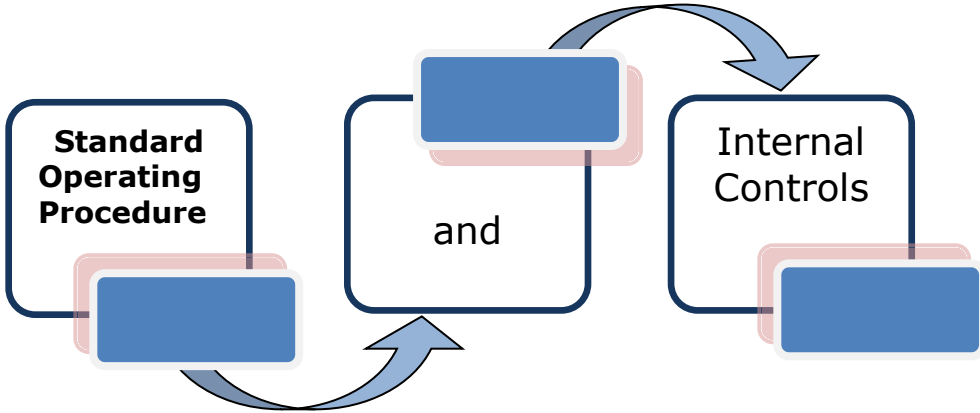


# PARAMUS BOARD OF EDUCATION

PARAMUS, NJ 07652

## GUIDE FOR



**2022-23**



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## PREFACE

This **Guide for Standard Operating Procedures and Internal Controls** is in response to and intended to comply with the state mandate that such a manual be developed by each district Board of Education in the State. The directive was to develop a document that outlines the business practices that are approved by the local Board of Education and administered by the Business Office. It is intended to meet the requirements of the State of New Jersey and be used as a reference manual by administrators, secretaries and any staff members that have budgetary/financial responsibilities.

Its purpose is to provide an efficient, control and accountability system that will help assure appropriate use of “Public Funds”. It must be understood that the principles of this manual are based on, “Generally Accepted Accounting Principles,” and rely on an assumption that individuals have a general understanding of the financial process of a School System. For this program to operate at optimum efficiency there must be a spirit of cooperation, teamwork and communication between the school staff and the Business Office.

The efforts of the New Jersey Association of Business Officials and the Bergen County Association of School Business Officials are duly acknowledged for their efforts in developing a compliant template for districts to modify reflecting the practices of each local unit.

## SECTION I – INTERNAL CONTROLS

### OVERVIEW:

Internal controls are not separate systems of the school district. Controls are not an isolated activity but an integral part of each activity used to guide the district.

Establishment, maintenance and evaluation of the internal controls are the responsibility of the administration. The evaluation of internal controls includes identifying the framework used by the administration to determine the effectiveness of the internal controls.

Controls are in place to detect or prevent errors and fraud. An error is an unintentional mistake that has the potential to affect the financial statements and fraud is the intentional misuse or misappropriation of district's assets.

### OBJECTIVES OF INTERNAL CONTROL:

The three objectives of internal control are to ensure the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. The safeguarding of assets is a subset of all of these objectives.

Continuous monitoring and testing is needed to help to identify poorly designed or ineffective controls. The administration is also responsible for communicating the objectives of internal control and ensuring the organization is committed to sustaining an effective internal control environment.

### COMPONENTS OF INTERNAL CONTROLS:

The five components of internal controls include the control environment, administration's risk assessment, administration's communication of the controls, control activities and monitoring of the controls.

### CONTROL ENVIRONMENT:

The control environment includes the organizational structure, the control framework, the district's policies and procedures and internal and external influences. The tone set by the school district's board and administration determines the attitude toward the controls of the district.

ORGANIZATIONAL STRUCTURE: The organizational structure determines the administration's responsibilities and sets the relationship with the board, which sets the policies.

CONTROL FRAMEWORK: *Elements of a control framework include the following:*

Segregation of duties to help ensure the reliability of the organization's internal controls, one person should not have access to all stages of a process. If there is not proper segregation situations could arise where errors or irregularities occur and go undetected.

Integrity and competence of the personnel performing the duties are key to achieving the desired controls. This includes hiring the proper people and continually training personnel. It is important to ensure that employees who perform financial tasks have the knowledge and skill to perform their duties.

Communication by the administration of the controls and the employee's responsibilities are as important as ensuring that employees know how to communicate irregularities that may arise. Proper supervision of employees is needed to ensure proper execution of control activities.

#### DISTRICT'S POLICIES AND PROCEDURES:

The district's policies set the overall direction of the district. Procedures for all areas of financial preparation, reporting, operations, transportation, maintenance, personnel and payroll are needed. These policies and procedures will become the basis for the determination of compliance.

#### ADMINISTRATION'S RISK ASSESSMENT:

The administration conducts an assessment of risks relevant to the financial statements. This includes the identification of potential risks, the analysis of the potential impact of those risks on the ability to properly report the financial statements and the overall management of risks. Items to consider in the risk assessment of the district include, but are not limited to:

1. New personnel or new duties for existing personnel
2. How a change in accounting information system impacts controls and how effectively the training of personnel on new system was conducted
3. Changes in the regulations and laws that may affect the control environment
4. Record storage is appropriate and secure (fireproof cabinets when needed for manual documents and proper passwords and access limitations for electronic information)
5. District limits access to computers and data files
6. Segregation of duties
7. Transactions are recorded timely
8. Cash is deposited timely
9. Assets are physically safeguarded
10. Transactions are performed by only authorized personnel
11. Reconciliations are properly and promptly completed
12. Occurrences of management override



### INFORMATION AND COMMUNICATION:

The administration needs to determine if the information systems utilized in the district are adequate and relevant for their intended purpose.

The district's administration is responsible for communicating the controls of the district and the responsibilities of each employee in the control system. The administration is also charged with reviewing information that may indicate a flaw in the controls that would not allow the control to detect an error in a timely fashion.

### CONTROL ACTIVITIES:

Control activities include the policies and procedures that are in place to achieve the controls desired. Documentation of the control activities is vital to the overall control environment. These activities include, but are not limited to:

1. Segregation of duties
2. Transactions are recorded timely
3. Cash is deposited timely
4. Cash management analysis is performed routinely
5. Assets are physically safeguarded
6. Transactions are performed by only authorized personnel
7. Reconciliations are properly and promptly completed

### CONTROL ASSERTIONS:

Control activities can be categorized into one or more assertions. All assertions should be addressed for each process (payroll, cash disbursements, etc).

1. Existence (E) /Occurrence (O) – Existence is whether the assets or liabilities of the district exist at any given point in time (cash, state aid receivable). Occurrence is whether the transaction took place (goods were received before the PO was moved to accounts payable from encumbrances)
2. Valuation (V) or Allocation (A) – Valuation is whether the asset or liability is included on the board secretary's report at the proper value (the amount of cash or state aid receivable). Allocation is whether the revenue and expenditures were recorded in the proper amounts.
3. Accuracy/ Classification (A/CL) – transactions are recorded accurately and the classification of the transactions are proper.
4. Completeness (CO) – is whether all transactions are included (unrecorded purchase orders).
5. Cutoff (C) – Transactions are recorded at the proper time (purchase orders written in the proper year).

### MONITORING:

The administration is charged with reviewing internal controls on an ongoing basis. Monitoring can include responding to the recommendation of the auditor in changes in the controls. Reviewing correspondence from outside sources such as banks and vendors for unusual items is part of monitoring.

Employees should be required to “sign off” on their understanding of the control activities and their responsibilities in those activities.

#### AFTER THE CONTROLS ARE ESTABLISHED:

Once the district establishes controls, those controls need to be evaluated at least annually and anytime circumstances dictate. Changes in personnel or regulations are examples of these.

As controls are evaluated they will either be effective or ineffective at achieving the proposed control. Controls are effective when there would be no material weaknesses in internal controls involved in financial reporting. Ineffective controls would be those where at least one material weakness exists. If control is determined to be ineffective, then the control deficiency needs to be evaluated.

#### CONTROL DEFICIENCIES:

A control deficiency exists when the design or operation of a control does not allow the administration to prevent or detect misstatements on a timely basis. A design deficiency exists when a necessary control is missing or is not designed to enable the control objective to be met. An operational deficiency exists when control is designed properly, but does not operate as designed or the person performing the control is not qualified to perform the control.

A deficiency may exist that is unavoidable (segregation of duties in a small office). For these, compensating procedures should be put in place. These compensating procedures do not correct the deficiency.

#### REASONABLE ASSURANCE AND LIMITATIONS ON CONTROLS:

Reasonable assurance is a high level of assurance but is not absolute. The district should understand that potential fraud could exist and not be detected timely in the following circumstances: when the district has poorly designed or operated internal controls, or when there are too many overrides of controls when there is collusion between employees, or between an employee and a third party.

#### REVIEW OF DISTRICT PROCESSES:

When reviewing processes in the district, it may help to consider incorporating the “5 Ws”.

1. Who performs each activity? Who receives the outcome of the activities?
2. What activities are performed? What forms and reports are used? What computer systems and files are used?

3. When are activities performed? What is the sequence of activities? What is the timing of the activities? What is the frequency of the activities?
4. Where are activities performed (i.e., board office, school, etc.)?
5. Why are activities performed (i.e., what risks are controlled, what control assertion does process step serve, etc.)

One final consideration should be whether any changes to the process will increase the efficiency of the process or firm up the controls.

CONTROLS LISTED:

The controls listed here are not intended to be a complete list of controls, as each district will have different processes, controls and concerns. These items should be used as a beginning for the review of controls.

**Internal Control Questionnaire – Employee Duties**

This form is used to tabulate the separation of employee duties. It may be used by itself or in conjunction with a narrative, flowchart or other means of documentation. The name of the employee or the identification of the group performing an identical function is to be written in the space provided at the top of each column. On the applicable horizontal line, if the duty listed is a primary one for the employee, that is, one which he/she performs with considerable regularity, the indicator  should be used. If the duty listed is a secondary one, that is, one which he performs more or less infrequently as a back up for the usual performer, the indicator  should be used. Upon the completion of the questionnaire, a careful analysis should be made to ascertain whether or not a proper separation of duties exists. Any conflicts existing in the current division of duties should be indicated on the evaluation of employees’ duties sheet.

LIST OF DUTIES BY EMPLOYEES	Asst BA – Mattea Field	Bus. Admin. – Brooke Bartley	Treasurer – Mattea Field	A/P – Barbara McCormick	A/R – Sue Russo	Payroll – Patrizia Stellaci	CSA – Sean Adams	Accountant – Michelle Ferrandino	Benefits – Ruth Smith	Student Act.- Lynda Ariyan	Individual Schools	Prin. and/or Dept Heads & MIS	Board President	Board Members	Dir. Human Res. – Carla Alvarez
<b>ACCOUNTING</b>															
Open new cycle	<input type="checkbox"/>														
Set System Date	<input type="checkbox"/>														
Synchronize Remote Data Locations	<input type="checkbox"/>														
System Settings/Status	<input type="checkbox"/>														
Billing – Invoicing								<input type="checkbox"/>							
Budget-account number edit	<input type="checkbox"/>							<input type="checkbox"/>							
Budget-appropriation transfer	<input type="checkbox"/>							<input type="checkbox"/>							
Budget-disbursement adjustment	<input type="checkbox"/>							<input type="checkbox"/>							
Expense account entry	<input type="checkbox"/>							<input type="checkbox"/>							
Budget Projection Entry Edit	<input type="checkbox"/>	<input type="checkbox"/>													
Budget Projection Build or Refresh Account	<input type="checkbox"/>	<input type="checkbox"/>													
Budget Projection Import Data	<input type="checkbox"/>	<input type="checkbox"/>													
Budget Projection Analysis	<input type="checkbox"/>	<input type="checkbox"/>													
EOY Rollover	<input type="checkbox"/>							<input type="checkbox"/>							
Cash Management/banking analysis	<input type="checkbox"/>							<input type="checkbox"/>							
GENERAL LEDGER prepared by	<input type="checkbox"/>														
Bank Reconciliation	<input type="checkbox"/>							<input type="checkbox"/>							
Student Activity Funds /Athletic Funds & Reconciliation										<input type="checkbox"/>					
GENERAL JOURNAL ENTRIES approved by	<input type="checkbox"/>	<input type="checkbox"/>													
Database Utilities												<input type="checkbox"/>			
P.O. Process (entering, copying)				<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>					
P.O. Process (deleting, changing, override)	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>							
Federal Grant Program Claim Processing /Reimbursements	<input type="checkbox"/>														

SECTION I – INTERNAL CONTROLS

LIST OF DUTIES BY EMPLOYEES	Asst BA – Mattea Field	Bus. Admin. – Brooke Bartley	Treasurer – Mattea Field	A/P – Barbara McCormick	A/R – Sue Russo	Payroll – Patrizia Stellacci	CSA – Sean Adams	Accountant – Michelle Ferrandino	Benefits – Ruth Smith	Student Act.-/Lynda Ariyan	Individual School	Prin. and/or Dept Heads & MIS	Board President	Board Members	Dir. Human Res. – Carla Alvarez
<b>EXPENDITURES CYCLE</b>															
Purchase orders approved by	<input type="checkbox"/>	<input type="checkbox"/>										<input type="checkbox"/>		<input type="checkbox"/>	
Receiving records prepared by	<input type="checkbox"/>			<input type="checkbox"/>											
Vendors' invoices approved by	<input type="checkbox"/>	<input type="checkbox"/>										<input type="checkbox"/>			
Purchase journal prepared by – N/A															
Perpetual inventory records kept by – N/A															
Physical custody of inventory by											<input type="checkbox"/>				
Payments processed by-				<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>					
Check sent by				<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>					
Check Signature	<input type="checkbox"/>	<input type="checkbox"/>											<input type="checkbox"/>		
Issuance of 1099								<input type="checkbox"/>		<input type="checkbox"/>					
<b>PAYROLL CYCLE</b>															
Additions to payroll authorized by	<input type="checkbox"/>	<input type="checkbox"/>												<input type="checkbox"/>	<input type="checkbox"/>
Pay rates authorized by		<input type="checkbox"/>												<input type="checkbox"/>	<input type="checkbox"/>
Terminations authorized by							<input type="checkbox"/>							<input type="checkbox"/>	
Time approved by												<input type="checkbox"/>			
Payrolls computed by	<input type="checkbox"/>					<input type="checkbox"/>									
Payroll checks prepared by						<input type="checkbox"/>									
Payroll records prepared by						<input type="checkbox"/>									
Processing of Agency Checks, and Tax Authority divisions						<input type="checkbox"/>									
Payroll checks signed by	<input type="checkbox"/>		<input type="checkbox"/>										<input type="checkbox"/>		
FICA, Federal reporting to tax agencies						<input type="checkbox"/>									
Payroll distributed by						<input type="checkbox"/>									
Payroll bank account reconciled by			<input type="checkbox"/>												
Assignments authorized by							<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>
Terminations authorized by							<input type="checkbox"/>							<input type="checkbox"/>	
Leave of absences authorized by							<input type="checkbox"/>							<input type="checkbox"/>	
Assignment of PCN and budget account number	<input type="checkbox"/>														<input type="checkbox"/>
Employee Certifications checked by															<input type="checkbox"/>
To add an employee authorization															<input type="checkbox"/>
Access to employee records						<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>
Creation of job titles, salary guides	<input type="checkbox"/>						<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>
Creation of PCN															<input type="checkbox"/>
Attendance Input/Edit Control															<input type="checkbox"/>
End of year roll over /reconciliation of tax reporting	<input type="checkbox"/>					<input type="checkbox"/>									
GENERAL LEDGER prepared by	<input type="checkbox"/>														
GENERAL JOURNAL ENTRIES approved by	<input type="checkbox"/>	<input type="checkbox"/>													

SECTION I – INTERNAL CONTROLS

LIST OF DUTIES BY EMPLOYEES	Asst BA – Mattea Field	Bus. Admin. – Brooke Bartley	Treasurer – Mattea Field	A/P – Barbara McCormick	A/R – Sue Russo	Payroll – Patrizia Stellacci	CSA – Sean Adams	Accountant – Michelle Ferrandino	Benefits – Ruth Smith	Student Act.-/ Lynda Ariyan	Individual School	Prin. and/or Dept Heads & MIS	Board President	Board Members	Dir. Human Res. – Carla Alvarez
<b>POSITION CONTROL</b>															
Determination of PCN at Budget Prep Cycle															<input type="checkbox"/>
Creation of Position Numbers (initialization of use)															<input type="checkbox"/>
Assignment of Position Control Numbers(Subs, aides, lead,etc)															<input type="checkbox"/>
Oen position verified to Personnel records, Board Action reports															<input type="checkbox"/>
PCN assigned at Board of Education approval															<input type="checkbox"/>
PCN are linked to appropriate budget account	<input type="checkbox"/>														
PCN are linked via personnel to payroll	<input type="checkbox"/>					<input type="checkbox"/>									<input type="checkbox"/>
Vacant PCN are monitored for budget prep	<input type="checkbox"/>														
New PCN is authorized and FTE assigned															<input type="checkbox"/>
History of unused PCN is analyzed															<input type="checkbox"/>
Budget account shows appropriate PCN charged	<input type="checkbox"/>														<input type="checkbox"/>
Payroll to Budget via PCN reviewed each period	<input type="checkbox"/>														<input type="checkbox"/>
PCN reflects correct tracking identification															<input type="checkbox"/>
<b>PERSONNEL</b>															
PCN number is attached to individual employee									<input type="checkbox"/>						<input type="checkbox"/>
History reflects salary, stipend, longevity etc.															<input type="checkbox"/>
Position fill date is completed															<input type="checkbox"/>
History indicates certifications attained															<input type="checkbox"/>
Certifications are appropriate to position held															<input type="checkbox"/>
Benefit information by individual is in history									<input type="checkbox"/>						
Hire date listed, if position date unavailable									<input type="checkbox"/>						<input type="checkbox"/>

**Evaluation of Internal Controls**

**Purpose:** To ensure that controls are evaluated on a periodic basis to ensure the controls continue to be effective.

**Procedure:**

1. The business administrator will establish a process to evaluate internal controls over all areas of financial and operational procedures in the district.
2. These internal controls should be evaluated periodically and every time one of the following conditions exists:
  - a. Change in personnel performing a control function
  - b. Change in accounting system
  - c. Change in regulations
3. As the controls are evaluated, a determination should be made that designates the control as adequate and adjustments made as necessary.
4. Written documentation of the review of the controls in place will be kept and will be available for audit review.

