



City Of Orange Township Public Schools

NEW TEACHERS' ORIENTATION **2016-17 School Year**

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Mission of the Business Office

The Business Office is committed to the district's goals of providing the necessary support for a thorough and efficient education of our most valuable investment – our students.

This is accomplished through effective and efficient fiscal management, providing a safe and healthy environment conducive to learning.



Activities of the Business Office

The following activities are performed in the business office:

Budgeting & Enrollment Planning

The business office prepares the school-based and district-wide budgets. In preparing the budget, we submit the Application for State School Aid (ASSA) to the State (students enrollment counts).

District's budget comprises approx. of : (State Aid – 80%, Tax levy-10% and Federal & State Grants – 10%).



Activities of the Business Office

Accounting & Financial Reporting:

The business office accounts for all financial resources and prepares reports to the state and other agencies.

In order to continue to receive state aids, districts must comply with mandated state's financial reporting requirements.

Payroll & Employee Benefits:

Payrolls are prepared bi-monthly (on 15th and last business day of the month).

All new employees are mandated to enroll in direct deposits, direct deposit enrollment forms are available in the business office.

Activities of the Business Office

Payroll & Employee Benefits (Cont'd):

Employees are required to complete stipend time sheet before getting paid, all time sheets must be approved by the Principal/Director. Employees must submit their stipend time sheets in accordance with stipend payroll schedule prepared by the business office.

Board approval date must be reflected on all time sheets as well as correct account code to be charged.

Employees who have concerns about their stipend must complete the payroll concern form (available in business office).



Activities of the Business Office

Purchasing:

All district's purchases are governed by state statutes, administrative code and board policy.

Purchases in the district are done through approved purchase orders.

No unauthorized out of pocket expenses will be reimbursed. No confirmation order is allowed (i.e. where services is obtained from vendor before a P.O

At the School level, Secretaries put requisition in the system (Smart budget software), approved by the Principals, Business Administrator, Deputy Superintendent and the Superintendent, depending on the threshold. After approval by all signatories, the requisition becomes the purchase order.

(See Purchasing manual for details)

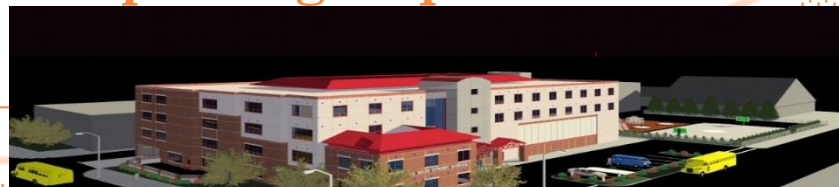
Activities of the Business Office

Facilities, Buildings & Grounds:

The business office is committed to providing a clean, healthy and safe environment, that is conducive to learning /working for our students/staff. We perform:

- ❖ Routine maintenance of our facilities
- ❖ Repairs, when necessary
- ❖ Conduct Indoor Air Quality test periodically
- ❖ Have Integrated Pest Management program

All facilities maintenance requests are put in school dude (work order system), Secretaries in each school location is responsible for putting requests in school dude.



Activities of the Business Office

Risk Management:

All employees should take note of the following:

- ❖ **It is recommended that personal items should not be brought and kept in school. The district will not be responsible for any item(s) lost or stolen.**
- ❖ **The district is not responsible for damages to vehicles parked on district's property.**
- ❖ **Accidents or injuries on school/district's premises should be reported timely. The procedure for reporting can be found in the business office procedural manual.**

Fully Automated Business Operations

For efficiency and effectiveness, most of our operations are fully automated:

- ❖ **Biometric time clock system** – It is mandatory that all staff clock in and out, failure to do so may impact your payroll.
- ❖ **District's policy manual is now available online**
- ❖ **Electronic payroll paystub can now be accessed and printed from district's website (HR Payroll module)**
- ❖ **Electronic work order system (school dude)**
- ❖ **Electronic purchase order system**
- ❖ **Budget & Financial reporting (Smart budget system)**



Questions



Answers