERSON	\$288.00
1	PR	12/22/2017	66-10825058	GRACE TENHULA	\$2,600.98
1	PR	10/9/2017	66-10704630	GWENDOLYN GAIL SHELLY	\$0.02
1	PR	10/13/2017	66-10810016	HANNAH MICHAEL GALVIN	\$7.53
1	PR	10/13/2017	66-10809440	HANNAH MICHAEL GALVIN	\$12.82
1	AP	10/12/2017	88-50935295	IBRAHIM ALGAHIM	\$180.00
1	PR	10/13/2017	66-10810163	IMANI DIAMOND SAINT JEAN	\$0.70
1	AP	6/2/2017	88-50916708	IRERI LORA CABRERA	\$740.00
1	AP	10/12/2017	88-50935567	IVANNA HUTHMAN	\$184.92
1	AP	9/15/2017	88-50802156	IVANNA HUTHMAN	\$227.00
1	PR	7/21/2017	66-10807531	JASON D JOSEPH	\$180.64
1	PR	6/22/2017	66-10767777	JAVIER MAGANA	\$871.50
1	PR	7/14/2017	66-10768546	JENNIFER BORENS	\$1,966.08
1	AP	7/19/2017	88-50906768	JESSICA RIADY	\$208.51
1	AP	6/8/2017	88-50916992	JOANNA GRITZ	\$12.00
1	PR	7/21/2017	66-10807583	JOANNE TORNATORE-PILI	\$99.28
1	PR	12/15/2017	66-10812242	JOANNE TORNATORE-PILI	\$143.94
1	PR	11/22/2017	66-10811448	JOANNE TORNATORE-PILI	\$188.98
1	PR	10/31/2017	66-10810937	JOANNE TORNATORE-PILI	\$530.46
1	PR	9/15/2017	66-10808715	JOANNE TORNATORE-PILI	\$580.91
1	PR	10/13/2017	66-10810421	JOANNE TORNATORE-PILI	\$583.91
1	PR	11/30/2017	66-10811878	JOANNE TORNATORE-PILI	\$614.15
1	PR	12/29/2017	66-10825399	JOANNE TORNATORE-PILI	\$649.28
1	AP	10/12/2017	88-50935624	JODY LONDON	\$222.12

1	AP	10/12/2017	88-50935413	JOHN F. COOKE	\$100.00
1	AP	7/10/2017	88-50905723	JOHN LEE	\$173.25
1	AP	7/19/2017	88-509066-37	JOHN LEE	\$173.25
1	AP	7/10/2017	88-50905637	JOHNNY'S SELECTED SEEDS	\$141.31
1	AP	9/15/2017	88-50802163	JOHNSTONE SUPPLIES INC	\$688.28
1	PR	10/13/2017	66-10810087	JONATHAN STEWART FEINGOLD	\$3.18
1	PR	10/13/2017	66-10809375	JOSHUA SWANSON	\$264.36
1	AP	9/18/2017	88-50801480	JUNIOR LIBRARY GUILD	\$5,684.59
1	AP	8/25/2017	88-50907186	KASEY BLACKBURN	\$67.99
1	PR	10/13/2017	66-10810075	KATHLEEN MARIE DIAZ	\$4.91
1	AP	10/12/2017	88-50935329	KATHY BENNETT	\$106.41
1	PR	10/13/2017	66-10810131	KAVAUHGN ALRICK LEWIS	\$0.70
1	PR	10/13/2017	66-10810160	KELLI MARIE RIEGER	\$4.90
1	PR	10/13/2017	66-10705710	KHYE ALEXANDER BOOKER	\$17.28
1	PR	10/13/2017	66-10810103	KIRBY HAMMEL	\$1.60
1	AP	7/19/2017	88-50906529	KRISTIN DWELLEY	\$500.00
1	PR	6/22/2017	66-10767781	KRISTINA TANK-CRESTETTO	\$207.30
1	AP	12/11/2017	88-51012888	LAILA JENKINS-PEREZ	\$26.69
1	AP	7/10/2017	88-50905042	LATEEFA ALI	\$84.00
1	AP	6/8/2017	88-50916901	LATEEFA ALI	\$252.00
1	PR	10/13/2017	66-10810071	LAURA MARIE DE FELICE	\$2.10
1	AP	7/10/2017	88-50905744	LAUREN LITWIN	\$463.08
1	AP	8/15/2017	88-50917447	LEE ANN PARKER	\$100.00
1	PR	12/29/2017	66-10825345	LINDA BRADSHAW	\$249.99
1	AP	7/10/2017	88-50905973	LINDA OWCZARZ	\$42.00
1	AP	7/10/2017	88-50905596	LYDIA HYDE	\$225.00
1	AP	8/21/2017	88-50907060	MAINTENANCE ALTERNATIVES COR	\$1,800.00
1	AP	8/17/2017	88-50907018	MARC WHITE	\$39.31
1	PR	6/15/2017	66-10767335	MARGARITA MONTOYA VASQUEZ	\$1,027.76
1	PR	10/13/2017	66-10810119	MARIE E JOHNSON	\$0.83
1	AP	7/10/2017	88-50906141	MARILYN SAULSBERRY	\$14.00
1	AP	7/19/2017	88-509066-59	MARKET HALL CATERERS	\$1,742.51
1	AP	12/4/2017	88-51012296	MARLENE CASTRO	\$489.32
1	AP	8/24/2017	88-50907161	MAURICE NEAL	\$51.00
1	AP	7/19/2017	88-50906666	MCGRAW HILL EDUCATION	\$0.90
1	PR	7/31/2017	66-10807677	MELVIN TAMORO	\$25.18
1	PR	10/13/2017	66-10810083	MICHAEL ANTHONY EVANS	\$0.65
1	PR	11/8/2017	66-10811041	MICHAEL AUSTIN WRIGHT	\$16.87
1	AP	6/2/2017	88-50916766	MICHELLE E JORDAN	\$1,000.00
1	AP	7/10/2017	88-50905857	MICHELLE MORALES	\$42.00
1	AP	12/20/2017	88-51013678	MONIQUE HARRIEL	\$192.00
1	AP	10/12/2017	88-50935549	MONIQUE HARRIEL	\$360.00
1	AP	11/16/2017	88-50936217	MONIQUE HARRIEL	\$612.00
1	AP	7/10/2017	88-50905499	MOWAFI GINAWI	\$42.00
1	AP	7/10/2017	88-50906311	NATALIE VALENCIA	\$27.04
1	AP	7/10/2017	88-50905405	NATHAN EMBRETSON	\$223.63
1	AP	12/4/2017	88-51012720	NATHAN SCHULMAN	\$435.00