**Communicating Staff members Roles**

**Purpose:** To ensure that everyone in the district who performs or should perform a control function understands the control.

**Procedure:**

1. The business administrator will establish a procedure to ensure that all employees and board members who are charged with a control understand their role.
  - a. A review of the controls and the staff members' role in the controls should be conducted routinely and anytime there is a change in the control, the personnel or the laws and regulations affecting the control.
  - b. Documentation of these reviews will be maintained.



## **CASH/CHECK CONTROLS**

**Purpose:** To identify the controls over cash/check and the personnel responsible

**Procedure:**

The Business Administrator will establish a procedure to ensure that all employees who are charged with responsibility regarding cash and/or checks are aware of their role, responsibilities and potential liability.

*See Section 3 for controls.*

**PAYROLL CONTROLS**

**Purpose:** To identify the controls which exist over payroll-related items.

**Procedure:**

1. The business administrator/ assistant business administrator will establish controls that help ensure that potential errors and fraud in payroll should be avoided and/or detected in a timely manner. These controls may be some or all of the following:
  - a. With respect to payroll:
    - Periodically search for fictitious employees
    - Determine improper alterations of amounts
    - Verify that Federal and state deductions are taken, remitted and documented
    - Verify all voluntary deductions are taken, remitted and documented
    - Examine vouchers and trace to payroll records in order to verify the proper recording of employee hours
    - Verify the accuracy of pay rates by comparing them to Board Minutes and contracts
    - Review the adequacy of internal controls relating to hiring, overtime, and retirement
    - Determine if proper payroll forms exist such as W-4s, I-9s, W-2s, 941, 927, and other required tax forms.
    - Link and upload payroll file to Positive Pay, a service that matches checks issued to what is presented for payment in order to detect fraud.
    - Verify all timesheets for completion, rates approved by board and inclusion of authorized signatures.

## SECTION II – ACCOUNTING

### General Ledger

**Purpose:** To ensure accurate and timely recording and reconciliation of all financial activity.

**Staff Assigned:** Assistant Business Administrator

**Procedure:**

#### **Opening Entries**

Verifies that correct beginning balances from prior year audit and voter approved budget are entered into software.

Records revenue entries for tax levy receivable, state aid receivable, debt service aid, tax levy and/or state aid, and other known receivables including tuition and transportation.

#### **Monthly**

Compares Board Secretary's Report to Subsidiary Ledgers.

Compares Board Secretary's Report to Treasurer's Report for agreement.

Verifies that all accounts are reported in the Board Secretary's Report.

Verifies that all bank reconciliations are prepared for all bank accounts and are in agreement with the Board Secretary and Treasurer's Report.

Complete and perform a monthly cash management analysis to ensure positive and adequate cash flow balance.

Reviews all accounts for funds availability, prepare transfer as needed.

Completes Transfer Worksheet for all accounts. Obtains Board Secretary's signature and keep on file for auditor. Files with County for authorization if any transfer exceeds 10% limit; provided for following function accounts-230, 240, 250, 251

Obtains Board Secretary's signature (if prepared by other than board secretary, person responsible should initial work) on report and submit for board approval.

**Year –End Procedures**

Completes all accruals.

Reviews all balance sheet accounts, compiles documentation for audit verification.

Reviews all open year-end purchase orders for determination as accounts payable or carry forward encumbrance.

Reviews all accounts payable or encumbrances from the prior year, if any are open.  
(Note: Outstanding encumbrances should have been paid within 90 days.)

All tasks performed by support personnel will be reviewed and approved by the business administrator.

File an open encumbrance report as of September 30<sup>th</sup> with the County Office for open accounts exceeding \$5,000

**ACCOUNTS RECEIVABLE**

Monitors and correctly records monthly receipt of tax levy for general fund and debt service (if applicable).

Monitors and correctly records monthly receipt of state aid for general fund, capital projects and debt service (if applicable).

Makes entry into the accounting software creating accounts receivable for tuition, state aid, transportation, and other contracts as they are signed and/or invoices are generated. Monitors and correctly records monthly receipts against these amounts.

Records monthly receivable amounts for federal and state Child Nutrition reimbursements, and correctly records monthly receipt. Verifies year-end accounts receivable for preparation of audit.

Records other such revenues from sources such as Summer School programs and ECC.

Records bi-monthly receivable amounts for TPAF FICA; monitors and correctly records electronic transfer receipts. Verifies year end accounts receivable amount for preparation of audit.

**ACCOUNTS PAYABLE**

Checks all invoices against original order, investigates differences.

Routinely reviews outstanding orders and investigates delivery of items on orders more than ninety days old.

Compiles voucher package for payment verifying that receiving copy is signed by authorized employee, invoice or documentation supporting reimbursement is accurate, and if applicable that voucher is signed. Obtain voucher, verification of claims that exceed 15% of bid threshold amount as established pursuant to NJSA 18A:18A-3

Enters payments into the accounting system for payment; generates checks and claims list for review by Board of Education. Submits bills and claims list to the board for approval on a monthly basis.

Subsequent to Board approval of claims list, acquires signatures of Board President, Treasurer of School Monies, Board Secretary, or other Board authorized representative as per Board policy and mails checks to vendors.

Issue manual (hand-drawn) checks as permitted by Board resolution and/or policy, related to special or emergency situations as per direction of school business administrator.

All tasks performed by support personnel will be reviewed and approved by the School Business Administrator.

Upload check register file to Positive Pay, a bank service that matches checks issued to what is presented for payment in order to detect fraud.

**PAYROLL**

Accepts and processes applications for pension and benefits.

Assistant Business Administrator determines annual totals by GAAP account, modifying monthly if needed; compares to budget and advises business administrator of any projected over expenditure.

Assistant Business Administrator creates annual purchase orders for payroll, taxes and benefits, and submits to bookkeeper for computer entry. Modify encumbrance monthly report, if needed.

Verifies that all timesheets are properly completed, amounts are accurate, and rates are in accordance to contract / Board approval and include authorizing signatures.

Input all of the vouchers & information, as needed on a semi-monthly basis to process payroll.

Prepare the monthly register for Superintendent, Business Administrator/Board Secretary and Board President's for signature.

Checks computer output for accuracy, control and disbursement of payroll checks and direct deposits; verify computer report to payroll spreadsheet.

Issue payroll and agency checks, sends direct deposits (NACHA) report to the bank, transmit and mail agency checks to appropriate entities.

Provides reports to make electronic transfer of funds to agency account, transfer funds to net payroll from agency account (reviewed and approved by supervisor)

Docks pay of employees on LOA without pay and those taken the deduction.

Controls and maintains all payroll and payroll agency accounts; provides copies to Treasurer who will complete the bank reconciliation.

All tasks are generally performed by a payroll clerk, bookkeeper, or assistant bookkeeper. Work should be reviewed by a supervisor on a regular basis.

**FIXED ASSETS**

Review all authorized to issue purchase orders to identify any equipment item over \$2,000 inclusive of delivery and/or installations costs and classify as a fixed asset. Charge the equipment account accordingly.

The Business Administrator will arrange for disposal of fixed assets as per Board policy and update the inventory to reflect the disposal.

A fixed asset report is generated at year-end update of the fixed asset inventory, and balance sheet adjustments for the annual audit. The district has engaged with contracted vendor for asset tag services and financial fixed asset reporting. .

**CASH MANAGEMENT**

Prepares deposit slip for cash and/or checks and makes arrangements for delivery to bank within the statutory time limits Deposits are recorded timely within 48 hours of receipt.

Records all ACH deposits and bank deposits in the district budgetary system on a monthly basis.

Perform monthly cash flow analysis of outflows and inflows of receipts and disbursements resulting from the operations of the school district. This relates to all funds. An analysis is performed to ensure that committed receipts such as tax levy, state aid, tuition, etc. are received in order to secure the fulfillment of accounts payable and payroll liability on a monthly basis.

Utilizes on-line banking for ACH wires, transfers, stop payments, etc. Any wire transfer outside of the board accounts will require supervisor authorization. Security features are in place to safeguard external and internal transfers.

Estimates monthly accounts payable, semi-monthly payroll, and debt services payments, creating an estimated cash flow projection. (*Optional: for thirty day, sixty days and ninety days.*) Estimates and advised school business administrator of amounts available for investment.

Cash disbursements –Checks will be kept in a secure location; payments will be made by check of items on claims list after Board approval.

Investing – cash balances will be reviewed periodically to identify investment opportunities; all investments must be in accordance with state statutes.



A Treasurers report is prepared monthly reconciling all bank accounts, and submit it to the Board of Education within 30 days of the close of the month.

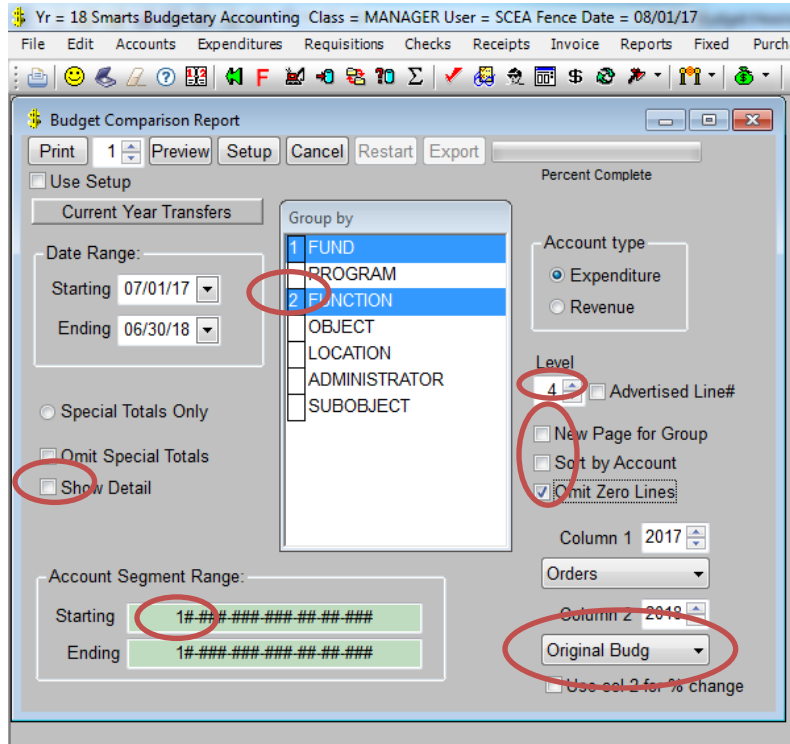
Cash receipt and cash disbursement functions should be performed by two different staff. In the event that this is not possible, the supervisor should on at least a monthly basis review all transactions.

PREPARING THE PUBLIC BUDGET HEARING PRESENTATION

**Purpose:** This procedure is designed to complete revenue and appropriation pie charts in the public budget hearing presentation.

**Procedure:**

1. Save copy of the prior year Public Budget Hearing PowerPoint presentation into current budget folder and rename.
2. Open and update presentation for dates, budget changes, etc.
3. Revenue Chart
  - a. Double click on revenue chart and select Data tab.
  - b. Update revenue numbers using the Maximum Budget Analysis – Revenues tab in the Budget FYXX spreadsheet.
  - c. Format labels as needed
4. Appropriation Chart
  - a. Double click on revenue chart and select Data tab.
  - b. Generate Budget Comparison report in CSI using in the following configuration:



- c. Print the report and highlight the functions to match the Hearing Chart tab in the Budget FYXX spreadsheet.
- d. Enter totals by function into Hearing Chart tab.
- e. Generate Budget Comparison report in CSI for salaries by function using the following configuration:

Yr = 18 Smarts Budgetary Accounting Class = MANAGER User = SCEA Fence Date = 08/01/17

File Edit Accounts Expenditures Requisitions Checks Receipts Invoice Reports Fixed Purchas

Budget Comparison Report

Print 1 Preview Setup Cancel Restart Export

Use Setup

Current Year Transfers

Date Range:

Starting 07/01/17

Ending 06/30/18

Special Totals Only

Omit Special Totals

Show Detail

Group by

1 FUND

PROGRAM

2 FUNCTION

OBJECT

LOCATION

ADMINISTRATOR

SUBOBJECT

Account type

Expenditure

Revenue

Level

4

Advertised Line#

New Page for Group

Sort by Account

Omit Zero Lines

Column 1 2017

Orders

Column 2 2018

Original Budget

Use col 2 for % change

Account Segment Range:

Starting 1# #### ##-10-10-##

Ending 1# #### ##-10-10-###

- f. Print the report and highlight the functions to match the Hearing Chart tab in the Budget FYXX spreadsheet.
- g. Enter totals by function into Hearing Chart tab in the Salaries section.
- h. Verify totals match with budget
- i. Copy and paste spreadsheet values into data fields in PowerPoint chart.
- j. Reformat as needed.

### Acceptance of Gifts & Donations

**Purpose:** To establish guidelines for donations to the district from the community, vendors, foundations and other sources.

**Procedure:**

Acceptance of gifts or scholarships from any individuals or groups in the community requires the approval of the Superintendent of Schools subject to Board Policy. Please note the following:

1. No gift or scholarship will be accepted, which in the opinion of the Superintendent is inappropriate for use by the schools.
2. The use and disposition of such gifts or scholarships will remain at the discretion of the Superintendent.
3. Gifts which require installation and/or maintenance costs will be accepted only upon approval by the Superintendent and the school Principal.
4. All gifts with a value greater than that determined by policy shall require final approval by the Board of Education.
5. Gifts / donations accepted by the Board shall be recorded in the budget in the fashion so restricted by the donation. A google form is completed describing the donation/gift specifying the purpose and its intent. Donation/Gifts \$500.00 or more will be deposited and recorded in the Special Revenue Account. Any amounts less than \$500.00 will be recorded in the student activity account. All acceptance of gifts and donations will be acknowledged and approved by the board.
6. Gifts /donations (received in any income source capacity, i.e. student activity, general fund, etc.) should be used solely for the stated purpose as intended by the organization or activity. Collection of funds from general fund, organization and activity funds should **not be** expended for:
  - a. Gifts for staff, members of an organization or activity.
  - b. Salaries which are the responsibility of the school district.
  - c. Parties or refreshments that are not school related activity.
  - d. Other related expenses that the Superintendent feels inappropriate for the use of the school or activity.

**Inventory**

**Subtitle:**           **Disposal of Obsolete Equipment**

**Purpose:**            To dispose of items no longer in use and have no definable future use so as to maintain the schools without clutter.

**Procedure:**

Requests to dispose of outdated, obsolete and/or surplus books will be made to the School Business Administrator by an administrative staff member.

Board policy will be followed concerning disposal. Equipment may not be sold directly to individuals until after the district's policy regarding process has been exhausted and there are no other persons interested in said items. Individuals may participate in a sealed bid for items as permitted by law.

All proceeds from the disposition of equipment or supplies will be deposited in the general fund of the Board of Education.

The district has engaged in services with Gov.Deals a marketplace to sell obsolete and outdated supplies.

**Legal Reference N.J.S.A. 18A:18A-4S**

**Title**            **Inventory**

**Subtitle:**        **Equipment Identification and Accountability**

**Purpose:**         To maintain a fixed asset inventory as per GAAP, audit guidelines, and for insurance purposes.

**Procedure:**

### **NEWLY PURCHASED ITEMS**

1. When equipment items costing \$2,000.00 or more are received, each department must complete a **Fixed Asset Form**. All information can be obtained from the Receiving Slip and/or the Purchase Order. This function shall generally be performed by the district's technology department.
2. The form describes the item completely and inserts the serial number if applicable.
3. An Inventory of fixed assets will be maintained and updated on a regular basis. By practice, the inventory is evaluated and reported by a 3<sup>rd</sup> party vendor and reported to the Business office. Said report is reviewed by the auditor.

### **TRANSFERS AND DISPOSAL OF EQUIPMENT**

1. When equipment is moved on a permanent basis the building principal/designee of the location currently housing the item is responsible for advising the business office in writing of the transfer out. It is the responsibility of the principal/ designee of the building receiving the item to notify the business office of the location within his/her building that the item has been placed.
2. A completed description inclusive of serial number will be sent to the school business administrator in writing when requesting disposal of equipment.

3. The Business Office will use this copy as information/data and forward it to the asset tag company in order to update the inventory value, addition & deletion schedule.

**Title: Sales Tax Exemption Qualifications**

**Purpose:** To implement guidelines to assure that funds are expended appropriately and that no funds are paid for sales tax as the Board of Education is exempt.

Local school districts, as a political subdivision of the State of New Jersey, are exempt from the New Jersey Sales & Use Taxes, pursuant to Section 9(a) of the New Jersey Sales and Use Tax Act when purchasing items for their own (district) use such as desks, chairs, office equipment, etc. Also, as a tax-exempt organization, school districts are not required to collect sales tax on sales that are made through fund-raising events or activities which last for a relatively short time and are not held on a regular basis during the year, provided that the proceeds only benefit the school district. When purchasing items for use by the local school district, an exempt organization certificate or number is not required.

**Procedure:**

1. Only expenditures for items so permitted by statute, for instructional or non-instructional purposes from the approved school budget are eligible for sales tax exemption.
2. To obtain NJ sales tax exemption, the official letterhead of the school district signed by the proper school officer, that being the Business Administrator/Board Secretary, is sufficient proof to the vendor that the local school district is exempt from paying taxes. The district's purchase order, duly signed by the Business Administrator/Board Secretary, serves this purpose.
3. NJ State sales tax explanation letters are available through the Business Office and will be provided upon request. This letter is additionally available on the district's website. This letter may be used to accompany an approved purchase order for further clarification to a vendor.
4. State Law prohibits the payment of sales taxes for purchases or reimbursement. Sales tax will not be reimbursed for items purchased through petty cash.
5. ST forms will not be provided as they do not pertain to school districts.



