



Public Schools

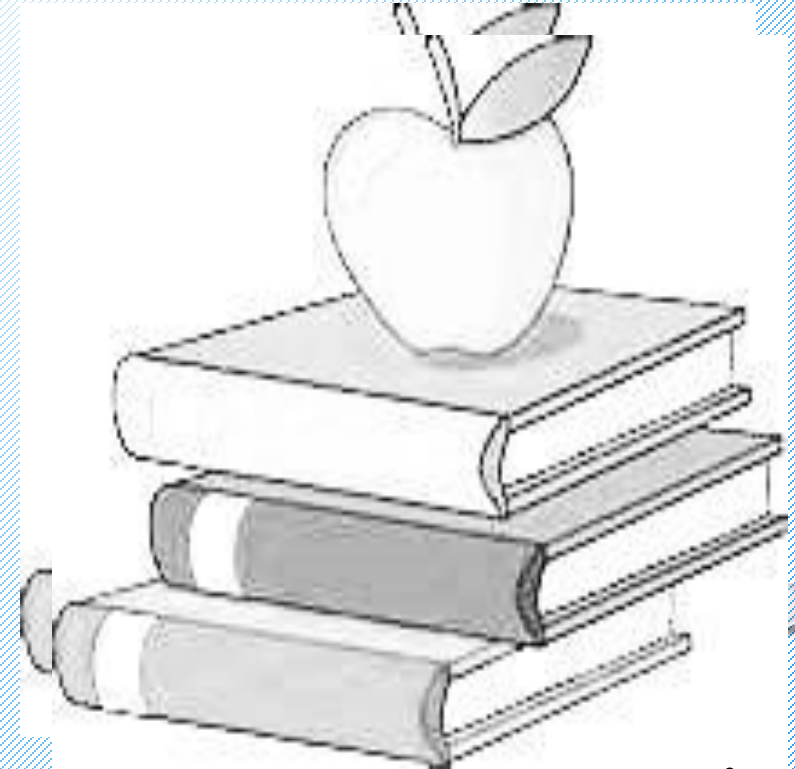
GOOD TO GREAT

Dr. Gerald Fitzhugh II
Superintendent of School

Mr. Adekunle James
Business Administrator/Board Secretary
October 2019

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BUDGETS & FINANCIAL REPORTING

- ✓ Regulatory Compliance & NJDOE Expectations
- ✓ Uniform Chart of Accounts (Be familiar with budget codes)
- ✓ All Expenditures are budget-driven
- ✓ Budget Preparation (Budget Workpapers & SMART)
- ✓ All Administrators should effectively manage their budget
- ✓ No Over-spending Allowed (Budget-Actual Comparison)
- ✓ Budget Transfers



PURCHASING

- ✓ ALL DISTRICT'S PURCHASES MUST FOLLOW STATE'S PURCHASING GUIDELINES, DISTRICT'S POLICIES.
- ✓ THE DISTRICT HAS IMPLEMENTED THE PAPERLESS REQUISITION SYSTEM IN ORDER TO EASE AND STREAMLINE PURCHASING PROCEDURES.
- ✓ APPROPRIATE SUPPORTING DOCUMENTATIONS (I.E.: QUOTES, CONTRACTS, ETC.) MUST BE SCANNED AND ATTACHED TO REQUISITIONS.
- ✓ **NO CONFIRMATION ORDERS ALLOWED:-** ALL PURCHASES MUST HAVE A REQUISITION IN THE SYSTEM BEFORE OBTAINING SERVICES FROM A VENDOR (THIS IS A REQUIREMENT BY STATE LAW AND BOARD POLICY).
PURCHASE ORDER REVIEW – **90 DAYS OR OLDER**, OR IF NOT NEEDED SHOULD BE CANCELLED).
- ✓ THE STATE REQUIRES THAT THE DISTRICT BIDS FOR EXPENDITURES OF \$40,000 AND ABOVE AND RECOMMENDS THREE (3) QUOTES FOR EXPENDITURES THAT ARE SUBSTANTIAL BUT BELOW \$40,000 (ADMINISTRATORS SHOULD ADHERE TO THIS REQUIREMENT).