1	AP	9/12/2017	88-50801849	Nathaniel Miller	\$1,380.43
1	AP	7/19/2017	88-50906700	NATIONAL EQUITY PROJECT	\$1,200.00
1	AP	7/19/2017	88-50906699	NATIONAL EQUITY PROJECT	\$2,300.00
1	AP	7/19/2017	88-50906690	NICHOLE MORALES	\$25.41
1	AP	7/10/2017	88-50906162	NICOLE SEABERG	\$179.84
1	AP	6/2/2017	88-50916807	NOAH'S BAGELS	\$146.39
1	AP	8/21/2017	88-50805483	PARKING CONCEPTS INC	\$2,650.00
1	PR	10/13/2017	66-10810140	PATRICK GEORGE MCMAHON	\$35.29
1	PR	10/13/2017	66-10810077	PAUL DROZDOWSKI	\$1.40
1	AP	12/18/2017	88-51013215	RAMAR LA GRANDE	\$86.22
1	PR	6/22/2017	66-10767760	RENEE MICHELLE GREEN	\$33.68
1	PR	10/13/2017	66-10810185	RI LAN WEN	\$3.30
1	PR	7/21/2017	66-10807510	ROBERT NORIEGA	\$59.03
1	AP	10/12/2017	88-50935799	ROMAN IMAGING SUPPLIES	\$543.19
1	AP	12/18/2017	88-51013368	ROMAN IMAGING SUPPLIES	\$780.16
1	PR	7/10/2017	66-10768388	RON'NISHA JACKSON	\$44.13
1	AP	12/4/2017	88-51012769	ROSEANN TORRES	\$62.84
1	PR	9/29/2017	66-10809151	RUSHELLE CHEREE CARRIERE	\$3,116.68
1	AP	6/2/2017	88-50916885	SAMUEL DAVID WEINBERG	\$650.00
1	PR	10/13/2017	66-10810048	SAMUEL JORDAN BEIN	\$19.63
1	AP	10/3/2017	88-50907361	SAMUEL LONNIE PIHA	\$4,400.00
1	AP	10/12/2017	88-50935909	SARAH YU	\$35.87
1	AP	7/10/2017	88-50906202	SCOTT M SMITH	\$84.00
1	PR	10/13/2017	66-10809419	SEAN PERRY BROWN	\$240.64
1	AP	12/18/2017	88-51013395	SELPA ADMINISTRATORS OF CALIFC	\$1,200.00
1	AP	11/16/2017	88-50936315	SENECA CENTER INC	\$1,224.00
1	AP	8/17/2017	88-50906920	SETH ECKSTEIN	\$46.95
1	PR	9/15/2017	66-10808569	SHANDEL AGUILAR	\$2.09
1	AP	8/28/2017	88-50936859	SHAUNA KEITH-WHITEHEAD	\$466.30
1	PR	10/13/2017	66-10810122	SHEILA JONES	\$0.70
1	PR	12/22/2017	66-10812385	SIERRA DONALDSON	\$568.71
1	PR	12/22/2017	66-10825125	SIERRA DONALDSON	\$2,617.42
1	AP	12/4/2017	88-51012740	SMART AND FINAL	\$145.44
1	PR	12/29/2017	66-10825471	SONDRA B SCHWARTZ	\$795.10
1	AP	7/10/2017	88-50906042	SOPHIE PUNKAR	\$18.62
1	AP	7/10/2017	88-50906253	T & B SPORTS	\$65.42
1	AP	11/16/2017	88-50936186	TANISHA DAILEY	\$252.00
1	PR	10/13/2017	66-10810129	TARA LANDERS	\$0.70
1	AP	7/10/2017	88-50905253	THAVON CHHUN	\$42.00
1	PR	10/31/2017	66-10810748	THOMAS BOSSETT JR	\$178.19
1	PR	10/13/2017	66-10810104	THOMAS E HARDY	\$1.40
1	AP	7/10/2017	88-50905902	TINA NGUYEN	\$84.00
1	PR	12/15/2017	66-10812164	TOMAS HABTAY	\$8.40
1	AP	12/20/2017	88-51013752	VERONICA GALVAN MENDOZA	\$384.00
1	PR	10/13/2017	66-10810175	VICTORIA PAIGE STRINGER	\$0.01
1	PR	10/13/2017	66-10810205	WENDY LEE SIMONSEN	\$11.37
1	AP	9/1/2017	88-50930191	YAN MEI LI	\$114.00