**Legal Reference: Sales Tax Exemption Letter**  
***Form # - Sales Tax Exemption Letter***

**Title:** Financial & Bookkeeping Controls for Petty/Office Cash Funds

**Purpose:** To establish a uniform method of accounting and bookkeeping controls for the Petty/Office Cash Funds

**Reference:** N.J.A.C. 6:20-2.10 and N.J.S.A. 18A19.13

**Procedure:**

1. The Board of Education recognizes the convenience of a petty cash fund in the day to day operation of a school district, but the Board is also aware of the abuses that can result from the establishment of such funds unless there are proper controls.
2. The Board authorizes the establishment of the petty cash/office funds by policy.
3. The account will be under the management of the business administrator/assistant business administrator, principal or administrator of the school. The individual responsible for managing the account cannot be the authorized signor of the account. Petty cash funds are to be kept in a secure and locked location at all times.
4. In accordance with District policy, no single payment from petty cash will exceed \$50.00. The account manager shall insure that petty cash funds are spent only for stamps, delivery charges, and other necessary miscellaneous purchases, and reimbursement of minor expenses. It shall not be used to circumvent the purchasing process. The account manager will ensure that there is a sufficient balance in the appropriate account prior to petty cash funds beings used. Replenishment is done periodically to fund the account.
5. To request a petty cash reimbursement, the person shall complete the petty cash-check request reimbursement form, attach original receipts, with appropriate signatures and submit same to the district official responsible for the petty cash account. It will include the vendor, date, account number, description and amount.
6. When funds are to be replenished, the account manager will follow standard district procedures for the processing of purchase orders, including attaching to the PO all supporting receipts, invoices, or other documentation for the purchase. Upon final board approval and signature the petty cash check will be released in the name of the district official responsible for the petty cash fund.

7. All funds are to be closed out on June 30. To accomplish this, final reimbursement will be into the Business Office for payment at the final Board Meeting in June. This will allow for turning in the local amount of the authorized fund in cash to the School Business Administrator for deposit back into the General Account of the Board. All Board approved funds will be reestablished on July 1.

**Title:**           **Financial & Bookkeeping Controls for Petty Cash Drawer**

**Purpose:**        To establish a uniform method of accounting and bookkeeping controls  
                  for the Petty Cash Drawer

**Reference:**    N.J.A.C. 6:20-2.10 and N.J.S.A. 18A19.13

**Procedure:**   **Same as referenced by the controls for Petty Cash Funds**

1.       The Board of Education recognizes the convenience of a petty cash drawer in the day to day operation of a school district, but the Board is also aware of the abuses that can result from the establishment of such funds unless there are proper controls.
2.       The Board authorizes the establishment of the petty cash funds by policy.
3.       The account will be under the management of the business administrator and assistant business administrator. The petty cash drawer is to be kept in a secure and locked location at all times; safe deposit vault.
4.       In accordance with district practice, no single payment from petty cash drawer will exceed **\$50.00**. The account manager shall insure that petty cash drawer monies are spent only for stamps, delivery charges, office supplies, miscellaneous purchases, and reimbursement of minor expenses. The account manager will ensure that there is a sufficient balance in the appropriate account prior to petty cash drawer monies being used.
5.       To request a petty cash reimbursement, the person shall complete the petty cash reimbursement form, attach original receipts and submit same to the district official responsible for the petty cash account. Minimally, it will include the vendor, date, account number, description, amount and to whom the reimbursement is to be made.
6.       When funds are to be replenished, the account manager will follow standard district procedures for the processing of purchase orders in the district's accounting software system. All supporting documentation and petty cash drawer request forms will be submitted to the Board Office at this time.
7.       All funds are to be closed out on or before June 30. To accomplish this, the remaining balance at the end of the year will be delivered to the Business Office for deposit into the district's General Fund.

**Title:**           **Financial & Bookkeeping Controls for the Athletic Fund**

**Purpose:**        To establish the financial controls for the administration of the inter-scholastic athletic program to insure the program is operated fairly and efficiently, and the Board is fully informed of its status.

**Reference:**    **N.J.S.A.** 18A:19-14, N.J.A.C. 6:29-6.4, and 18A:23-2

**Procedures:**

1.    The Board of Education recognizes the convenience of an athletic fund account in the operation of the school district’s interscholastic athletic program, but is also aware of the abuses that can result from the establishment of such funds unless there are proper controls.
  
2.    The Board Authorizes the establishment of the following petty cash funds at these locations in the following amounts:

Memorial School	\$200
Midland School	\$200
Parkway School	\$200
Ridge Ranch School	\$200
Stony Lane School	\$200
East Brook Middle School	\$700
West Brook Middle School	\$700
Paramus High School	\$1,200
High School Theatrical Productions	\$1,000
Central Office	\$750
Superintendent’s Office	\$200
Paramus Community School	\$100

3.    The fund will be under the management of the Athletic Director or principal of the high school. The individual responsible for managing the account cannot be the authorized signor of the account or the account requires two authorized signatures on each check issued. The Athletic Fund checkbook is to be kept in secure and locked location at all times.
  
4.    The account manager shall ensure that the Athletic Fund is used only for payment to referees, and event staff (i.e. timekeepers, ticket takers) . The entry fees are processed through CSI system. The account manager will ensure that there is a sufficient balance in

the account prior to checks being issued.

5. To request payment to a referee from the Athletic Fund, the referee must complete the athletic official request for payment form, sign the Vendor's declaration portion, provide description of services rendered, rate to be paid, date of services rendered, address and social security number. After this has been provided and event has occurred, a check will be provided to the referee. Form 1099-MISC will be issued according to IRS procedures.
6. When funds are to be replenished, the account manager will follow standard district procedures for the processing of purchase orders in fund accounting software system. All supporting documentation will be submitted to board office at this time.
7. All funds are to be closed out on or before June 30. To accomplish this, final reimbursement will be into the Business Office for payment at the final Board Meeting in June. This will allow for turning in the local amount of the Athletic Fund in cash to the School Business Administrator for deposit back into the General Account of the Board. All Board approved funds will be re-established on July 1.

**Title: Financial & Bookkeeping Controls for Student Activity Funds**

**Purpose of Establishing Policy**

To establish financial controls for the administration of various student activities operated for the benefit of the students, managed by the budget secretary of each school with the Board indirectly responsible.

1. The general organization of the fund to include student government, student clubs, student publications, school classes and class trips
2. The board authorizes the maintenance of student activity funds to be located at and known as the Memorial, Midland, Parkway, Ridge Ranch, Stony Lane, East Brook, West Brook and High School Student Activity Account.
3. All funds must be self-sustaining, the responsibility of a designated person and administered by the Business Administrator
4. Interest earned on student activity funds is not part of the district's reported interest on investments and is not transferred to district-wide accounts.
5. All monies raised for deposit and use from these accounts are to be for purposes determined prior to the fund raising.

**Procedure:**

1. Receipt of Funds
  - A. All funds will be collected at the individual locations and forwarded to the business office secretary/office assistant designated as the person responsible for maintaining the district-wide student activity account. All receipts are prepared on a ***pre-numbered receipt form*** with appropriate description of the deposit. These funds will be deposited within 48hours into the established bank account.
  - B. Funds waiting to be deposited should be kept in a secure and locked location at all times.
  - C. All funds should be of an exchange nature and large balances should not be permitted to accumulate. Money should not be raised unless there is a definite purpose for doing so.
  - D. All deposited funds will be recorded in a computer-based accounting application (Quicken Accounting software) and will include the date of receipt, source of receipt, amount of receipt and the total amount of the

deposit and will be maintained by the business office secretary/office assistant designated as the person responsible for maintaining the district-wide student activity account.

- E. A ledger book shall be maintained by each respective school and be used as verification as necessary. When at all possible, checks shall be the preferred source of revenue. Generally, only point-of-sale items are acceptable for cash transactions. As such, while cash is an acceptable form of receipt of funds, however is discouraged due to the lack of an audit paper trail and the risk of theft. However, a cash receipt must be created with a copy being provided to both the purchaser and submitted with the deposit. These are to be signed off by the person receiving the cash.
  - F. Monies collected during a fundraising event where cash is the primary form of receipt (i.e. point-of-sale items such as bake sale, car wash, etc.) should be accompanied by a detailed summary of the deposit. The use of roll tickets is recommended where applicable at these events.
2. Disbursement of Funds
- A. These funds are designed for various student group activities intended to benefit the students. It cannot be used to supplement goods or services that are provided by the school's budget.
  - B. All funds will be disbursed from the established checking account on the authority of the Building Principal. All disbursements must be supported by a receipt, claim, company invoice or other adequate supporting documentation and will be attached to a pre-numbered check request or voucher.
  - C. All checks written will be recorded in a computer-based accounting application (i.e. Quicken) and will include the date of check, payee, amount of check and activity or class to which it is to be charged.
  - D. Checks will require two of the following signatures: that of the Assistant Business Administrator, Business Administrator and/or the School Principal.
  - E. Each month a bank reconciliation must be prepared and this balance is balanced with the individual activity or class balance by the School Budget Secretary.
  - F. On a quarterly basis each school will be provided with a detailed copy of their student activity report. The principal and/or school secretary will use the report as a check and balance and compare it to their records and determine if there are any discrepancies.

On a yearly basis, all financial information shall be submitted to the Board Office for inspection by the Business Administrator and reviewed by the District's Auditor. Materials include, but are



not limited to, monthly bank statements and reconciliations, checkbook and check stubs, check register and receipt register, duplicate receipt book, and all pre-numbered check requests or vouchers issued for the previous year with adequate supporting documentation.

**Title:**                   **Pay Procedures**

**Reference:**    **6A:23A-5.7**

**Procedures:**

**1. Regular Pay:**

- A. Employees will be paid in accordance with the negotiated agreements thereof, generally on the 15th and the 30th of each month as per contract, and in accordance with the payroll schedule established annually by the Board of Education. When a pay date falls on a holiday, school break or weekend, payroll is provided to the employees on the day most proximate and prior to the 15<sup>th</sup> or 30<sup>th</sup>. 10-month employees shall receive their final pay for the year on the last day of school, as stipulated in contract or negotiated agreement.
- B. Ten-month employees will receive equal payments that total their contract salary, from September to June inclusive.
- C. Twelve-month employees will receive their contract salary, in 24 equal payments, from July thru June inclusive.
- D. Each Payroll Statements are uploaded and posted to each Employee Web Portal.
- E. Pursuant to the requirement of A-5, employees will be required to provide to the Business office or designated administrator and or designated staff as permitted by law, picture identification and sign for release of his or her check or direct deposit voucher at least every three years. This procedure is usually performed the end of January, along with the distribution of W-2's and other pertinent tax documents.
- F. Picture identification shall be in the form of a valid drivers' license, official passport or other picture identification issued by a state, county or other local government agency.
- G. Where no appropriate identification can be produced, the School Business Administrator shall withhold paychecks or stop direct deposits until such time that the payee/district employee can produce appropriate identification or until an investigation and corrective action is concluded.

- H. Upon completion of the payroll check distribution verification procedures, the Superintendent shall submit a certification of compliance, to the Executive County Superintendent.
- I. The Board of Education encourages its employees to have their paychecks directly deposited into their bank accounts. Payroll checks may be split between accounts if desired. Direct deposit continues from year to year unless an employee terminates employment or submits written notification of their desire to cancel their direct deposit. The district reserves the right to provide employee's last paycheck of the school year NOT as a direct deposit but instead, provide a physical check which may be withheld if obligations have not been met by employee before school year ends.
- J. It is the employee's responsibility to notify the payroll department when a bank account designated for direct deposit is closed or is planned to be closed. The payroll department needs at least fifteen days to effectuate the change. Without proper notice, the payroll check will be rejected by the bank. Funds will not be able to be replaced until the "bounced check" is returned to the district. This process can take up to two weeks and will delay the employee's receipt of their payroll check.

**2. Payment by Payroll Voucher (includes hourly employees, substitutes, and overtime):**

- A. Payroll vouchers are collected and processed monthly. A payroll schedule is established yearly stipulating the deadline dates for vouchers. Completed vouchers must be received in accordance with the approved payroll schedule. Any vouchers not completed in full will be returned to the employee for correction and payment will be delayed.
- B. Any hours added to the work schedule must be approved by the Board of Education prior to the commencement for the additional work time.
- C. All overtime must be pre-approved by the supervisor.
- D. All vouchers must be signed by the employee and the school principal and/or the individual who has authorized the extra hours. Additional hours and pay require prior board approval.

**3. 403(b) Salary Reduction Plan**

In order to take advantage of the 403(b) Salary Reduction Plan, an employee must agree not

to contribute, more than the Maximum Exclusion Allowance (*MEA*), the total amount of contribution to the plan allowed by Internal Revenue Service code each year. The payroll administrator for the district or the 403(b) representatives will do the MEA calculation for each employee. In order to make changes the employee must fill out 403(b) Change Form or submit a salary reduction agreement from the provider. (Reference 403(b) plan document). The district has employed a third party administrator (Plan Connect) to manage and oversee tax shelters.

#### **4. Changes to Payroll**

All other changes to be made for tax or voluntary deductions must be forwarded to the Payroll Department *in writing* minimally two weeks prior to the pay period that these changes are to take effect.

**Title: Budget Account Number Coding**

**Procedure:** When completing purchase orders for materials, supplies, equipment and /or services, it is important to use the correct budget account number as outlined by the New Jersey Chart of Accounts. To assist administrators, supervisors and staff members who complete purchase orders an example of how accounts are displayed has been developed. The GAAP accounts are broken down into 13 digits as follows:

**11 190 100 610 10 10 200**

**11 – Fund**

**190 - Program and Project/Reporting**

**100 - Function**

**610 - Object**

**10 – Location**

**10 - Administrator**

**200 – Sub-object Code**

**Fund**-an accounting entity with a self-balancing set of accounts.

Funds utilized by the Paramus Board of Education include the following:

**11 General Fund**

**12 Capital Outlay Fund (assets over \$2,000)/acquiring fixed assets/Construction  
Project services**

**20 Special Revenue**

**30 Capital Projects**

**40 Debt Service**

**60 Food Service**

**Program and Project/Reporting** - activities and procedures designed to accomplish an objective or set of objectives (Subsets of these Programs are utilized by the Paramus Board of Education in accordance with the Chart of Accounts for New Jersey Public Schools)

**100 – Regular Programs – Elementary / Secondary**

**200 – Special Programs**

**300 – Vocational Programs**

**400 – Other Instructional Programs – Elementary /Secondary**

- 500 – Nonpublic School Program
- 600 – Adult/Continuing Education Programs
- 700 – Debt Service
- 800 – Community Services Program
- 900 – Enterprise Programs
- 000 – Undistributed Expenditures

**Function** - describes the activity for which a service or material object is acquired (Subsets of these Functions are utilized by the Paramus Board of Education in accordance with the Chart of Accounts for New Jersey Public Schools)

- 100 – Instruction
- 200 – Support Services
- 300 – Operation of Non-Instructional Services
- 400 – Facilities Acquisition and Construction Services
- 500 – Other Uses

**Object** -used to describe the service or commodity obtained as the result of a specific expenditure (Subsets of these Objects are utilized by the Paramus Board of Education in accordance with the Chart of Accounts for New Jersey Public Schools)

- 100 – Personnel Services – Salaries
- 200 – Personnel Services – Employee Benefits
- 300 – Purchased Professional & Technical Services
- 400 – Purchased Property Services
- 500 – Other Purchased Services
- 600 – Supplies & Materials
- 700 – Property
- 800 – Other Objects
- 900 – Other Uses

**Location** - School Buildings/ Departments

Locations utilized by the Paramus Board of Education include the following which are subject to change as determined by the Business Administrator and Assistant Business Administrator:

- 00 - Central office
- 00 - Superintendent
- 01 - Memorial

- 02 - Midland
- 03 - Parkway
- 04 - Ridge Ranch
- 05 - Stony Lane
- 06 - East Brook
- 07 - West Brook
- 08 - High School

Administrator Codes:

- 12 - Assistant Superintendent
- 13 - Business Administrator
- 14 - Special Services
- 15 - MIS
- 16 - B&G Operations
- 17 - Transportation
- 18 - Food Service
- 20 - Supervisor of Elementary Ed.
- 21 - Supervisor of Secondary Ed.
- 22 - Professional Development
- 23 - Athletic Director
- 29 - Guidance
- 30 - English Language Arts
- 31 - Reading
- 32 - Mathematics
- 33 - Science
- 34 - Social Studies
- 35 - World Language
- 36 - Physical Education
- 40 - Visual & Performing Arts
- 41 - Art
- 42 - Music
- 44 - Band
- 61 - Adult School
- 70 - ESSA Grant Manager

**Title: Claim Processing-Federal Program****Procedure:**

Once the application has received final NJDOE approval, the district goes into EWEG and request reimbursement for funds already expended or anticipated to be expended through the end of the current month:

1. Go to the GMS Access Select screen and on the line for the approved current year application, click the blue box labeled Payments. The Payment Summary screen will open. Click View Reimbursement Requests/Expenditure Reports.

2. Select a title from the drop-down box at the upper left.

3. Click Create New Request.

4. Select a function code, and then enter a brief explanation and an amount.

To add lines for additional function codes, click Create Additional Entries. Include only one line for each function code.

5. Enter the End Period Expense date. Reimbursement may be requested for expenditures previously incurred or anticipated through the last day of the month in which the request is being submitted.

6. Confirm that the CCR/SAM expiration date is in the future. If it is not, go to LEA Central Contacts on the Menu page and update it.

7. Click the Save Page button. Then click the Submit button. Districts may submit one reimbursement request per title per month. Payments are processed once a month. Generally, reimbursement requests submitted by the 15th of the month will be processed at the end of the month and the district will receive payment at the beginning of the following month.

