



# City Of Orange Township Public Schools

## **Administrative Retreat 2014-15 School Year**

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# Budgets & Financial Reporting

## NEW JERSEY UNIFORM CHARTS OF ACCOUNTS:

- All expenditures are budget driven (i.e.: amount expended are based on what was budgeted for).
- All Districts are required by NJDOE to establish and maintain their records using the Uniform Chart of Accounts.
  - (a.) The Uniform Chart of Accounts facilitates uniform treatment of similar expenditures across districts.
  - (b.) Chart of Accounts – have been designed to maintain accountability over all individual grants in one fund, through the use of Programs and Project/Reporting.
  - (c.) By assigning the same unique code to a grant, revenue and its related expenses, grant's financial activity becomes segregated from other grants.
  - (d.) Administrators should be very familiar with the codes in the Uniform Chart of Accounts (i.e. fund, program, function, and objects).

# Budget & Financial Reporting Cont'd.

- Each Principal/ Departmental Head must manage his/her own budget.
- Purchase Order Review – (90 days or older, or if not needed should be cancelled).
- Budget line transfers are available upon board approval; if over 10% of budget line, transfers will be available after Department of Ed.'s approval within 10 to 15 days.

# Purchasing/Requisition System

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.

The state requires that the District bids for expenditures of \$36,000 and above and recommends three (3) quotes for expenditures that are substantial but below \$36,000 (Administrators should adhere to this requirement).

Administrators should be familiar with the SMART system, particularly with aspects relating to purchase order and requisition.



# Cost Controls

In view of the district's tight budget, it is imperative that we keep costs under control in order to maximize the use of our scarce resources.

The focus areas for the 2014-2015 school year, consist of:

- Keeping substitute teachers' costs under control:  
New sub-service vendor by HR dept. (ie: Source 4 Teachers).  
Building administrators should review monthly source 4 teachers sub reports to be provided by the BA.
- Monitoring of Stipends: Principals are required to monitor stipends and ensure that monies spent do not exceed the budgeted amounts. To effectively do this, Principals are required to compare stipends postings and actual costs to budgets.



## Cost Controls Cont'd.

- Time Sheets: All time sheets should be properly checked for accuracy. Administrators and Principals/Directors must ensure that time reflected on time sheets correspond to actual time worked before approval, correct account codes should be reflected.
- Administrators/Directors should submit their own timesheets on time and also mandate their staff to submit timesheets according to payroll schedule.
- Supplies: Principals and district-level administrators should ensure that items requisitioned are those actually needed. Also, efforts should be made to minimize waste of supplies (ie.: collaboration among administrators in using resources more efficiently is encouraged).  
No appliances (e.g: Refrigerators, microwaves, toasters, sound systems etc.) should be ordered for personal use, appliances for staff should be in designated common rooms e.g: teachers lounge, staff café only.
- Direct Deposit – Existing employees are required to enroll in direct deposit, while all new hires are mandated to enroll, in compliance with district's policy on direct deposit.



# Students Activity & Athletic Funds

Use of Students Activity & Athletic Funds: The funds should be used for the intended purposes as specified by the district's policies. The student activity funds should not be commingled with the district's general or other funds.

Adequate records should be maintained, all supporting documentations (ie: vouchers, invoices, receipts etc.) should be properly safeguarded and kept with the checkbook folder in the Business Office (for audit purposes).

The following points should be noted:

- Borrowing from students activity/athletic funds is prohibited.
- All receipts should be promptly deposited in the bank within 24 hrs.
- Disbursements must be recorded chronologically, with dates, vendors, check numbers, amounts, purpose specified with necessary approval documented.
- Checks must bear at least two signatures (of authorized signatories).
- Business office will maintain an oversight of the funds.
- Pre-numbered tickets should be used for athletic events.



# Food Service Program

The district has contracted with Chartwells to operate the food service program for the 2014-2015 school year.

## **Lunch Applications & Federal/State Funding:**

- The lunch application is used for determining students' eligibility.
- All Orange School District's students (grades pre-k -12) are required to complete the household lunch applications in order to participate in the program.
- Online application is available on the district's website.
- Percentage of applications received impact funding.

## **Points to Note:**

- No staff is authorized to obtain free meals, supplies or food stuff from Chartwells (FSMC).
- Students determined as paid or reduced must pay for their meals. (graduating students owing for meals or other fees may have their diplomas withheld).

# School Employee Benefit Program

- Mandated state provisions S-293/A-4133 and Chapter 78, P.L. 2011.
- Member will contribute the percentage of premium corresponding to selected plan on the state's benefit chart or 1.5% of gross base salary (whichever is higher).

# Security & Facilities

All building administrators should notify the security manager (Mr. Vasquez at (973)886-3005) whenever they will be working late hours or come into the building on weekends or holidays. Security alarms must be set when departing.

The main goal of the Business Office as it relates to facilities is to provide a clean, healthy and safe environment conducive to learning/working for our students/staff.

- Routine and unexpected maintenance.
- Effective Facilities maintenance – responsibility of all stakeholders.
- Prioritizing and scheduling facilities repairs.
- School Dude and work order system.
- Long Range Facility Plan (LRFP)



# Environmental, Health & Safety Issues

In order to maintain safe, clean and healthy school environment, the school administrators should work collaboratively with the business office in areas relating to:

- Integrated Pest Management (IPM)
- Indoor Air Quality and other OSHA/PEOSH related matters
- Right to Know (RTK)
- Asbestos Management (AHERA management plan)
- Safety Committee
- Fire Alarm Systems
- Emergency Response/Evacuation/lockdown Plan

# Risk Management

- It is recommended that personal items should not be brought and kept in school or work. The district will not be responsible for any item(s) lost or stolen.
- The district is also not responsible for damages to vehicles parked on district's property.
- Community use of school facility will be granted under strict compliance with district's policies:
  - certificate of insurance must be tendered by user group.
  - User group must not sub-let space to another organization or group.
- Accidents or injuries on school/district's premises should be reported timely. The procedure for reporting accidents can be found in the business office procedural manual.
- Do not overload electrical outlets or used unauthorized electrical extension cords.

# New Initiatives

The new initiatives implemented in the district from 2013-14 school year will continue, these include:

- Biometric time clock system
- District's policy manual – online
- Other new safety measures:
  - NJSBAIG will continue to visit schools
  - Playground equipment inspections to be conducted
  - Magnetic strip on door locks – emergency lockdown
  - Installation & repair of buzzer system
  - Acquisition of more cameras & upgrade of our surveillance system.

## Business office Information on District's website

- Standard Operating Procedure manual
- Business office manual
- Students Activity Funds Procedures
- Purchasing manual
- Payroll information
- Budget information
- Food program information
- District policies & regulations

*Collaboration of all stakeholders is needed because:*

*“The achievements of an organization are the result of the combined effort of each individual.”*





Questions



Answers