1	AP	11/16/2017	88-50936284	YEUMI QUEZADA	\$126.00
1	AP	6/26/2017	88-50937354	YMCA OF THE EAST BAY	\$41,765.76
1	PR	12/29/2017	66-10825186	YVETTE M ORTIZ	\$1,144.43
1	AP	7/10/2017	88-50905733	ZHI HONG LIAO	\$59.92
1	AP	7/10/2017	88-50905023	ZOSHA ADAM	\$2,800.00
12	AP	10/12/2017	88-50935375	INC. CAMP PHOENIX	\$28.36
21	AP	7/10/2017	88-50905265	CITY OF OAKLAND	\$6,696.33
25	AP	10/3/2017	88-50907284	BYRENS KIM DESIGN WORKS	\$10,550.00
25	AP	10/5/2017	88-50935186	MOBILE MINI INC	\$254.18
35	AP	11/1/2017	88-50907422	DIVISION OF STATE ARCHITECTS	\$500.00
35	AP	11/1/2017	88-50907421	DIVISION OF STATE ARCHITECTS	\$1,000.00
76	AP	9/11/2017	88-50801787	Administration 123	\$288.27
76	AP	10/9/2017	88-50787441	BUILDINGS AND GROUNDS	\$50.00
76	AP	9/11/2017	88-50801786	INC. ACCUFLEX SERVICES	\$351.64
76	AP	10/12/2017	88-50935766-	LAURA PRIVAL	\$314.23
76	AP	9/11/2017	88-50801817	LOYAL AMERICAN LIFE INSURANCE	\$39.20

\$164,824.08

EXHIBIT B

OAKLAND UNIFIED SCHOOL DISTRICT

1000 BROADWAY, #450
OAKLAND, CA 94607

STALE WARRANTS (UNCASHED CHECKS)

PROCEDURES FOR GENERAL PUBLIC (Website):

A warrant (check) will be stale-dated if not presented for payment within six (6) months of issuance date per Alameda County Treasurer’s policy and as stated on the check. Oakland Unified School District will hold the stale warrants up to three (3) years from issuance date and publish the listing of such warrants available on this webpage. The listing is updated every month after receiving the monthly stale warrants from the county office.