In order to ensure that the requirement is met, the district analyzes the cash flow on a monthly basis and determines that the reimbursement requests for federal grant awards i.e. (ESSA, IDEA, etc.) are submitted in a timely manner for the actual amount of incurred expenditures.

A monthly reconciliation per program/title is performed on the actual expended per ledger vs. the amount requested application to determine any discrepancies.



**Title:                    Budget Development Process**

**Procedure:**

Annually develop a site-based managed school budget. School Budgets are the responsibility of the Building Principal. It is also the responsibility of the Principal to justify proposed expenditures in each of the line item accounts. Building Principals track their school accounts during the year making the necessary transfers needed to ensure no accounts are over-expended. If during the budget development process it is determined at the district level that there is a need to reduce the school budgets, the Building Principal will be notified of the amount and is responsible for re-submitting the changes to the revised school budget. Below is a sample breakdown of the budget process, which is subject to modification annually.

1<sup>st</sup> Week of October - Budget materials to be given to Building Principals, Athletic Director, Director of Special Services, Technology Director and Director of Buildings and Grounds. Compiled budget materials due in Business Office on or before the Thanksgiving break.

Mid-October - Educational Data Cooperative Bidding information should be available by this time. Budget managers receive this information when it becomes available to the business office. Assistant Superintendent /Business Administrator will attend meetings, as needed, to discuss budget issues and procedures.

Mid-November - Superintendent and Assistant Superintendent/Business Administrator to have first Budget Meeting with Finance Committee of Board of Education. (Review format for budget process and goals.)

December - Superintendent and Assistant Superintendent/Business Administrator review budgets and meet with Principals, etc as necessary.

Mid/late December-January - Superintendent and Assistant Superintendent/Business Administrator meeting with Finance Committee. (revenue review)

February - Superintendent, Assistant Superintendent/Business Administrator, and Finance Committee meetings as necessary. (Review budget manager budgets/expense side)

Early March - Governor’s Budget Address: State aid figures released. Superintendent, Assistant Superintendent/Business Administrator, and Finance Committee meetings to review impact of state aid on budget process; contingent upon New Jersey Department of Education releasing State Aid budget figures.

Early March - Budget due to County Office for approval

Mid-late March- Public hearing & adoption of final Budget

3<sup>rd</sup> Tuesday in April - Budget Election





**Title: Grant Application Procedure**

**Procedure:**

1. All grant applications must be submitted for approval prior to submission to the Granting Authority. The Assistant Superintendent prepares and submits the ESEA grant application, with assistance from the Assistant Business Administrator.
2. Supervisor of Special Services handle the preparation of IDEA, with assistance from the Assistant Business Administrator.
3. Prior to the submission of the grant, a mandatory consultation meeting is scheduled with the non-public schools in order to ensure that equitable services are provided. The grants are presented for action from the Board of Education.
4. All other procedures as described in this handbook will apply to transactions involving grant funds.

**Title:**           **Position Control**

**Purpose:**        Accurate and timely recording and reconciliation of budgeted positions to actual contracted employees and payroll.

**Reference:**    **6A:23A-6.8**

**Staff Assigned:**    Business Administrator, Assistant Business Administrator, Bookkeeper and/or Payroll Clerk(s), Human Resources Director/Personnel.

**Procedures:**

Position control is a process to measure the current status of positions for personal services within the district in order to analyze their fiscal impact on the whole budget year. The impact of a position is determined by actual expenditures from the beginning of a fiscal year plus amounts set aside to cover appointments to the position for the remainder of the fiscal year.

The concept of position control implies that each position must be defined in specific terms and that the hiring procedure may not be completed until a specifically defined position exists for the applicant. Budget Status is determined by combining elements from the Position File, the Payroll Distribution File, and the Employee Data Base.

The base line year to use for position control is the snapshot date of February 1 of the pre-budget year. Grouping should be established by budgetary function and object at a minimum.

The procedures as outlined in NJAC 6A:23-6.8 will be undertaken under the supervision of the School Business Administrator to develop a position control roster and maintain it in an accurate, complete and up-to-date fashion.

The School Business Administrator/Human Resources/Payroll will routinely review reports to verify the accuracy of the documents and file for audit review.

The position control roster shall:

1. Share a common database and be integrated with the district’s payroll system;
2. Agree to the account codes in the budget software.
3. Ensure that the data within the position control roster system includes:
  - The employee name
  - The date of hire

SECTION V – POSITION CONTROL

- A permanent position tracking number for each employee including:
- An accurate expenditure account code(s)
- The building the position is assigned
- The certification title and endorsement held, as applicable

The assignment position title as follows:

- (A) Superintendent or Chief School Administrator
- (B) Assistant Superintendent
- (C) School Business Administrator
- (D) Board Secretary
- (E) Principal
- (F) Vice Principal
- (G) Director
- (H) Supervisor
- (I) Facilitator
- (J) Instructional Coach by Subject Area
- (K) Department Chairperson by Subject Area
- (L) Certificated Administrator – Other
- (M) Guidance
- (N) Media Specialist/Librarian
- (O) School Nurse
- (P) Social Worker
- (Q) Psychologist
- (R) Therapist – OT
- (S) Therapist – PT
- (T) Therapist - Speech
- (U) Certificated Support Staff – Other
- (V) Teacher by Subject Area
- (W) Instructional Assistants
- (X) Certificated Instructional-Other
- (Y) Aides supported by IEP
- (Z) Other Aides
- (AA) Maintenance Worker
- (BB) Custodian
- (CC) Bus Driver
- (DD) Vehicle Mechanic (
- EE) Food Service
- (FF) Other Non-certificated

A budgetary control number for substitute teachers

A budgetary control number for overtime

A budgetary control number for extra pay

The status of the position (filled, vacant, abolished, etc.)

An indication, when available, of whether the employee is retiring in the budget year or not being renewed including associated costs such as contractual buyouts, severance pay, paid vacation or sick days, etc.; ix.

Each of the following:

1. Base salary
2. Step
3. Longevity
4. Guide
5. Stipends by type
6. Overtime
7. Other extra compensation

The benefits paid by the district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; The position's full-time equivalent value by location; The date the position was filled; The date the position was originally created by the board. If the date the position was originally created is not available, this item shall represent the date the person currently filling that position was approved by the board.

The assignment of PCN's should be initiated by the Human Resources in conjunction with the Business Administrator/Business Office and should maintain a list available to the Superintendent's Office when hiring or transferring employees for the district. The PCN number is referenced in the resolution approved by the Board of Education.

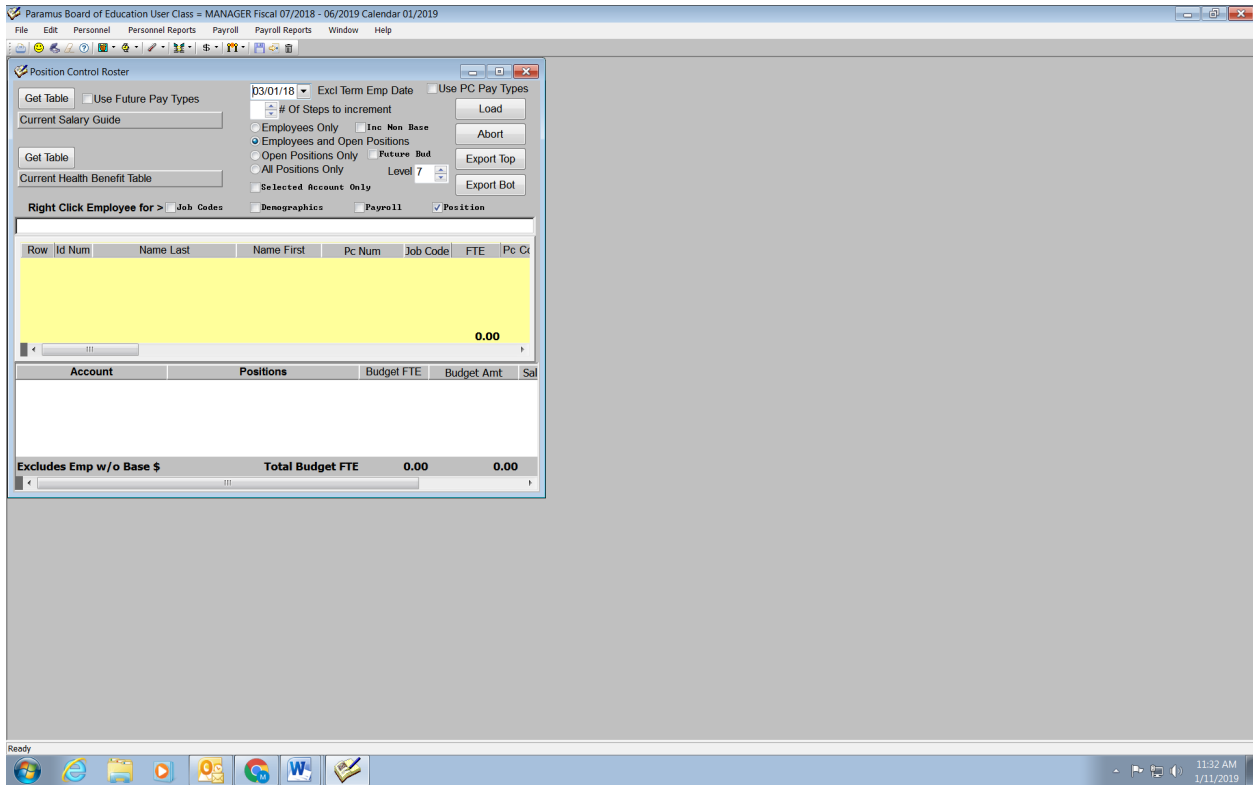
A position is a set of duties and responsibilities specified in a specific job description assigned to be performed by an employee of the district. A position may be full-time, part-time, stipend, permanent/non-permanent, seasonal (summer school, after school, athletics, etc...) and either filled or vacant. A permanent position does not exist until it has been authorized and established by the Board of Education, Human Resource and the Office of Business Administration

Position Control data is maintained in the Human Resources Department. Routinely, this report is reviewed by Human Resources and Business Office to indicate at a minimum the individuals PCN and linked budgetary account charged. It is routinely monitored and verified monthly to the personnel packets that are board approved. There is always a cross check to ensure the positions are accounted for and accurately reported.



**Reports Utilized by district:**

- Report of Position by School/Cat/Dept.
- Position Control Roster
- Employee Budget Listing
- Position Control-Health Benefits Report



SECTION V – POSITION CONTROL

Paramus Board of Education User Class = MANAGER Fiscal 07/2018 - 06/2019 Calendar 01/2019

Report of Position by School/Cat/Dept

Report of Position by School/Cat/Dept Paramus Board of Education Page 1 of 29

Ending date 3/8/2018 01/11/2019 11:40

Position	Cal Prd	Employee
<b>01 Memorial</b>	<b>65 Positions in School</b>	<b>3 Open</b>
<b>02 Principal</b>	<b>1 Positions in Categor</b>	<b>0 Open</b>
<b>01 Administrator</b>	<b>1 Positions in Department</b>	<b>0 Open</b>
02-01-01/amp	0231A ELEMENTARY SCHOOL PRINCIP	01 09/01/2009 1488 OBOYLE, LAVERNE
<b>05 Teacher</b>	<b>30 Positions in Categor</b>	<b>1 Open</b>
<b>03 Elementary Teacher 1-5</b>	<b>17 Positions in Department</b>	<b>1 Open</b>
05-01-03/bvn	1001G Kindergarten-Grade 8 Teacher	02 BT 09/01/2014 1072 BLA, CAROL
05-01-03/anv	1001G KINDERGARTEN-GRADE 8 TEA	02 BT 09/01/2016 ##### (Open Position)
05-01-03/anh	1001G KINDERGARTEN-GRADE 8 TEA	02 BT 09/01/1980 1059 BOISTS, REGINA
05-01-03/anm	1001G KINDERGARTEN-GRADE 8 TEA	02 BT 03/31/2017 1203 COMPAIN FISHMAN, ALEXIS
05-01-03/ang	1001G KINDERGARTEN-GRADE 8 TEA	02 BT 09/01/2017 4580 FITZGERALD, CAROLINE
05-01-03/ans	1001G KINDERGARTEN-GRADE 8 TEA	02 BT 03/23/2017 1416 MANDARA, JOY
05-01-03/and	1001G KINDERGARTEN-GRADE 8 TEA	02 BT 04/10/2000 1463 MOORE, AGNES
05-01-03/ank	1001G KINDERGARTEN-GRADE 8 TEA	02 BT 09/01/2012 1466 MORAN, KATLIN
05-01-03/ani	1001G KINDERGARTEN-GRADE 8 TEA	02 BT 09/01/2001 1279 MOZINGO, ELLEN
05-01-03/amp	1001G KINDERGARTEN-GRADE 8 TEA	02 BT 09/01/2002 1504 OLIFF, DOREEN
05-01-03/agt	1001G KINDERGARTEN-GRADE 8 TEA	02 BT 09/01/2017 3930 OTTINA, JENNA
05-01-03/anj	1001G KINDERGARTEN-GRADE 8 TEA	02 BT 09/01/2016 3869 POLSTER, KELSEY
05-01-03/anq	1001G KINDERGARTEN-GRADE 8 TEA	02 BT 09/01/2016 4365 SCHLOSSBERG, ELIZABETH
05-01-03/anp	1001G KINDERGARTEN-GRADE 8 TEA	02 BT 12/06/2017 4633 SCHMICA, EMILY
05-01-03/anu	1004G Elementary School Teacher-K-5	02 BT 09/01/2017 4440 MALELLARI, VINCENZA
05-01-03/ccr	2400G Supplemental Instr	02 BT 08/23/2016 1526 PERAZZO, MARYALICE
05-01-03/bje	3105G School Librarian	02 BT 09/01/2008 1134 CRESTE, MARIE
<b>04 Teacher of Handicapped</b>	<b>2 Positions in Department</b>	<b>0 Open</b>
05-01-04/aru	1001G KINDERGARTEN-GRADE 8 TEA	02 BT 09/01/2012 2361 BAKER, MARY ELLEN
05-01-04/arl	1003G KINDERGARTEN	02 BT 10/22/2013 1421 MARINO, DEBRA
<b>10 Teacher of the Handicapped</b>	<b>3 Positions in Department</b>	<b>0 Open</b>
05-01-10/ape	1001S KINDERGARTEN-GRADE 8 TEA	02 BT 09/01/2000 1503 OHR, BHARTI
05-01-10/arf	2401S SUPPLEMENTAL INSTR LIC/CON	02 BT 09/01/1964 1595 RUSSELL, CAROL
05-01-10/boc	2406S RESOURCE PROGRAM P ULL-O	02 BT 10/09/2017 4913 SAWHNEY, JASLEEN
<b>11 Teacher of Art</b>	<b>1 Positions in Department</b>	<b>0 Open</b>
05-01-11/ape	1200G ART	02 BT 09/01/1992 1467 MORAN, LISA
<b>15 Teacher of ESL</b>	<b>1 Positions in Department</b>	<b>0 Open</b>
05-01-15/ane	1001G KINDERGARTEN-GRADE 8 TEA	02 BT 09/01/1997 1045 BENNETT, MONA
<b>20 Teacher of Music</b>	<b>1 Positions in Department</b>	<b>0 Open</b>
05-01-20/any	2100G MUSIC - COMPREHENSIVE	02 BT 09/01/2006 1273 HART, KRISTINE
<b>21 Teacher of Physical Education</b>	<b>1 Positions in Department</b>	<b>0 Open</b>
05-01-21/are	1630G PHYSICAL EDUCATION	02 BT 09/01/2003 1365 KUKLA, MICHAEL
<b>28 Teacher of World Language - Spar</b>	<b>1 Positions in Department</b>	<b>0 Open</b>
05-01-28/cej	1550G Spanish	02 BT 09/01/2017 4880 KLAUSNER, JENNIFER
<b>31 Reading Specialist</b>	<b>1 Positions in Department</b>	<b>0 Open</b>
05-01-31/anz	1001G KINDERGARTEN-GRADE 8 TEA	02 BT 09/01/2004 1336 RAUFMANN, MARIAN
<b>39 SP</b>	<b>1 Positions in Department</b>	<b>0 Open</b>
05-01-39/anb	3120G SPEECH CORRECTION/ SPEECH	02 BT 09/01/2012 1645 SWISHER, KRISTEN
<b>55 School Nurse</b>	<b>1 Positions in Department</b>	<b>0 Open</b>

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Employee Budget Listing

Employee Budget Listing Paramus Board of Education Budget Starting 07/01/2019 Page 1 of 74

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Steps advanced by 1 Includes PosCtl Projected Amounts \*\*\*

