



# San Benito County Office of Education

Krystal Lomanto, County Superintendent of Schools

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## Memorandum of Understanding For 2024-25 Payroll and Retirement Processing

This Memorandum of Understanding (MOU) is entered into between the **San Benito County Office of Education (SBCOE)** and **Hollister Prep/Navigator Schools (the District)**. This agreement constitutes the entire understanding of the parties with regards to payroll and retirement processing and reporting.


It is understood that the SBCOE provides retirement processing services to the District at a monthly cost of **\$150**. The District will be billed annually in the amount of **\$1,800**. Following are the roles and responsibilities of the two parties in regards to the performance of aforementioned services by the SBCOE:


### SBCOE:

- Acts as liaison between the Santa Clara County Office of Education and the District for the processing of the District's retirement data
- Extracts and submits retirement data on behalf of the District and is not responsible for the accuracy of the reported data

### DISTRICT

- Has sole responsibility for maintaining accuracy of retirement data
- Has sole responsibility for ensuring all corrections of retirement data submitted to the SBCOE are accurate and factual
- Understands the need for timely processing of retirement corrections and failure to do so may result in penalties and interest

  
Assistant Superintendent, Business  
San Benito County Office of Education

  
Superintendent/Chief Business Official  
Hollister Prep/Navigator Schools