DISTRICT'S POLICY

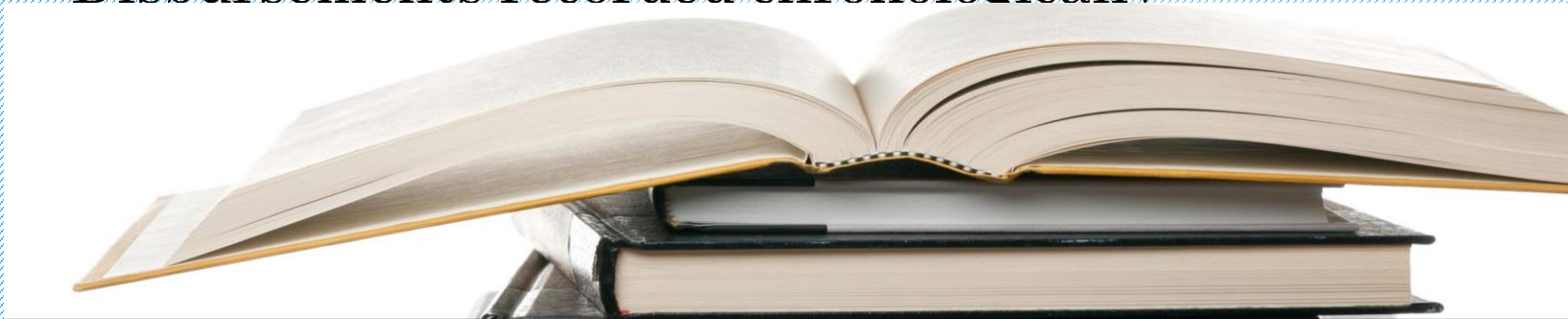
- ✓ Available on District's Website (Straus & Esmay)
- ✓ All staff and students must comply with district's policy (Mandated)
- ✓ Non-compliance has serious consequences (Superintendent's Action)

COST CONTROLS

- ✓ Substitute Costs & Teachers' Attendance (2017-18 Cost - \$1.8 million)
- ✓ Monitoring Stipends (Time sheets/Board Agenda, Biometric clock report)
- ✓ Biometric Clocking System: Swipe card, Finger Confirmation(Update/Next Step)
- ✓ Resource Sharing (Books & School Supplies)
- ✓ **Printshop Work Order:-** cost control initiative, (5000 sheets max) all additional sheets of paper has to be provided by job requester.
- ✓ **Secure Print Initiatives:-** ID Badge Registration, Scan & Email documents, Your Print job will follow you, You can cancel or delete unwanted print jobs to avoid waste.
- ✓ **Printshop Renovation Plans:-** Becoming Enterprise, & adequately prepare students in the CTE track for jobs in the print industry.

STUDENTS ACTIVITIES & ATHLETICS FUND

- ✓ Use funds raised for purposes that benefit students
- ✓ No commingling with district's funds
- ✓ Follow district's policy
- ✓ Maintain adequate records
- ✓ Keep Supporting documentations
- ✓ Borrowing from Student Activity/Athletics Fund is prohibited.
- ✓ Receipts deposited promptly (all cash deposits within 24 hrs.)
- ✓ Disbursements recorded chronologically



FACILITIES MAINTENANCE & RISK MANAGEMENT

- ✓ School Dude Work Order System
- ✓ Prioritizing and scheduling facilities repairs..
- ✓ Effective facilities maintenance is the responsibility of all of us.
- ✓ Personal Items on School Premises (Valuables)
- ✓ Vehicles parked on district's property
- ✓ No personal or district purchased Appliances (refrigerators, microwaves, toaster, portable heaters etc.) in work area
- ✓ Facility Self Inspection Checklist
- ✓ Help prevent work-related accidents, follow the following tips:
 - Do not wear high-heeled shoes while walking on premises
 - Use handrails on stairs, do not run up or down stairs
 - Do not stand on desks, tables or chairs while hanging items
 - Do not hang anything from ceiling
 - Keep walkways clear
 - Do not overload electrical sockets
 - Avoid trip hazards by safely securing cables attached to smart boards, computers, projectors etc.
 - Clean up spills or contact Custodians to help do it.



FOOD SERVICE

- ❖ Community Eligibility Provision (CEP),
- ❖ Household survey to be furnished by parents
- ❖ Principals should help monitor collection (participation drives funding.
- ❖ Breakfast After the Bell (In classroom)

ASSA Count Updates:-

Total Students to date: **5808**

Free or Reduced Lunch count to date: 4213

LEP count to date: **833**

Special Education to date: **765**



THANK YOU