ID#	Dep	Estimate = *	Title	Track / Step	FTE	Budget	Difference		
<b>Fund 11 GENERAL CURRENT EXPENSE</b>					<b>Fund Total &gt;</b>	<b>47,375,437.86</b>	<b>742.258</b>	<b>5,786,800.00</b>	<b>(41,608,837.86)</b>
<b>11-000-211-100-10-10-000 SALARY-ATTENDANCE</b>					<b>Act Total &gt;</b>	<b>49,959.84</b>	<b>0.800</b>	<b>0.00</b>	<b>(49,959.84)</b>
1637	SG	STANSLAVI, MARY	02,449.92 SECRETARY	08 Paramus High School Sec Cat 4	09.8	\$49,959.84	0.800	16-06-47ave	1.00 9500
				0. Add Amt					
<b>11-000-213-100-10-10-000 SALARY-HEALTH</b>					<b>Act Total &gt;</b>	<b>775,210.00</b>	<b>11.411</b>	<b>0.00</b>	<b>(775,210.00)</b>
1013	SG	ALVAREZ, CARMEN	80,300.00 SCHOOL NURSE	02 Midland BA-30	17.2	\$80,300.00	1.000	05-02-55ave	1.00 31140
				0. Add Amt					
1067	SG	BROEK, LINDA	106,720.00 SCHOOL NURSE	04 Ridge Ranch MA	22.0	\$105,750.00	0.991	05-04-55ave	1.00 31140
				0. Add Amt					
1108	SG	CERTOSIMO, MARYANNE	91,450.00 SCHOOL NURSE	01 Memorial BA-15	21.0	\$91,400.00	1.000	05-01-55/anv	1.00 31140
				0. Add Amt					
1209	SG	FOX, NANCY	87,800.00 SCHOOL NURSE	07 West Brook MA-45	16.8	\$87,800.00	1.000	05-07-55/ah	1.00 31140
				0. Add Amt					
4748	REG	JEON, SEONG	34,110.00 REGISTERED NURSE	06 East Brook	100%	\$34,110.00	0.719	25-06-6A/bvn	0.71 91510
				0. Add Amt					
1330	SG	KADER, GINA	85,700.00 SCHOOL NURSE	05 Stony Lane MA	18.0	\$85,700.00	1.000	05-05-55/asy	1.00 31140
				0. Add Amt					
4978	REG	LANCALOTTO, LISA	34,110.00 REGISTERED NURSE	07 West Brook	100%	\$34,110.00	0.719	09-07-44/baa	0.71 91510
				0. Add Amt					
1401	SG	LOTTERMANN, LISA	82,100.00 SCHOOL NURSE	05 Paramus High School BA	19.0	\$82,100.00	1.000	05-05-55/eam	1.00 31140
				0. Add Amt					
3773	REG	MEESE, MICHAEL	7,500.00 SCHOOL PHYSICIAN	10 Central Office	100%	\$7,500.00	0.000	26-10-56/bgm	1.00 9000
				0. Add Amt					
1515	SG	MILGIBERT, ELAINE	72,800.00 SCHOOL NURSE	03 Periwary MA	14.2	\$72,800.00	1.000	05-03-55/ast	1.00 31140
				0. Add Amt					
5985	SG	RENA, MANUELA	53,800.00 SCHOOL NURSE	06 East Brook BA	03.0	\$53,800.00	1.000	05-06-55/ah	1.00 31140
				0. Add Amt					
4702	REG	SAMUEL, MINI	40,040.00 REGISTERED NURSE	05 Paramus High School Off Guide	100%	\$40,040.00	1.000	09-09-44/btd	1.00 91510
				0. Add Amt					

SECTION V – POSITION CONTROL

Paramus Board of Education User Class = MANAGER Fiscal 07/2018 - 06/2019 Calendar 01/2019

File Edit Personnel Personnel Reports Payroll Payroll Reports Window Help

Benefits Report

Print 1 Preview Setup Cancel Restart Export

Benefits Report Paramus Board of Education Page 26 of 99  
01/11/19

Current Health Benefit Table Benefit Cost Base Salary

Employee	Benefit Cost	Base Salary
1418 DREHER, KRISTI	\$3,489.51	\$63,100
4 Family	\$3,489.51	
&HDD Dental	\$162.00	
&HVS Vision	\$22.12	
1175 DUFFY, MARY	\$1,202.02	\$56,900
3 Single	\$1,202.02	
&H10 NJ Direct 10	\$965.77	
&HX1 RX Program #201	\$189.96	
&HDD Dental	\$46.29	
1380 DUGAN, REBECCA	\$3,489.51	\$55,500
4 Family	\$3,489.51	
&H18 Aetna Freedom 10	\$2,762.10	
&HX1 RX Program #201	\$543.29	
&HDD Dental	\$162.00	
&HVS Vision	\$22.12	
4537 DUNCAN, WILLIE	\$819.10	\$47,230
2 Single	\$819.10	
&H65 Aetna HMO 2035	\$661.30	
&HX7 RX Program #207	\$157.80	
1178 DZIOB, SUSAN	\$3,408.57	\$94,750
2 Married	\$103.18	
&HDD Dental	\$90.25	
&HVS Vision	\$12.93	
2 Family	\$3,305.39	
&H18 Aetna Freedom 10	\$2,762.10	
&HX1 RX Program #201	\$543.29	

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01/11/19 12:28  
Difference  
on Control / Job Code  
D (41,808,837.86)  
D (49,959.84)  
lawe 1.00 9300  
D (775,210.00)  
laog 1.00 31140  
lag 1.00 31140  
lanw 1.00 31140  
lajk 1.00 31140  
lawn 0.71 91510  
lasy 1.00 31140  
lbaa 0.71 91510  
lben 1.00 31140  
lbgm 1.00 9000  
last 1.00 31140  
lall 1.00 31140  
lbd1 1.00 91510

Ready

12:28 PM  
1/11/2019

**Title:** Authority to Purchase, Bidding and Quotations

**Purpose:** To establish procedures for procurement of services and goods in accordance with federal, state, and local policy.

New Jersey State Statute 18A:18A-2(b) - The Purchasing Agent/School Business Administrator is the only individual in the school district with the authority to make purchases for the Board of Education.

**REFERENCE:**

1. *Bidding requirements N.J.S.A. 18A:18A 3 and 4, quotation requirements N.J.S.A. 18A:18A-37.*
2. *Board of Education Policy*
3. *Other federal, state law and code*
4. *NJSAC SOA Fiscal Management Item#10*
5. *Local finances Notices-NJ Division of local government Services*
6. *District General Purchasing Manual <http://www.paramus.k12.nj.us>*

**Authorized Purchases**

All requests for the purchase of goods and /or services must be made through an approved purchase order signed by the School Business Administrator. No goods or materials may be ordered or work/service be authorized to begin by any individual in the school district other than the School Business Administrator.

**Unauthorized Purchase/Confirming Orders**

Any Board of Education employee who orders and/or receives any materials, supplies or services without going through the approved purchase order process has made an unauthorized purchase that may be subject to disciplinary action. Confirming, telephone or verbal orders are prohibited. In accordance with New Jersey law, Paramus does not accept confirming, telephone or verbal orders. All orders must be made via a typed purchase order duly signed by the Business Administrator. Without a fully executed purchase order, payment by the district cannot be assured nor can the return of the goods be guaranteed. For further purchasing procedures/process please visit **General Purchasing Manual on district website: <http://www.paramus.k12.nj.us>**

**Purchasing Limits:**

1. **QUOTATIONS:** By statute, two quotes are required for or any aggregate purchase which exceeds 15% of the bid limit. The quotation limit (threshold) is now \$6,600. This means that any specific item or group of items of a similar nature purchased by the school

district, totaling more than \$6,600 and less than \$44,000 for the entire year, must be competitively quoted or advertised for bid at the discretion of the Purchasing Agent.

2. **BIDDING PROCESS:** When a single item or service of a group of like items are at or exceed the bid limit as defined by the State, a formal bid process through the Business Office is required. Building Principals or Program Supervisors are responsible for providing the Business Office with detailed specifications and a list of vendors (if requested) for each item or service being bid. After award of the bid by the Board of Education, the Business Administrator will notify the appropriate party of the award and the person requesting will submit a purchase order.
3. **STATE CONTRACTS/ COOPERATIVE PURCHASING -** Purchases may be made using State, Inter-state, County, and/or Regional Contracts under the regulations and conditions of the bid. The Paramus Board of Education may contract with Educational Data Services, or other cooperative purchasing agencies to purchase supply, custodial, athletic, supplies etc.
4. **OTHER ITEMS:** The purchase of any single item or service not falling into one of the above categories must be processed on a purchase order which will be approved by the School Business Administrator prior to the purchase. Confirming, telephone or verbal orders are prohibited and shall not be considered valid. All orders must be made via a typed purchase order duly signed by the Business Administrator/Board Secretary. This means there will be no purchase orders authorized by a telephone by any staff member.
5. **EMERGENCY CONTRACTS:** These contracts are strictly regulated by N.J.A.S. 18A:18A-7. A situation must exist affecting the health or safety of the occupants of school property that requires the immediate delivery of articles or the performance of a service to alleviate the emergency. See Purchasing Manual.
6. **Preview of Materials:** All staff members must receive permission from their Principal and/or Supervisor prior to previewing materials. A purchase order must be prepared and processed for any item to be previewed prior to receiving the materials. After the preview process has been completed, the receiving copy is to be returned to the business office signed if the materials will be kept, or marked as returned with the date and shipping method noted if the materials were not kept.
7. **Reimbursements of employees:** The Board of Education recognizes an employee reimbursement purchase order when it pertains to pre-approved travel, meal and conferences. Purchase orders made payable to staff members for reimbursement for travel, meals, and registrations may be issued following conference attendance but many not exceed the approved amount, must be Board approved prior to the event and, must

follow A-5 & GSA guidelines.

8. **Student Activity Accounts:** Purchases made through Student Activity Accounts may not be reimbursed with Board funds or unless so directed by Board action. Internal policy
9. **Ethics Law Requirements (Pay-to-Play):** The board will not vote upon or award any contract in the limits defined in State law and regulations to any business entity which has contributed reportable by the recipient under P.L. 1973, c.83 (NJSA 19:44-1 et seq.) to a member of the Board during the preceding one-year period.
10. **Affirmative Action Requirements:** Additionally, all affirmative action requirements shall be met by the vendor. (i.e. Certificate of Employer Information Report)

### **District**

#### ***Board Policy:***

**Title: USE OF SCHOOL FACILITIES**

**Purpose:** It is the belief of the board of education that the schools belong to the people of the district and since the plant facilities are established, maintained, and operated by funds provided by local taxes, the Board of Education accepts the responsibility for making its plant facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare, or recreational activities which do not infringe upon, nor interfere with, the conduct and best interests of the school system.

**Procedures:**

The Board of Education authorizes the Business Administrator, or designee to approve and schedule the use of school facilities by school-related and non-school organizations as per the Board of Education Policy and Board Regulations.

A request for use of facilities form will be obtained and completed by the organization requesting use. All required certificates of insurance as well as hold harmless agreements will be provided in conjunction with the request. Any special requirements for the use of auditoriums, cafeterias, gymnasiums, and/or equipment will be provided.

All applicable fees and reimbursement of expenses will be determined and conveyed to the organization. A copy of the approved use of facilities form indicating the fees will be forwarded to the person responsible for the request.

The event should be placed on a district calendar, if applicable, for distribution to all appropriate parties.

**Title:**           **Facilities (includes administration of work and health and safety)**

**Purpose:**       The Board of Education recognizes that adequate facilities must be provided to all students and that it must maintain all buildings so that students have a safe and healthy environment in which to learn. The Director of Buildings & Grounds shall have overall responsibility for this endeavor.

**Procedure:**

Maintenance and Repair of Equipment

- A work order must be submitted or entered into software name before any repairs are performed. The Director of Buildings & Grounds reviews and if able, approves the order work so that the work may be performed.
- Reasonable attempts will be made to schedule repair work (unless it is an emergency) when it is least disruptive to the learning environment.

Noise Control

- The Maintenance Department attempts to schedule work with high noise potential at times least likely to be disruptive. However, it is not always possible to delay emergency repairs.
- When a staff member is bothered by noise caused by repair projects, they are to contact the building principal who in turn will contact the [Head Custodian](#).

Pest Control

- The Buildings and Grounds Department provides exterminator services to rid the building of rodents, insects and other pests in accordance with the district's Integrated Pest Management Plan.
- Contact the [Head Custodian](#) if this service is needed.

Recycling / Chemical Hygiene and Disposal of Hazardous Wastes

- The Head Custodian is in charge of complying with IPM regulation and recycling procedures in each building.
- All chemical hygiene and disposal of Hazardous Wastes will be performed according to policy and requirements with prior approval of the Director of Buildings & Grounds and/or Business Administrator.

Right To Know

- The district will maintain up-to-date Right to Know logs and ensure that all employees are provided training at the time of initial employment.



- The district will provide training on Right to Know regulations to all new employees. Retraining will also be provided as required.

#### Safety/Accident Reporting

- All accidents will be reported to the Director of Buildings & Grounds on the appropriate district approved form. Following receipt and review of the form by the Director of Buildings & Grounds, said form shall be forwarded to the business office. The accident form will be forwarded to the district insurance carrier in accordance with the district's risk management procedures.

#### Asbestos Management

- The district shall maintain its AHERA management plan and ensure that it is updated every three years. The Director of Buildings & Grounds shall be responsible for district compliance.

#### Indoor Air Quality

- Indoor Air Quality concerns should be forwarded to the IAQ Compliance Officer.

#### Fire Alarm Systems

- The district shall ensure that annual inspections are performed on the fire alarm system. It shall also conduct monthly inspections of all fire extinguishers.

#### Boilers

- The district will ensure that all boilers are inspected annually
- The district will ensure that a properly licensed boiler operator is on site whenever the boilers are running and buildings are occupied

#### Safety Inspections

- The district will ensure that all health and safety inspections are done on a regular basis, in accordance with the NJ Department of Education evaluation of school buildings checklist

#### Long Range Facility Plan

- The district will ensure that it submits all required documents for its Long Range Facility Plan to the Department of Education on a timely basis

#### Comprehensive Maintenance Plan

- The district shall annually approve its three-year comprehensive maintenance plan which shall include corrective and preventative measures for the interior and exterior of each building

OSHA/PEOSHA requirements

- The district shall comply with all OSHA and PEOSHA requirements including but not limited to lockout/tagout and confined spaces procedures

**Title:**           **Facilities Usage Request Procedures**

**Purpose:**        To have a way in which building usage can be coordinated and controlled.

**Staff**

**Assigned:**     Secretary to the Director of Buildings & Grounds

**Procedures:**

1. All facility usage requests must be processed in accordance with the district's Use of Facility policy and regulations.
2. All facility usage requests must be made on the appropriate district Facility Usage Request Form with an original signature from the applicant as per district policy.
3. Secretary to the Director of Buildings & Grounds shall be the point person in the application of the district's use of facility policy.
4. An internal tracking number may be employed and entered into a spreadsheet or district program for tracking usage.
5. Original Facility Usage Request Forms will be forwarded to the Office of the Director of Buildings & Grounds. The approval process shall be followed pursuant to Board policy.
6. Original Facility Request Usage Form will be forwarded to the appropriate parties for review and signature by the Secretary to the Director of Buildings & Grounds.

**Title:**           **Facilities Billing Procedures**

**Purpose:**        To ensure that revenue is collected for building usage.

**Staff**

**Assigned:**     Coordinated between the Secretary to the Director of Buildings & Grounds and business office personnel.

**Procedures:**

Preliminary Cost Estimates

1. Preliminary cost estimates will be generated upon receipt of the use form.
2. All calculations will be checked for accuracy.

Final Bill

1. Final bill must be completed within five working days of the event.
2. The secretary to the Director of Buildings & Grounds, in coordination with the business office will generate a final bill to include all costs including but not limited to: custodian, food, police and facility rental fees.
3. All calculations will be checked for accuracy.
4. The bill will be forwarded to the user by the secretary to the Director of Buildings & Grounds.
5. All checks received will be turned over to the bookkeeper within 48 hours of receipt for deposit.

**Title:**           **Facilities**

**Subtitle:**       Maintenance and Computer Work Order System

**Procedure:**    Maintenance Work Order System

In order to ensure that building maintenance projects are done in a timely fashion, a work order system must be followed. Work orders may be generated by the teachers or other school personnel but must be forwarded and approved by the building Principal or designee and either entered into the work order system. No maintenance projects will be started without an approved work order request. The work orders will be processed in the order they are received. The Director of Buildings and Grounds will prioritize the work orders according to the date needed, the severity of the work that needs to be done, staff and/or vendor availability.

**Procedure:** Computer Work Order System

In order to ensure that computer repairs are done in a timely fashion, the following procedure must be followed.

1. A work order is generated through the district's computerized work order program, which assigns a number, describes the request or problem, reflects room location, person requesting work order, as well as date needed or reason for priority status.
2. Work orders will be processed in the order they are received, unless there is one that is classified as a priority request.
3. Upon completion of the work order, the person initiating the work order will receive a report stating that the work is completed.

Matters of an urgent nature are to be directly reported to the Director of Buildings and Grounds. A work order may be required ex-post facto.

***Form #    – Maintenance Work Order Form***

***Form #    – Computer Service Request Form***

**Title: Security**

**Purpose:**

The Board of Education believes that the buildings and facilities of the district represent a substantial community investment and as such the Board believes in the implementation of procedures to protect this investment.

**Procedure:**

**Buildings and Grounds Security**

- The building principal is primarily responsible for buildings and grounds security at their facility. At the district level, the Director of Buildings and Grounds has generally recognized as the primary person responsible for buildings and grounds security.
- All exterior building doors shall be locked at all times. Doors will be unlocked for student admittance during designated times at the beginning and end of the school day.
- Staff members shall not prop doors open for any reason.
- In the evening, all doors shall be locked except those where access is required for public meetings or facility use events.

**ID Badges**

- All employees shall have in their possession their district-issued identification badges when school is in session.
- All visitors in the building shall wear identification badges issued by the main office.

**Visitors/Deliveries**

- All visitors during the school day will be permitted access to the building only through the main school office.
- Outside deliveries may be accepted at the main school office or the loading dock.
- Deliveries to loading area shall be permitted at the elementary level only after driver has checked into the main school office and a building and grounds staff member has been assigned to oversee the delivery. Deliveries may be made directly to the loading dock at the middle and high schools.

**Building Keys**

- Building principals are required to oversee the issuance of building keys to teaching staff members. Building keys are to be turned in to the building principal on teachers' last day of school in June.

**Parking Areas**

- Student drivers (and staff) are required to obtain and display parking permits on vehicles and to park in designated / assigned spaces only.
- Student drivers are to park in designated parking lots only.
- Staff members shall park in areas designated for staff / assigned parking spots.

**TITLE:       Emergency Preparedness**

**PURPOSE:** To provide district staff with a reference document and to provide the administration with detailed information to use in the event of an unforeseen crisis.