In accordance with [California Government Code sections 50050, 50551, and 50056](#), once three (3) years have elapsed since a warrant’s issuance date, the District will publish notice of unclaimed stale warrants in the local newspaper once per week for two successive weeks. If a claim is not made within 60 days after first notice is posted, the funds will become the property of the District.

Click on the link below to search the District’s listing of stale-dated warrants. If you believe that one of the listed warrants belongs to you, you must file a claim by completing the District’s claim form from the link below. You may file a claim at any time until the date on which the money becomes the property of the District. If the District’s review of the Claim Form indicates that you are entitled to the warrant, and the warrant was not previously reissued, the District will reissue it to you.

Search for your unclaimed check(s) and file a claim:
[Stale Warrants \(Checks\) Listing](#) - update monthly
[Stale Warrant Claim Form](#)

Questions and claims can be directed to email accounting@ousd.org.

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INTERNAL PROCEDURES:

According to CDE, "A school district is a local agency within the meaning of Government Code, Section 50050, which defines “local agency” includes all districts. The procedures below are tailored to Oakland Unified School District with inserted excerpts from [California Government Code sections 50050, 50551, and 50056](#). Local agencies are required to hold unclaimed stale warrants, post required notices, and reissue warrants when valid claims are filed.

1. We must maintain an accurate list of stale warrants to be made available on our website for claims to be filed. The list will be updated on a monthly basis after we receive the list of stale warrants from the County and the list is reconciled.
2. We will hold warrants less than \$15 up to one (1) year from the issuance date. No notice in the local newspaper is required ([Id., 50055](#)). Such warrants will be published on the website updated monthly.
3. We will hold the warrants \$15 or greater up to three (3) years from the issuance date. Such warrants will be made available on the District's website.
4. Annually in January, we will publish a notice in a local newspaper once per week for two successive weeks ([Gov't Code 50050](#)).
 - 4.1. The notice shall state the amount of money, the fund in which it is held, and that it is proposed that the money will become the property of the local agency if claim is not filed within 60 days after the first publication of the notice ([Gov't Code 50051](#)).
 - 4.2. The notice should also describe the process that a claimant must follow in order to claim the check. Specifically, the claimant must file a claim that includes the claimant's name, address, amount of claim, grounds on which claim is founded, and any other information that we require ([Gov't Code 50052](#)).
5. Upon or prior to publication, a party of interest may file a claim with the District which must include the claimant's name, address, amount of claim, the grounds on which the claim is founded, and any other information that may be required by the District as indicated on the Claim Form ([Gov't Code 50052](#)).
 - 5.1. The claim shall be filed before the date the unclaimed money becomes the property of the District as provided under Gov't Code Section 50051.
 - 5.2. Upon receipt of a claim, we must decide whether to accept or reject the claim. A copy of the notice of acceptance or rejection is available [here](#). If we reject the claim, the party who submitted the claim may file an appeal, but must do so within 30 days of receiving notice that the claim was rejected.
 - 5.3. The copy of the complaint and summons shall be served within 30 days of receiving notice that the claim was rejected. The District shall withhold the release of the portion of unclaimed money for which a court action has been filed as provided in this section until a decision is rendered by the court.
 - 5.4. Any claim paid hereunder shall be paid without interest ([Gov't Code 50052.5](#)).
 - 5.5. If we do not receive a claim for a particular stale warrant after the notice is served, or if we reject a claim and that rejection is not overturned in court, then "the legislative body may transfer the money to the General Fund" ([Gov't Code 50053](#)). In other words, Board action is required to transfer the funds to the General Fund.
6. After we satisfy all the steps specified above, we prepare the packet for the Board's approval to transfer all stale warrants past 3 years old, regardless of the amount or funding sources other than general fund, held in a special fund to the general fund. Such transfer of funds must take place after the Board approves.