1. The administration shall create a detailed Emergency Management Plan (N.J.A.C. 6A:16-5.1 et seq.) which will provide additional detailed information available only to the Emergency Response Team. The Emergency Management Plan has sensitive information that should not be shared with the public. The Team shall keep the Plan in a locked cabinet in their office. It will also be distributed by an electronic file that each member should keep at their home.
2. The administration shall create a quick reference guide for staff to follow in the event of a crises, including but not limited to:
  - a. Bomb Threats
  - b. Fire
  - c. Intruder with gun
  - d. Weather
  - e. Earthquakes
  - f. Intruder/Fights
  - g. Shooting
  - h. Sexual BatteryThe quick reference guide shall be distributed to each staff member.
3. The administration shall create and maintain a plan in the event of a pandemic. The plan shall include the following areas:
  - a. Planning and Coordination
  - b. Continuity of Learning and Core Operations
  - c. Infection Control Policies and Procedures
  - d. Communications Planning
4. The administration shall create and maintain a Biosecurity Management Plan to keep the food products safe. The Biosecurity Management Plan shall be kept confidential except for members of the crisis management team.
5. Training on the Emergency Management Plan shall be conducted annually



**Title:**           **Safety**

**Purpose:**

It is the district's goal to provide a safe and healthful environment for everyone that utilizes the district's facilities.

**Procedure:**

The Superintendent of Schools shall appoint a District Safety Coordinator with the responsibility of establishing and implementing a continuing effective safety program. The district goal is to eliminate lost time due to accidents. The program should involve employees and students of the district. Employees should be involved through periodic safety meetings. Students should be involved through classroom instruction by the appropriate educators.

The Safety Coordinator shall organize a safety committee. The Safety Committee will meet periodically during the year. The Safety Coordinator will be responsible for working with the Safety Committee to define the safety program.

Each employee and student will be responsible for obeying the safety rules established. Disregard of these rules will evoke a progressive disciplinary system as determined by the committee, to be enforced.

**Title:           Loss Control**

**Subtitle:       Injuries**

**Procedure:**

**STAFF INJURIES**

Every employee is entitled to work under the safest possible conditions. In order to ensure this, it is necessary that every accident/injury be reported.

All incidents/ accidents must be reported by the employee to their Supervisor within twenty-four (24) hours after the incident occurs. In the case of injury, or an accident report must be filled out within twenty-four (24) hours. If there is an employee accident, the employee is to report it to the nurse/ supervisor and fill out the NOTICE OF EMPLOYEE INJURY Form. If the employee needs medical treatment they will then call the workers' compensation approved site –

**URGENT CARE:**

The employee will speak to a nurse who will obtain detailed information and make the arrangements for treatment. If further specialized treatment is needed, it must be approved by the School Workers' Compensation physician who will refer the employee to a specialist for this treatment. Failure to go to the Board's doctor will result in a possible rejection of the claim. The school's workers' compensation doctor or the referred doctor will determine when the employee may return to work. The report will be given immediately to the assigned Principal/Supervisor for review and signature and in addition, the Principal / Supervisor shall complete an injury report, both being sent to the Business Office.

If the accident or injury is an emergency, the employee may be treated at the nearest hospital and report the accident as soon as possible to their immediate supervisor. The immediate Supervisor shall complete an injury report and forward same to the Business Office. Employees should instruct the hospital, doctor or pharmacy to forward all bills to the Business Office (Workers' Compensation Claims ONLY). The employee should not use his/her personal insurance card as this will complicate, delay or prohibit payment of any medical bills.

After examination or treatment by the workers' compensation doctor, emergency doctor or referred doctor, the employee must report back to work with the Return to Work Form.

**LITIGATION/LIABILITY**

Any incidents having the slightest possibility of potential litigation/liability must be reported to the Business Administrator immediately.

## **INJURIES TO VISITORS ON THE PREMISES**

For injuries to visitors in the building or on the premises (day or evening), the same procedure should be followed as for injuries to pupils, except the office of the Business Administrator will be notified as to when and where the accident occurred. It is important that in the description of the accident it is clearly stated that the injuries are not a staff member or student. When an injury occurs call the Business Office for more information.

**Form # - Accident Report Form – Employee**

**Form # - Accident Investigation Report**

**Form # - Accident Report Form - Student**

**Title:** Loss Control

**Subtitle:** Recording of Days Absent Due to Injury/Accident

**Procedure:**

Days absent from work due to illness, injury or accident will be recorded as sick days initially. When the District receives a determination from the Workers' Compensation Insurance Carrier or a Workers' Compensation Court, that these days are designated as Workers' Compensation Days, the employee's attendance record will be adjusted accordingly.

**Legal Reference N.J.S.A. 18A:30-2.1**

**Title: Personal Items**

**Procedure:**

1. It is recommended that personal items not be brought to school or work. The district will not be responsible for any items lost or stolen. Any person or group who brings equipment or other items to the school does so at his/her own risk.
2. The school also is not responsible for damage to vehicles while parking on school property. When parking on school property the employee/visitor assumes the risk for any damage which may occur.

**Title:** Transportation

**Purpose:**

The Board of Education recognizes that transportation to and from school is required for the promotion of education. The Board has the responsibility to transport eligible students to and from their homes as outlined in N.J.A.C. 18A: 39.1.

**Procedure:**

**New Students**

- School principal's office (Dept. of Pupil Services or registrar) shall notify the transportation department or Board of Education office designee of registration of new students.
- Transportation department or Board of Education office designee will assign bus and stop number to new student.
- Transportation department or Board of Education office designee will communicate the bus stop information back to the school office and to the bus driver.

**Students Leaving District**

- School principal's office (Dept. of Pupil Services or registrar) shall notify the transportation department when a student withdraws from the district.

**Field Trip/Athletic Buses**

- Requests for buses for field trips and athletic events shall be overseen by the school level administration and approved by the Board of Education. The Transportation Coordinator or their designee will schedule all special activity buses.

**Contracted Bus Services (if applicable)**

- Bus services provided by outside contractors will be coordinated by the Transportation Coordinator in consultation with the Business Administrator and in accordance with NJ Public Contracts Law.
- Board approved contracts must be sent to the County Office for approval by the State.

**Non-Public/ Aid-in-Lieu**

- Transportation or aid in lieu of transportation shall be provided in accordance with N.J.S.A. 18A:39-1.
- The Application for Non-Public Transportation forms (B6T) for students residing in your district who attend non-public school shall be submitted to the Board of Education office by the non-public school.
- The Transportation Coordinator or designee shall determine students' eligibility for transportation or aid in lieu of transportation, and shall notify parents of bus route o eligibility for aid in lieu by August 1<sup>st</sup>.
- The Transportation Coordinator or designee shall prepare the Nonpublic School Transportation Summary form and submit it to the nonpublic school administrators in January and May for certification of each.
- The Nonpublic Transportation Summary form shall also be forwarded to the Business Administrator in January and June for the issuance of aid in lieu of transportation reimbursement payments to parents.

**Purchase of School Buses**

- School bus purchases will be coordinated by the Business Administrator in consultation with the Transportation Coordinator. Buses shall be replaced on a rotating basis. No vehicle will be utilized to transport students beyond the 12<sup>th</sup> year from the year of manufacture or 100,000 whichever is reached first.
- The appropriate State-mandated safety precautions must be considered when purchasing the bus.

**DRTRS**

- The annual District Report of Transported Resident Students will be completed by the Transportation Coordinator or designee and submitted within the State set timeframe.

**Safety**

- School principals in cooperation with the Transportation Coordinator or designee shall schedule and conduct bus evacuation drills at least twice during the school year for all students who are transported to and from school. Report must be sent to Essex Regional Educational Services Commission as required by N.J.A.C. 6:A:27-11.2



- The Transportation Coordinator or designee (i.e., contracted bus company) shall ensure that all school bus driver's and school bus aides are properly trained for the functions of their position.
- The Transportation Coordinator or designee (i.e., contracted bus company) shall ensure that anyone driving a school vehicle used to transport students to and from school and school related activities meet all of the requirements of N.J.S.A 18A:39-17,18,19,and 20 and all New Jersey Department of Transportation rules governing school bus drivers.
- The Transportation Coordinator or designee shall ensure that anyone driving a school vehicle hold a valid Commercial Driver's License with appropriate endorsement(s) for the class and type of vehicle operated.
- The Transportation Coordinator will file the Annual Certification of School Bus Drivers Report with the County Department of Education
- Random drug and alcohol testing of bus drivers shall be conducted in accordance applicable regulations.
- Bus drivers are required to have complete medical examinations every two years in accordance with applicable regulations. Medical exam results must be mailed to the Bus Application Unit of the New Jersey Motor Vehicle Commission.

### **Bus Accidents**

- In the event of a bus accident, the driver shall notify police via cell phone and request that they notify the Transportation Coordinator, designee or Superintendent of Schools.
- The driver shall contact the Transportation Coordinator or designee and/or agencies that can assist in promptly providing for the safety and welfare of the passengers.
- The driver shall NOT leave the students unattended under any circumstances.
- The Transportation Coordinator or designee shall notify the Business Administrator, Building Principal of the accident.
- The Transportation Coordinator shall proceed to the scene of the accident as soon as possible.
- The Transportation Coordinator or designee shall verify the accident with the police, keep a written record of each accident, and report all accidents to the state as required.

**Title:** Vehicle Tracking, Maintenance and Accounting

**Purpose:** For the management, control and regulatory supervision of school district vehicles. The Transportation Coordinator shall be responsible for all buses and vans; the Director of Buildings & Grounds shall be responsible for all other vehicles.

**Procedure:**

1. The district vehicle coordinator shall maintain a vehicle inventory control record including:
  - a. The vehicle make, model and year;
  - b. The vehicle identification numbers (VIN);
  - c. The original purchase price;
  - d. The date purchased;
  - e. The license plate number;
  - f. The person assigned or the pool if not individually assigned;
  - g. The driver license number of the person assigned and the expiration date;
  - h. The insurer and policy number of the person assigned, and
  - i. The usage category such as regular business, maintenance, security or pupil transportation.
  
2. A driving record of the operators of district vehicles including:
  - a. The name of the driver;
  - b. The driver license number and expiration date;
  - c. The insurer policy number of the person assigned;
  - d. Motor vehicle code violations;
  - e. Incidents of improper or non-business usage;
  - f. Accidents, and
  - g. Other relevant information.
  
3. A record of maintenance, repair and body work for each district vehicle including:
  - a. The vehicle make, model and year;
  - b. The vehicle identification number (VIN);
  - c. The original purchase price;
  - d. The date purchased;
  - e. The license plate number;

- f. The usage category such as regular business, maintenance, security or pupil transportation;
- g. The manufacturer's routine maintenance schedule;
- h. The category of work performed;
- i. The mileage on the date work was performed, and
- j. The cost of the work performed.

**Title:** District Vehicle Assignment

**Purpose:** To ensure compliance for the assignment of district vehicles for the conduct of official district business.

**Procedure:**

1. The Board shall adopt a policy or policies regarding district vehicle assignment that will ensure compliance.
2. The Board upon the recommendation of the Superintendent may authorize the lease, lease-purchase or purchase and assignment of district vehicles for the conduct of official district business. The vehicles may be assigned either to individuals or to units within the school district for pool use according to the following classifications:
  - a. Vehicles may be assigned permanently and individually to the Superintendent, School Business Administrator, head of facilities services, head of security services, or other supervisory employees who based on their job duties may be called on a 24 hour, seven-day a week basis. No individual assignment shall be made for the primary purpose of commuting.
  - b. A unit may be permanently assigned one or more district pool vehicles only if the employees of the unit will collectively use the vehicle or each vehicle for more than an average of 750 miles per month on official district business. Pool vehicles shall not be used for the purpose of commuting and shall remain at a district facility when not in official use.

## X1-Vehicle Assignment/ Food Service

3. Board members or employees may be temporarily assigned a district vehicle for travel events.
4. The functions of district vehicle coordinator shall be the Transportation Coordinator for all buses and vans; the Director of Buildings & Grounds shall be responsible for all other vehicles.
5. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points.
6. All complaints of a potential misuse shall be investigated and appropriate disciplinary action taken.
7. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.
8. The district vehicle shall be used primarily for business purposes; however, incidental and reasonable personal use is permitted.
9. All damage to district vehicles, regardless of cause, shall be reported within 24 hours to the vehicle coordinator and the employee assigned to file insurance claims.
10. No physical alterations shall be made to a vehicle without prior board approval.
11. Drivers of district vehicles shall possess and maintain a valid driver's license to operate a vehicle in New Jersey.
12. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the vehicle coordinator shall be responsible for ensuring that the vehicle receives the scheduled service.
13. A driver assigned a district vehicle shall be responsible for the security of the vehicle and its contents.

14. Drivers shall be personally responsible for all fines accrued as a result of traffic violation related to operation of district vehicles.
15. The driver, or the driver's supervisor, if the driver is incapacitated, of a district vehicle involved in an accident resulting in damage to the district vehicle or other vehicle shall file, within 24 hours of the accident, a detailed written report with the vehicle coordinator and the district staff member responsible for making insurance claims.
16. Police shall be immediately notified of an accident by the driver or vehicle coordinator, if the driver is incapacitated. A copy of the police report shall be submitted to the vehicle coordinator and the district staff member responsible for making insurance claims as soon as possible.
17. If a district vehicle is misused in any of the following ways, the driver's driving privileges for district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate.
  - a. Frequent violation of traffic laws;
  - b. Flagrant violation of the traffic laws;
  - c. Operation of a vehicle which the police or insurance company determined was the cause of an accident;
  - d. Use of a vehicle for unauthorized use whether personal use, business use, or commuting;
  - e. Violation of these rules, or district policy governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for in the manufacturer's routine maintenance schedule;
  - f. Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes;
  - g. Use of a district vehicle by an unauthorized individual while assigned to an employee;
  - h. Use of a district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities; or
  - i. Use of radar detectors in district vehicles.

**Title:**           **Food Service – Outside Food Service Management Company**

**Purpose:**

The Board of Education recognizes that Food Service is required for the promotion of education. The Board has the responsibility to provide food services to all students. The Paramus Board of Education, a K-12 District, provides lunch to all Elementary School, Middle School and High School students (grades K-12). The Board has decided it is more efficient and fiscally advantageous for the food services duties to be handled by an outside food service management company.

**Procedure:**

**Application for Participation in Child Nutrition Program**

- Before the beginning of each school year, Business Office Secretary files the appropriate paperwork with the Bureau of Child Nutrition to participate in the Free and Reduced Meal Program.

**Direct Certification**

- Students eligible for TANF and/or Food Stamps may be directly certified by the State. In these cases, the district sends a letter to the household and notifies them of their child's lunch status before school even begins. In these instances, no lunch applications need to be filled out.

**New Students**

- Upon registration, new students are given applications for free and reduced meals.

**Free and Reduced Meal Applications/ Determining Eligibility for participation in the Child Nutrition Program**

- Business Office provides Applications for free and reduced meals to one household family. The Assistant Business Administrator and Business Administrator are the

## X1-Vehicle Assignment/ Food Service

determining and certifying officers that approve and deny the application based on the NJ Department of Agriculture Income eligibility guideline.

- After determination, letters are sent to all applicants advising them of their status (i.e. free, reduced or denied). All applications are maintained in the central office as required by the State.

### **Master Eligibility List**

- A master eligibility must be completed and is maintained by the Business Office Secretary. This is a comprehensive list of all students who filed an application and indicates their status as free, reduced or denied. The master eligibility list is maintained for each school (location) as well as district-wide as required per regulations.

### **Civil Rights Compliance**

- Per regulation, a Civil Rights Compliance is completed each year. Using the October 15<sup>th</sup> student data, lists are maintained by school, broken down by ethnic group and further broken down by status of free, reduced and denied.

### **Verification**

- By November 15<sup>th</sup>, the required percentage of applications deemed eligible for free and reduced are verified. These applications are chosen at random and applicants are asked to provide name and social security number for each adult listed on the application as well as proof of income.

### **Bidding**

- Food items, milk or equipment/services purchased directly by the district are subject to the bidding requirement of the New Jersey State Contract Law. The Food Service Management Company contract will be renewed and/or re-bid via an RFP (Request for Proposal) as provided by and in accordance with applicable law.

### **Daily Deposits**

- Deposits are prepared daily, by school and reconciled to the register tapes by food service management company personnel. They are then put into a locked bank bag and brought to the bank. Deposit totals are reconciled to the bank statement by business office personnel.



### **Setting Prices**

- Each year, the Board of Education sets prices for food services. Every effort is made to set prices that are affordable for students but enable the food services to operate without contribution from board funds.

**Voucher Certification/submission**

- Each month, Food Service Management Company personnel enter meal counts into the Department of Agriculture meal reimbursement system in SNEARS (School Nutrition Electronic Application System). These meal counts are then verified by the Business office and then Certified so that State reimbursement can be made.

**Commodities**

- The district's participation in the commodities program offered by the New Jersey Department of Agriculture is coordinated as determined necessary by the FSMA.

**Title:**           **Technology Systems**

**Subtitle:**       Physical security and maintenance over technology equipment, peripherals and media

**Purpose:**        In order to ensure the overall performance of the technology systems, the equipment must be protected from harm, abuse, misuse and pilfering.

1. Rooms or areas that house servers will be secured. Access to these areas should be restricted to authorized personnel only.
  - a. Keys that allow access to the areas should be limited in number and accounted for regularly.
  - b. Personnel who have access to these areas should be reviewed several times a year.
  - c. Recommended for future consideration, door card reader access only. This will allow for top-level security as well as log individuals entering and leaving area.
2. Rooms or areas with large amounts of computer or technology equipment used in the operation of the district should be housed and secured appropriately.
3. All computer and technology equipment should be tagged and inventoried.
  - a. Verification should be made periodically to ensure that equipment is still located where the inventory record states. When equipment is moved, the inventory record should be updated.
  - b. Inventory reviewed and updated on an ongoing basis as needed.
4. Cables and other locking mechanisms should be utilized when appropriate to secure individual pieces of equipment.
5. Several forms of backup are performed for mission critical data. Equipment used for this purpose and owned by the district should be secured in multiple geographic locations. An offline backup should be secured and air-gapped from the network. Any cloud based data backups should be stored and secured in accordance with district policy and the security agreement of the vendor.

**Title:**           **Technology Systems**

**Subtitle:**       Security over data – passwords and user accounts

**Purpose:**        In order to ensure the overall performance of the district via its technology systems and data.

1. Password protection should be utilized for all network logons. Individual applications should also require users to have passwords. Password creation and administration should follow standard industry practice including minimum length and complexity requirements.
2. User accounts should only be made for network access and individual application access as required for the completion of the staff's duties or learning opportunities for students.
  - a. No user profiles should be created, changed or deleted without proper authorization.
3. New Teacher Orientation is provided to new users each summer. Proper password care and computer use is discussed and the district acceptable use policy is reviewed.
4. For future consideration and implementation, any system that supports 2 factor authentication should have it implemented, particularly for accounts related to mission critical functions related to system administration, finance, and containing PII.

**Title:**           **Technology Systems**

**Subtitle:**       Systems software and applications authorized for use in the district

**Purpose:**        The number, type and scope of individual applications should be monitored to maximize the efficiency of the technology while not creating an overly complex environment.

All software applications should be necessary to the school district’s mission, curriculum, and policies, and should be purchased, installed and maintained according to district policy.

**Title:**           **Technology Systems**

**Subtitle:**       Protect the district’s network from external and internal dangers

**Purpose:**         The district should create a comprehensive computer and network security system to protect against attacks and data breaches and limit the scope and duration of potential compromise.

This security system should include: endpoint security, advanced security appliance / firewalls, network monitoring software, and adequate staffing trained in the implementation of current security best practices.

Recommendations from law enforcement, including the NJCCIC, DHS, FBI, USSS, etc. should be implemented whenever possible. “The NJCCIC recommends cybersecurity personnel in the education sector employ a defense-in-depth cybersecurity strategy that includes, but is not limited to: optimal network segmentation, a comprehensive data backup plan, following the Principle of Least Privilege, cybersecurity awareness training, endpoint protection, multi-factor authentication for user accounts, and continuous network monitoring.”

Network best practices including segmentation via physical, routing, and VLANs should be implemented across all systems. Physical security practices should be utilized on all network equipment. Current connection security protocols should be utilized whenever possible.

Internet of Things (IoT) devices should be monitored and controlled, including being secured and updated regularly. This includes security systems, cameras, access control, building control, HVAC, and any other device connected to the network.

Security audits should be conducted regularly. Defense in depth strategies and the principle of least privilege should be considered and implemented during these audits.

All systems should have updates and patches applied promptly. Security updates and patches should be implemented as soon as possible with consideration made to end user impact.

Systems and network administrators should regularly monitor for and improve upon any security concerns. Administrators should remain current on best practice and strategies through ongoing training, industry participation, and collaboration.

**Title:**           **Technology Systems**

**Subtitle:**       Protect the district’s network from internal dangers

**Purpose:**         Create procedures that prevent unauthorized use from within the district

1. The district should utilize “Lock Out”, where the workstations and screensavers should automatically lock the unit when not in use or inactive.
2. Access to the network will be provided in accordance with district policy for approved personnel.
3. A log of all users and access levels for all systems applications should be maintained.
4. All application access will be reviewed periodically for discrepancies in the user roles and the access to sensitive information.

**Title:**           **Technology Systems**

**Subtitle:**       Web content filtering and supervision

**Purpose:**        To ensure a safe and secure electronic environment for students.

1. The district will implement systems and tools required to maintain compliance with applicable law, including but not limited to CIPA, COPPA, FERPA, and HIPPA.
2. District will employ tools to monitor access to web sites. The district will put into place a method to filter web sites containing content that is against the district’s acceptable use policy.
3. Web filters, SPAM filters, and End-Point Security applications will filter web sites that contain viruses, spyware, malware, unsecure connections and improper certificates and should include a system to track attempts to access blocked web sites and be regularly maintained and updated.



**Title:**           **Technology Systems**

**Subtitle:**       Electronic Communication Archival

**Purpose:**         Store electronic communications made within the district

1. District will store all inbound and outbound messages in accordance with the State's records retention schedule.
2. Email archival system access will be restricted to authorized district personnel.
3. Recommendation for future consider is - a setup for network policies to block any electronic instant messaging/chat program that cannot be monitored/archived.

**Title:**           **Technology Systems**

**Subtitle:**       Video Surveillance Security

**Purpose:**        To ensure a safe and secure environment for student learning

1. District has installed cameras in key locations to record / monitor activities.
2. Ongoing implementation and support shall be done in coordination with the security department, technology department, and buildings and grounds.
3. Surveillance cameras will interface with digital video recording system.
4. Digital recording system will provide enough storage to monitor key locations for a period of 15 days at a minimum.
5. Digital recording systems will be checked regularly to ensure recording quality, reliability, and ability to retrieve information.

**Title:**           **Technology Systems**

**Subtitle:**       Network Storage Availability

**Purpose:**        To provide users with a secure location to store files.

1. District will employ tools to allow users to securely store files.
2. Systematic and regular backups will be made of stored data.
3. Access to individual network space will be restricted to individual users and network administrators.
  - a. Network administrators may create space limitations so as to not exceed the capacity of the storage space.
  - b. Users of the storage systems will agree to store content that is in agreement with the district's acceptable use policy.

**Title:**           **Technology Systems**

**Subtitle:**       Acceptable Use of Districts Technology

**Purpose:**        To ensure that anyone who has access to district electronic resources understand what is acceptable use of the technology and information and ensure that anyone who has access to sensitive information understands the acceptable uses of that information.

**Procedure:**

1. The board will establish and adopt a policy that informs all users of the districts' data, systems and information of the acceptable and non-acceptable uses of those district assets.
2. The board will adopt an acceptable use policy that at a minimum should prohibit the following regarding electronic systems: conduct that interferes with or stops district activities, including but not limited to excess download, uploads, printing, copying, bandwidth usage, etc.
3. This policy should be reviewed annually for changes in the types of information used and in the types of technology used.
4. All users of technology and all those who have access to sensitive district information, should be required to sign an acceptable use form that states the person signing has read and agrees to uphold the policies set forth.
5. Violations of and consequences for violations of the district acceptable usage policy should be identified in student and staff code of conduct.

**Title:** Information Management

**Subtitle:** Securing of sensitive (written or paper) information

**Purpose:** To ensure that sensitive information is properly handled and to limit the potential exposure of information being obtained.

**Procedure:**

1. Sensitive information should be housed in a locked cabinet or behind locked doors.
  - a. Access to keys is to be restricted to personnel authorized to view the information.
  - b. Keys should have “do not duplicate” on them and copies should be prohibited, except as needed. All requests for keys must be made through the Director of Buildings and Grounds.
  - c. Areas housing sensitive information should be locked whenever the areas are not staffed.
  - d. Wherever possible, sensitive information should be stored away from high traffic areas.
2. Original sensitive information files should be housed in a fire rated cabinet, where possible.
3. Backups of paper documents should be treated as sensitive. Electronic documents should be backed on a regular basis and paper documents should be housed in locked areas.

**Title: Retention of Records**

**Procedure:**

1. No material which qualifies as a record or document may be destroyed without prior review of the records retention requirements and as required, approval of the Department of Education.
2. All requests for document disposal or questions regarding disposal must be submitted to the Business Administrator.
3. After approval of the internal request of disposal is approved by the Business Administrator, said request will forward to the State for approval.
4. It shall be the responsibility of the person requesting the disposal of records to initially determine the retention and disposal requirements pertaining to their request and shall complete all state required forms relating to said request.
5. Records or documents may not be destroyed until after approved by the State has been received.

**Legal Reference: Chapter 410 47:3-15 et seq. Public Records Account**

*For the recent copy of the State's Records Retention policy, please go to NJASBO website*

<https://www.njasbo.com/page/recordretention>

## **SECTION XV - FINANCIAL AND HUMAN RESOURCE MANAGEMENT SYSTEMS**

**Title:** Financial and Human Resource Management Systems

**Subtitle:** Fiscal/Management Systems

### **Purpose:**

*Pursuant to 6A:23A-6.7 school districts and county vocational school districts with budgets in excess of \$25,000,000 or with more than 300 employees shall maintain an enterprise resource planning (ERP) system which integrates all data and processes of an organization into a unified system. An ERP system uses multiple components of computer software and hardware and a unified database to store data for the various system modules to achieve the integration. NOTE: This system does not include student, transportation or food service databases or modules.*

### **Procedure:**

The following highlights important factors that should be considered when selecting an ERP system for the district. The Business Administrator and Board of Education should take these issues into consideration when the current ERP system utilized has become obsolete or is no longer practical for the district.

### **ERP System Integration Features**

Three applications – comprise an ERP; accounting, payroll, and human resources system. System integration permits data sharing among the three applications, therefore eliminating any duplication of data entry. System integration features facilitate data sharing not only among the applications, but may also with third-party payroll, substitute placement/absence tracking, and bidding applications. Integration between these applications allows for the automation of many functions, enabling:

#### **In Accounting**

System-generation of the payroll purchase order and encumbrances at the start of each new fiscal year (salary amounts and expense account information from Payroll is used to create the file needed to generate the payroll PO encumbrances in Accounting).

Update/adjust payroll PO encumbrances throughout the year to reflect any staff/budget changes (updated salary/expense account information from Payroll is used to update payroll PO encumbrances in Accounting). Automatically reduce payroll PO encumbrances to expenditures each pay period (transfer of payroll expenditure data from Payroll, or a third-party application such as ADP, to Accounting). Import next year's budget preparation data directly into a Budget

## **SECTION XV - FINANCIAL AND HUMAN RESOURCE MANAGEMENT SYSTEMS**

Projection Module (transfer of salary data either from Personnel, or a third-party application such as Microsoft Excel, into Accounting). Import purchase order data from third-party bidding applications (such as Educational Data) to Accounting, automating purchase order entry.

### **In Payroll**

Automatically update new fiscal year payroll salaries for all employees (transfer of contracted salary data from Personnel to Payroll). Or synchronize remaining contract days that can be printed on employees' payroll check stubs (transfer of remaining sick/personal/vacation day balances from Personnel to Payroll).

### **In Personnel**

Import attendance information (automatically generating employee attendance records within Personnel from your AESOP system). Implement position control codes (transfer of employee budget spread data from Payroll via alpha/numeric position control code for each employee record within Personnel). Automatically update position control budget spread information (based on payroll budget spread changes – transfer of updated budget spread data from Payroll updates Position Control Code budget spread data in Personnel). Generate projected salary data, by expense account, for budget preparation (transfer of employee salary data and Position Control Code budget spread information from Personnel to an Accounting's Budget Projection Module).

Payroll budget spread information can also be imported into Accounting from third-party applications such as ADP. Those not utilizing system integration will obtain the payroll budget spread database file from their individual payroll provider instead. If utilizing an outside provider, districts should ensure that the expense account structure for the employee's budget spread in the third-party application is consistent with the expense account structure established within Accounting.

Import Budget Preparation Data into a Budget Projection Module (Personnel to Accounting) Accounting may include a budget projection module designed specifically to assist school districts with next year's budget preparation. This module includes a function allowing for the import of data (either from Personnel or a third-party application such as Microsoft Excel). This Projected Salary Data File (with the use of unique position codes, the system will automatically project, based on your district's settled contract information, the total amount needed for each salary expense account).

Additional Benefit:

- Import the Projected Salary Data into the Accounting's Budget Projection Module (all employee names and salaries that comprise the projected total will be detailed for each expense account).



## **SECTION XV - FINANCIAL AND HUMAN RESOURCE MANAGEMENT SYSTEMS**

### **Bidding to Budget Transfer**

(Third-Party Bidding Software to Accounting)

Many districts utilize outside bidding companies (such as Educational Data) to assist with the process of procuring needed supplies for the upcoming year. These bidding companies deal with the individual vendors and award the bids based on district criteria. The data received from the third-party bidding application then needs to be entered into the district's accounting software application to generate the purchase order encumbrances. Entering these purchase orders can be time consuming and labor intensive. To expedite this process, the Accounting system should be able to provide a "Bidding to Budget Transfer" function.

## **SECTION XV - FINANCIAL AND HUMAN RESOURCE MANAGEMENT SYSTEMS**

### **Automatically Update New Fiscal Year Payroll Salaries for all Employees**

(Personnel to Payroll)

At the beginning of each new fiscal year, salary information can be updated for all employees automatically. Districts who utilize third-party payroll applications (such as ADP) may have to manually enter in each new salary amount for every single employee. If system integration is used this should be an automated process for those districts that utilize both Payroll and Personnel applications. Personnel provides the ability to maintain historic, current and future year salary information, allowing Payroll to access this data when it is time to update individual employee salaries.

### **Synchronize Contracted Salaries**

This function would update the “Salary” field with employees’ total calculated salary amounts from Personnel.

### **Print Sick/Personal/Vacation Day Balances on Employee Check Stubs (Personnel to Payroll)**

Districts routinely provide employees with their balance of contract days throughout the year. One method to provide this information is to generate a hard copy report (which can take some time to print and distribute to each and every employee). Districts that utilize system integration have the ability to streamline this process by synchronizing this information between the two applications, allowing the balance of contract days to be printed directly on the employee’s check stub in Payroll.

### **Synchronize Contract Days Remaining**

(AESOP or SUBFINDER Systems to Personnel)

Many districts take advantage of utilizing outside automated substitute placement systems (such as AESOP or SUBFINDER). These systems provide on-line solutions for absence tracking and substitute placement.

Entering the district’s daily attendance and substitute information can be time consuming and labor intensive. System integration should be able to import attendance records, which automatically generates employee attendance records within Personnel from your AESOP or SUBFINDER file, reducing the need to manually enter this information in. This function is available to all districts who utilize either the AESOP or SUBFINDER systems.

Key benefits include increasing the district’s efficiency in: 1.) filling teacher absences with substitute teachers, and 2.) automating the attendance data entry process. For those districts whose attendance is not entered on a daily basis (due to work overloads or staff absences), integration between the two applications aides districts with keeping their attendance current and up-to-date, providing school administrators access to accurate and reliable absence information on a timely basis.

## **SECTION XV - FINANCIAL AND HUMAN RESOURCE MANAGEMENT SYSTEMS**

### **Implement Position Control Codes or Numbers (PCN), and Automatically Update Position Control Budget Spread Information (Payroll to Personnel)**

Utilizing a synchronized Personnel and Payroll applications give the ability to implement position control codes, as well as automatically update position control budget spread information as necessary. Position Control Codes or Numbers (PCNs) represent distinct, board-approved, contracted job positions. The budget spread for each position is defined, providing a powerful in-house management and budgeting tool. Key benefits of utilizing PCNs include features that allow your district to:

Validate current year budget appropriations against Personnel contracted salaries, by account.  
Present salary projection analysis to the board to assist with budget projection for the next fiscal year.

Track and project the district's vacant positions, allowing for more accurate budget projections.

Import future year salary data directly into Accounting's Budget Projection Module.

Utilize employee budget spread information from Payroll to generate PCN in Personnel.

In short, a unique code is created to represent each board-approved contracted position within your district. These codes are referred to PCNs. The budget spread is attached to these codes, telling the system which account(s) the position is to be paid from. As the positions are filled, the corresponding PCN is linked to the employee who is currently filling the position. PCNs that are not linked to any employees represent vacant positions. For example, if your district has five board-approved positions for high school math teachers, you would establish five PCNs to represent the five separate positions.

PCNs are independent of employee records. Each PCN represents a separate position within the district, not the employee who fills it at any particular time. Thus, if an employee leaves a position and the position remains open, the PCN remains active in the system representing a vacant position to be filled. Once an employee is hired for that position, the vacant PCN is then assigned to that person.

Vacant PCNs provide an area where a projected estimated salary amount may be entered, providing the district with the ability to budget for positions that are expected to be filled. When a PCN is linked to an employee record, the calculated salary for that employee overrides the vacant salary amount entered for the PCN. As PCNs represent positions within the district, they are only added or deleted when a job position itself is either created or phased out.

### **Meaningful vs. Non-Meaningful PCNs**

Each PCN must be unique and can be up to 20 characters or digits. A PCN can either be a random string of numbers with no meaning attached to it – like a PO number – or it can be a string containing meaningful segments – like an expense account number.

Meaningful PCNs are critical for position control, as they allow the positions they represent to be more easily identified. They are also easier to relate to when using the PCN associated reports.

Non-meaningful PCNs are a random string of numbers with no meaning attached to it. Position control is more difficult, as is using the related reports.

## **SECTION XV - FINANCIAL AND HUMAN RESOURCE MANAGEMENT SYSTEMS**

Generate Annual Contract Letters/Create Mailing Labels, etc.

Export Employee Data from Personnel

Generate Letters or Labels using Microsoft Word

Export Employee Data from Personnel

Generate Letters/Labels from Microsoft Word

Export Employee Salary Data from Personnel

### **Determination**

Once the aforementioned is reviewed and the priorities or direction of the district is established the Business Administrator in conjunction with the should approach the Board of Education with their findings. The Board of Education should prior to determination, analyze the recommendation for ERP compliance, but make sure that all changes in procedure and process also adhere to Board of Education policy, maintain appropriate user authority and user access and district wide protocols for accessibility.

### **Internal Controls**

The Board of Education should establish internal control procedures for all systems (fund accounting, personnel and payroll) regardless of true system integration or multi systems (many modules) integration. No one individual should have control within all systems. Annual review should be done via an internal control check. (See attached sample document- which should be completed in-house and by the district auditor independently).