STALE WARRANT PROCESSING

1. County posts the stale dated warrants in Escape and sends the detail report to the District,
2. District Financial Accountant I reconciles the master stale log to the ledger balance.
 - 2.1. Accountant works with departments to verify the stale dated warrants are valid.
3. Stale warrants that are resulted from duplicate payments or non-reissue will be reclassified to the original funding source.
 - 3.1. Warrants issued in the current fiscal year will be reclassified to the original expense account.
 - 3.2. Warrants issued in the previous fiscal year will be reclassified to the unrestricted local revenue account within the respective fund.
4. Requests to reissue stale warrants should be routed to Accounting to obtain account and sign-off before AP can process. Use Direct Payment Request Form (available internally only) for this purpose.
5. Guidance to AP data entry: On the payment comment that will reflect on the GL, input old check number and payee name.
6. Accounts for reissuing stale dated warrants:
 - 6.1. Fund 01 & 76: 010-0060-0-0000-0000-8699-600-6000-6040-9999-99999
 - 6.2. Fund 11: 110-0060-0-0000-0000-8699-611-6110-6040-9999-99999
 - 6.3. Fund 12: 120-0060-0-0000-0000-8699-612-6120-6040-9999-99999
 - 6.4. Fund 13: 130-0060-0-0000-0000-8699-613-6130-6040-9999-99999
 - 6.5. Fund 21: 210-0060-0-0000-0000-8699-621-6210-6040-9999-99999
 - 6.6. Fund 35: 350-0060-0-0000-0000-8699-635-6350-6040-9999-99999
 - 6.7. Fund 67: 670-0060-0-0000-0000-8699-667-6670-6040-9999-99999
7. Reclass non-reissue stale warrants that were issued from prior fiscal years:
 - 7.1. Fund 01: 010-0000-0-0000-0000-8699-600-6000-6040-9999-99999
 - 7.2. Fund 11: 110-0000-0-0000-0000-8699-611-6110-4110-9999-99999
 - 7.3. Fund 12: 120-0000-0-0000-0000-8699-612-6120-0000-9999-99999
 - 7.4. Fund 13: 130-0000-0-0000-0000-8699-613-6130-9800-9999-99999
 - 7.5. Fund 21: Reclass stale warrants to the original resource where the payment was made.
 - 7.5.1. *Ex: Stale warrants from resource 9650 should be reclassified to 210-9650-0-0000-0000-8699-621-6210-9905-9999-99999*
 - 7.6. Fund 35: 350-7710-0-0000-0000-8699-635-6350-0000-9999-99999
 - 7.7. Fund 67: 670-9030-0-0000-0000-8699-667-6670-9218-9999-99999
8. Fund 35 and 21 stale dated warrants will be forwarded to Facilities Accountants to research and clear. Buildings and Grounds' stale warrants will be forwarded to B&G Accountant to clear.

EXHIBIT C

Oakland Tribune

600 Grand Ave., #308
Oakland, CA 94610
510-723-2850

2053027

OAKLAND USD
EDGAR RAKESTRAW JR.
1000 BROADWAY #680
OAKLAND, CA 94607

PROOF OF PUBLICATION

FILE NO. Stale Warrant

In the matter of

Oakland Tribune

The Oakland Tribune

I am a citizen of the United States; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the Legal Advertising Clerk of the printer and publisher of The Oakland Tribune, a newspaper published in the English language in the City of Oakland, County of Alameda, State of California.

I declare that The Oakland Tribune is a newspaper of general circulation as defined by the laws of the State of California as determined by this court's order, dated December 6, 1951, in the action entitled In the Matter of the Ascertainment and Establishment of the Standing of The Oakland Tribune as a Newspaper of General Circulation, Case Number 237798. Said order states that "The Oakland Tribune is a newspaper of general circulation within the City of Oakland, and the County of Alameda, and the State of California, within the meaning and intent of Chapter 1, Division 7, Title 1 [§§ 6000 et seq.], of the Government Code of the State of California." Said order has not been revoked, vacated, or set aside.

I declare that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

12/11/2020

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated: December 11, 2020



Public Notice Advertising Clerk

Legal No. **0006538606**

**OAKLAND UNIFIED SCHOOL DISTRICT
PUBLIC NOTICE OF UNCLAIMED STALE WARRANTS
(UNCASHED CHECKS)**

TO ALL PARTIES OF INTEREST:

This notice is issued pursuant to Government Code section 50051. Please take notice that Oakland Unified School District has in its possession 204 stale-dated warrants (i.e., uncashed checks). The total amount of these warrants is **\$265,213.61** and they are held in the following funds:

OUSD Fund	No. of Warrant	Sum of Unclaimed Amount
01	193	\$ 245,141.40
12	1	28.36
21	1	6,696.33
25	2	10,804.18
35	2	1,500.00
76	5	1,043.34
Grand Total	204	\$ 265,213.61

The detailed listing of stale warrants is available on Oakland USD's website: <https://www.ousd.org/Page/19523>.

If you believe that one of these warrants belongs to you, you must file a claim using the Claim Form available at the link above by **February 8, 2021**. If you do not file a claim, then, pursuant to CA Gov't Code 50051, Oakland USD's Board of Education will vote to transfer this money to the District's General Fund during its subsequent meeting.

OT 6538606; Dec. 11, 2020