**Title:       ASSA REPORTING**

**Procedure:**   The information for the Application for State School Aid (ASSA) is generated through and completed in conjunction with the school principals, guidance department, special services and the business office. A reminder is sent annually to all Principals/Supervisors from the business office regarding the directions and time-line for submitting the school ASSA information along with the importance of its accuracy. Below is a breakdown of how the information is generated:

<b>Information</b>	<b>Person Responsible</b>	<b>Documentation</b>
Students on roll Full and shared	School Principals	Attendance registers maintained by Principal. Documentation to be submitted with the report.
Sent full time Received full time Received shared time	Special Services / Business Office	Student Management Data
Private schools for the handicapped	Special Services / Business Office	Maintain tuition contracts for private school for the handicapped.
Sent shared time	Guidance / Special Services	Documentation to be provided to Supervisor of Special Education
Resident students (out placements)	Special Services	Student Management data
At Risk	Business Office	Student Management data
Transportation	Transportation Coordinator	Documentation to be submitted with report
English Language Learners	Curriculum Supervisor	Student Management data
Tier students	Special Services	Student Tracker documentation

**Title: FREE AND REDUCED LUNCH APPLICATIONS****Procedure:**

The Free and Reduced Meal applications are sent to the districts electronically by the state. It is mandated that we use this form without change. The business office provides the copied forms to all the schools. The youngest member of the household is to receive the application on the first day of school. The business office sends this list to each school for meal application distribution. All applications received back from the student or their parent/guardian are forwarded to the business office for processing. After being informed by the business office of students who meet the free/reduced requirements, the school principal sends home a meal status notification letter to all applicants. Applications are kept by the business office and, any forms submitted throughout the school year are sent to the business office for review and processing. Verification of applications must be completed by the end of November each year. The initial determining official as to whether a student meets the requirements for free/reduced is the school principal. This determination later is verified by the business office.

**Elementary Schools Procedures**

Due to COVID19, the District has elected to participate in the Seamless Summer Option (SSO) for the flexibility permitted by USDA waivers and to offer no cost meals to all enrolled students for the 20-21 and 21-22 school years. A school meal program is offered in the elementary school and meals are prepared at the high school and delivered to the elementary schools.

**Middle School and High School**

In these two schools a cafeteria program is provided. A list of the students who qualify for free / reduced meal are identified to those cafeteria employees who are in a position to provide the free / reduced meal and/or charge for the free/reduced meal at check out through the district's point of sale system. It is their responsibility to become aware of who these students are in the most discreet manner possible and to provide said students with a free / reduced lunch in the same manner as those who do not qualify for a free / reduced lunch.

**Title: FALL REPORT**

**Procedure:** Below is a listing of the required Fall Reports along with the personnel responsible for its completion:

<b>District Contact Person</b>	<b>Data Collection</b>	<b>Distribution Medium</b>	<b>Distribution Date</b>	<b>Due Back Medium</b>	<b>Due Back Date</b>	<b>Due In Supt's Off.</b>
Supervisor of Curriculum, Instruction & Tech.	NJ Smart	DOEnet	Beg. Sept	DOEnet	End Sept.	
<b>STATE AID</b>						
Super. of Spec Ed	ASSA	DOEnet	Beg.Oct	DOEnet	End Oct.	Middle Oct.
Bus.Admin.	Debt Serv.	DOEnet	Beg. Nov.	DOEnet	Middle Nov.	
Transp. Super.	Transp. Report	Diskette	Mid-Nov.	Diskette	Middle-Dec.	
Sup. of Spec. Ed.	LEP	DOEnet	Beg.-Oct.	DOEnet	Beg.-Nov.	Middle-Oct.
<b>FALL SURVEY</b>						

Supt's Sec-Data	Certificated Staff	Diskette	Mid.-Oct.	DOEnet	Mid.-Nov.	
Supt's Sec. Asst. Supt's Sec	Enroll./ Dropouts	DOEnet	Mid.-Oct.	DOEnet	Beg.Nov.	First- Nov.
Supt's Sec.	Graduates/Non Cert. Staff	DOEnet	Mid.-Oct.	DOEnet	Beg.-Nov.	First- Nov.
Super of.- Spec.Ed. Super. of Curr & Instruction	Special Ed.Report ECPA & ESSA	DOEnet DOEnet	End-Nov. End-Nov.	DOEnet DOEnet	Beg.-Dec. Beg.-Dec.	



**Title: GLOSSARY OF COMMON SCHOOL ACCOUNTING TERMS**

**ACCOUNT** - A descriptive heading under which are recorded financial transactions that are similar in terms of a given frame of reference, such as purpose, object, or source.

**APPROPRIATION** - An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

**AUDIT** - The examination of records and documents and the securing of other evidence for one or more of the following purposes:

- a. Determining the propriety, legality and mathematical accuracy of proposed or completed transactions.
- b. Ascertaining whether all transactions have been recorded.
- c. Determining whether transactions are accurately recorded in the accounts and in the statement drawn from the accounts.
- d. To determine whether the statements prepared present fairly the financial position of the school district.

**AVERAGE DAILY ATTENDANCE, ADA** - The aggregate days; attendance of a given school during a reporting period divided by the number of days school is in session during this period. Only days on which the pupils are under the guidance and direction of teachers should be considered as days in session.

**BID** - The process which includes legal advertising and direct contact, sought from appropriate vendors for goods and services individually or in the aggregate, whose cost is above the mandated bid threshold.

**BUDGET** - A plan of financial operation embodying an estimate of proposed expenditures for a given period or purpose and the proposed means of financing them.

**CAPITAL OUTLAY** - An expenditure which results in the acquisition of fixed assets or additions to fixed assets. It is an expenditure for land or existing buildings, improvements of grounds, construction of buildings, additions to buildings and the remodeling of buildings, with the life expectancy of at least ten years.

**CASH** - Currency, checks, postal and express money orders, and bankers' drafts on hand on

[APPENDIX-4.1]

deposit with an official or agent designated as custodian of cash, and bank deposits.

**CHART OF ACCOUNTS** - A list of all accounts generally used in an individual accounting system. In addition to account title, the chart includes an account number which has been assigned to each account. Accounts in the chart are arranged by Fund, Program, Function and Object.

**CONTRACTED SERVICES** - Services rendered by personnel who are not on the payroll of the Board of Education including all related expense covered by the contract. Also see Purchased Services.

**CURRENT** - The term refers to the fiscal year in progress.

**DEFICIT** - The excess of the obligations of a fund over the fund's resources.

**DISBURSEMENTS** - Payment in cash.

**ENCUMBRANCES** - Purchase orders, contracts, and salary or other commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid.

**EQUIPMENT** - An instrument, machine, apparatus, or set of article with a value of at least \$500 which retains its original shape and appearance with use and/or is nonexpendable; i.e., if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair than to replace it with an entirely new unit.

**EXPENDITURES** - Charges incurred, whether paid or unpaid, which are presumed to benefit the current fiscal year.

**FISCAL YEAR** - The twelve-month period from July 1 through June 30, during which the financial transactions of the school system are conducted.

**FIXED ASSETS** - Land, buildings, machinery, furniture, and other equipment which the Board of Education intends to hold or continue to use over a long period of time and costs over **\$500.00** when purchased. "Fixed" denotes probability or intent to continue use or possession, and does not indicate immobility of an asset.

**FUNCTION** - A group of related activities which are aimed at accomplishing a major service for which the school system is responsible.

[APPENDIX-4.2]

**FUND**- All accounts necessary to set forth the financial position, the financial operations, the changes in residual equities or balances, and the changes in financial position of a fund.

**GENERAL FUND** - Used to account for all transactions in the ordinary operations of the Board of Education.

**INVENTORY** - A detailed list or record showing quantities, descriptions, values, and frequently, units of measure and unit prices of property on hand at a given time. Also, the cost of supplies and equipment on hand not yet distributed to requisitioning units.

**INVOICE** - An itemized list of merchandise purchased from a particular vendor from which payment is made. The list includes quantity, description, price, terms, date and the like, and is matched with the signed receiving copy.

**OBJECT** - The commodity or service obtained from a specific expenditure.

**OBLIGATIONS** - Amounts which the Board of Education will be required to meet out of its resources, including both liabilities and encumbrances.

[APPENDIX-4.3]

**PETTY CASH** - A sum of money set aside for the purpose of paying small obligations for which the issuance of a formal voucher and check would be too expensive and time-consuming. Also, a sum of money, in the form of a special bank deposit, set aside for the purpose of making immediate payments of comparatively small amounts.

**PROGRAM** - A plan of activities and procedures designed to accomplish a predetermined objective or set of allied objectives.

**PROGRAM MANAGER** - The individual responsible for monitoring the expenditures within a particular program of the budget. This person usually determines what to purchase, originates purchase orders and receives goods and/or services.

**PRORATING** - The allocation of parts of a single expenditure to two or more different accounts. The allocation is made in proportion to the benefits which the expenditure provides for the respective purposes or programs for which the accounts were established.

**PURCHASE ORDER** - A written request to a vendor to provide materials or services at a price set forth in the order and is used as an encumbrance document.

**PURCHASED SERVICES** - personal services rendered by personnel who are not on the payroll of the Board of Education, and other services which may be purchased by the Board of Education.

**REFUND** - A return of an overpayment or over collection. The return may be either in the form of cash or a credit to an account.

**REIMBURSEMENT** - The return of an overpayment or over collection in cash.

**REPLACEMENT OF EQUIPMENT** - A complete unit of equipment purchased to take the place of another complete unit of equipment which is to be sold, scrapped or written off the record and serving the same purpose as the replaced unit in the same way.

**REQUISITION** - A written request to a school official for specified articles or services. It is a request from one school official to another school official, whereas a purchase order is from a school official to a vendor.

**STUDENT ACTIVITY FUND** - Financial transactions related to school-sponsored student activities and interscholastic activities. These activities are supported in whole or in part by income from students, gate receipts, and other fund-raising activities.

[APPENDIX-4.4]

**SUPPLY** - A material item of an inexpensive, expendable nature that is consumed, worn out or deteriorated in use; loses its identity through fabrication or incorporation into a different or more complex unit or substance. Is expendable or subject to replace rather than repair if damaged or if some of its parts are lost or worn out.

[APPENDIX-4.5]

**TRAVEL** - Costs for transportation, meals, hotel and other expenses associated with traveling on business for the Board of Education.

**UNIT COST** - Expenditures for a function, activity, or service divided by the total number of units for which the function activity or service was provided.

**VOUCHER** - A document which authorizes the payment of money and usually indicates the accounts to be charged.

[APPENDIX-4.6]

## STATE DEPARTMENT OF EDUCATION RECORDS RETENTION SCHEDULE

Item #	Form #	Description	Retention Period Destroy Records After	
			District	County
1	A-1	School Register, Classroom	6 Years	-----
2	A-1a	School Register, Central	6 Years	-----
3	A-2b	Record of Individual Instruction	6 Years	-----
4	A-3	Annual Report of Education Statistics	10 Years	10 Years
5	A-4	Annual Financial Statistical Report	10 Years	10 Years
6	A-4a	Report of Res. Enrollment Statistics	10 Years	10 Years
7	A-4b	Report of Pupils Receiving Bedside/ Home Instruction	10 Years	10 Years
8	A-4c	Report of Tuition Pupils Sent to App. Special Classes for Atypical Pupils	10 Years	10 Years
9	A-4d	Application for State Aid-Transportation	10 Years	10 Years
	A-4e	Atypical Pupils	10 Years	10 Years
11	A-4f	Report of School Budget and District Taxe	10 Years	10 Years
12	A-4g	Report of Pupils Living on Non-Taxable State-Owned Property	10 Years	10 Years
13	A-5	Custodian's Financial Report	10 Years	10 Years
14	A-13	Certificate of Tax Ordered	10 Years	10 Years
14a	A-17	Financial Record Book, Custodian of School Monies	Permanent	-----
15	A-22	Employment Contract Teacher	10 Years After Term.	10 Years After Term.
16	A-28	Tally Sheet	-----	1 Year
18	A-32	Proceedings with Respect to Authorization of Bonds	Bond Maturity	-----
19	A-33	Report of Election Proceedings	10 Years	10 Years
20	A-36	Board Members Affidavit and Oath of Offic	10 Years	10 Years
21	A-41a	Pupils Transfer Card	3 Years	-----
22	A-44	Record of Exclusion	3 Years	-----
23	A-45	Medical Inspection Record Card	1 Yr after Graduation	-----
24	A-50	Age Certificate	When Minor	Reaches age 21
25	A-56a	School Record	When Minor	Reaches age 21
	A-56b	Promise of Employment	When Minor	Reaches age 21
27	A-56c	Physician's Certificate	When Minor	Reaches age 21
28	A-66a	Vacation Employment Certificate	When Minor	Reaches age 21

Item #	Form #	Description	Retention Period Destroy Records After	
			District	County
29	A-66a1	Vacation Employment Certificate (Employment outside of district)	When Minor	Reaches age 21
30	A-66b	Regular Employment Certificate	When Minor	Reaches age 21
31	A-66c	Application for Special Newsboy or Special Street Trades Permit	When Minor	Reaches age 21
32	A-66d	Application for Special Agricultural Permit	When Minor	Reaches age 21
33	A-66e	Special Agricultural Permit	When Minor	Reaches age 21
34	A-66f	Special Newsboy Permit	When Minor	Reaches age 21
35	A-66g	Special Street Trades Permit	When Minor	Reaches age 21
36	A-66h	Age Certificate - Agricultural	When Minor	Reaches age 21
37	A-66i	Application for Special Theatrical Permit	When Minor	Reaches age 21
38	A-66j	Special Theatrical Permit	When Minor	Reaches age 21
39	A-66k	Application for Special Newspaperboy Permit	When Minor	Reaches age 21
40	A-66m	Special Newspaperboy Permit	When Minor	Reaches age 21
41	A-59	Notice to Parents	6 Years	-----
42	A-60	State Warrant	6 Years	-----
43	A-61	Rule to Show Cause	6 Years	-----
44	A-62	Complaint	6 Years	-----
45	A-63	Attendance Report	3 Years	-----
46	A-74	Employment Contract Attendance Officer	10 Years After Term.	-----
47	A-77	Medical Inspection Notice	1 Year After Graduation	-----
48	A-100	Budget	Permanent	-----
49	A-101	Budget	Permanent	-----
50	A-102	Budget	Permanent	-----
51	A-103	Budget	Permanent	-----
52	A-104	Budget	Permanent	-----
53	A-109	Appropriations Receivable	Permanent	-----
54	A-110	Appropriations and Cash Receipts	Permanent	-----
55	A-111	Cash Expenditures	Permanent	-----
56	A-112	General Control	Permanent	-----
57	A-115	Distribution of Costs, Administration	10 Years	-----
58	A-116	Distribution of Costs, Instruction	10 Years	-----
59	A-117	Distribution of Costs, Attendance and Health	10 Years	-----



Item #	Form #	Description	Retention Period	
			District	County
60	A-118	Distribution of Costs, Maintenance	10 Years	-----
61	A-119	Distribution of Costs, Foxed Charges	10 Years	-----
62	A-120	Distribution of Costs, Capital Outlay	10 Years	-----
63	A-121	Distribution of Costs, Vocational	10 Years	-----
64	A-122	Distribution of Costs, Evening School	10 Years	-----
65	A-125	Distribution of Costs	10 Years	-----
66	A-130	Property Record	10 Years	-----
67	A-131	Tuition Ledger - Pupils Sent	10 Years	-----
68	A-132	Tuition Ledger - Pupils Received	10 Years	-----
69	A-148	Report of the Secretary	Permanent	-----
70	A-149	Report of the Custodian	Permanent	-----
71	A-151	Purchase Order	6 Years	6 Years
72	A-162	Bond Register	Permanent	-----
73	A-231	Permanent Record Card	Permanent	-----
74	B-1A	Bonding Election Report	-----	3 Years
75	C-212	Transportation Contract	6 Years After Term.	6 Years After Term.
76	C-213	Transportation Contract Renewal	6 Years After Term.	6 Years After Term.
77	TB-1	Tuberculosis Testing Survey Card	1 Year after Graduation	-----
77a	101	Application to Local Finance Board & Comm. Of Education (for extension of credit)	Bond Maturity	-----
		<b>FEDERAL PROGRAMS NDEA</b>		
78		Reimbursement Claim	6 Years	-----
79		Request for Verification of Expenditures Title V	6 Years	-----
		<b>PUBLIC LAWS 815 AND 874</b>		-----
80	RSF-1	Application for Assistance	3 Years	3 Years
81	RSF-2	Application for Financial Assistance, Public School Construction, Parts I and II	3 Years	3 Years
82	RSF-3	Report for Determining Payment	3 Years	3 Years

## FORMS

<b>1A</b>	<b>Budget Transfer Form</b>
<b>2A</b>	<b>Budget Request Worksheet</b>
<b>3A</b>	<b>Personnel Request Form</b>
<b>4A</b>	<b>Purchase Order</b>
<b>5A</b>	<b>Purchase Order Rationale Form</b>
<b>6A</b>	<b>Quotation Record Form</b>
<b>7A</b>	<b>Order Information Form</b>
<b>8A</b>	<b>Memorandum - Return of Purchase Order</b>
<b>9A</b>	<b>Professional Development Request</b>
<b>10A</b>	<b>Conference Travel Expense Report</b>
<b>11A</b>	<b>Mileage Reimbursement Voucher</b>
<b>12A</b>	<b>Standard District - Wide Mileage Schedule</b>
<b>13A</b>	<b>Maintenance Work Order Form-School Dude.Com</b>
<b>14A</b>	<b>Computer Service Request Form- Trouble Trekker</b>
<b>15A</b>	<b>Petty Cash Request Form</b>
<b>16A</b>	<b>School Accounts- Check Requisition</b>
<b>17A</b>	<b>School Activity Fund</b>
<b>18A</b>	<b>Employee Payroll Input Form</b>
<b>19A</b>	<b>403(b) Salary Reduction Agreement</b>
<b>20A</b>	<b>403(b) Salary Reduction Agreement- Change Form</b>
<b>21A</b>	<b>Employee Authorization For Medical Attention Form</b>
<b>22A</b>	<b>Incident Reporting Forms</b>
<b>23A</b>	<b>Application for Use of School Property</b>
<b>24A</b>	<b>Fixed Asset Form</b>
<b>25A</b>	<b>Tax Exempt Letter</b>
<b>26A</b>	<b>Teacher Borrowing Classroom Computer for Summer</b>