

City Of Orange Township Public Schools

ADMIN PLC

Business Office Presentation

2016-17 School Year

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TABLE OF CONTENTS

1

BUDGET & FINANCIAL REPORTING

2

PURCHASING & COST CONTROLS

3

STUDENTS ACTIVITY/ATHLETIC FUNDS

4

FOOD SERVICE PROGRAM

5

EMPLOYEES BENEFIT

6

FACILITIES, HEALTH & SAFETY

7

RISK MANAGEMENT & OTHERS

Budget & Financial Reporting

NEW JERSEY UNIFORM CHARTS OF ACCOUNTS:

- All District's 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.) For example, 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.

- Importance of accurate financial reporting to the NJDOE.
 - Efficiency (TGES)/Formerly called Comparative Spending Guide.
 - Planning & Decision making etc.
- Each Principal/ Departmental Head must manage his/her own budget.
- 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 & Cost Controls

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 (This is against 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).

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



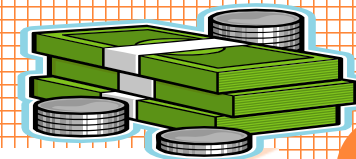
Purchasing & Cost Controls

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 2016-2017 school year, consist of:

Keeping substitute teachers' costs under control:

- Proper controls should be maintained on absences by building administrators. Reports from substitute service vendor (ie: Source 4 Teachers) should be properly reviewed for accuracy by administrators/HR department.
- 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 approved in postings to actual costs (i.e budget to actual comparison) to avoid over-spending.



Purchasing & 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 (clock in/out reports from biometric time clock will be used to verify stipend hours) correct account codes should be reflected on time sheets.
- 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.



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.

Students Activity funds should **not be used for SBB's** expenditures. (Funds should not be used to circumvent state's/district's purchasing policy or procedures)

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).

Fund raising application should be pre-approved (application is available on our website).

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 2016-2017 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 district's 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).

Food Service Program- Cont'd

OTHER AREAS:

- Family Pack Program (with Hillside Food Bank)
- Fruit & Vegetables Program Award
- After School Snacks Program (Daily accountability; Attendance)
- Food Service POS System
- Dinner Program (Daily accountability; Attendance ; Unannounced State site visits)
- Community Eligibility Provision (CEP)

CHARTWELLS

- District's wellness policy

Employee Benefit

- Mandated state provisions S-293/A-4133 and Chapter 78, P.L. 2011. District is in Tier IV.

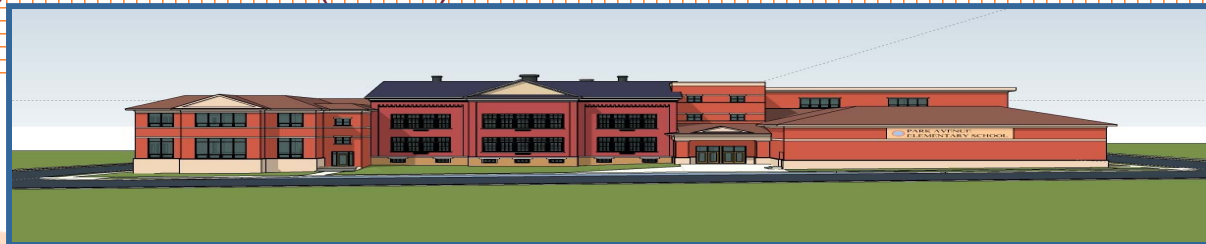
Employees who have alternate health benefits coverage and would need to waive District plan should contact Ms. Faith Holmes (Health Benefit Coordinator) in the business office (extension 6016; e-mail address: HolmesFa@orange.k12.nj.us)

Facilities, Health & Safety

All building administrators should notify the security manager (Mr. Vasquez at (973)886-3005; e-mail: vasqueEd@orange.k12.nj.us) whenever they will be working late hours or come into the building on weekends or holidays. Security alarms must be set when departing.

One of the main goals 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 Facilities Plan (LRFP)



Facility, Health & Safety

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 Hazard Emergency Response Act (AHERA management plan)

Safety & Security:

- Safety Committee
- Fire Alarm Systems
- Emergency Response/Evacuation/lockdown Plan
- NJSIG will continue to visit the schools
- Playground equipment inspections would continue to be inspected.
- Acquisition of more cameras & upgrade of our surveillance system

Risk Management

- It is recommended that personal items should not be brought and kept in school or at 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.
- Do not overload electrical outlets or use unauthorized electrical extension cords.
- 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 to the business office timely (within 24 hrs.). The procedure for reporting accidents can be found in the business office procedural manual.

Business office Information

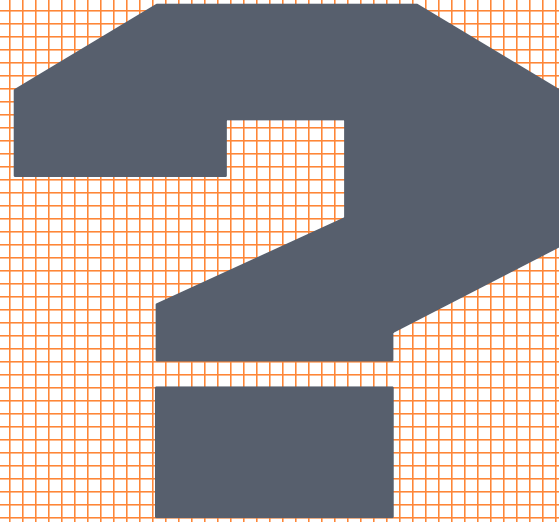
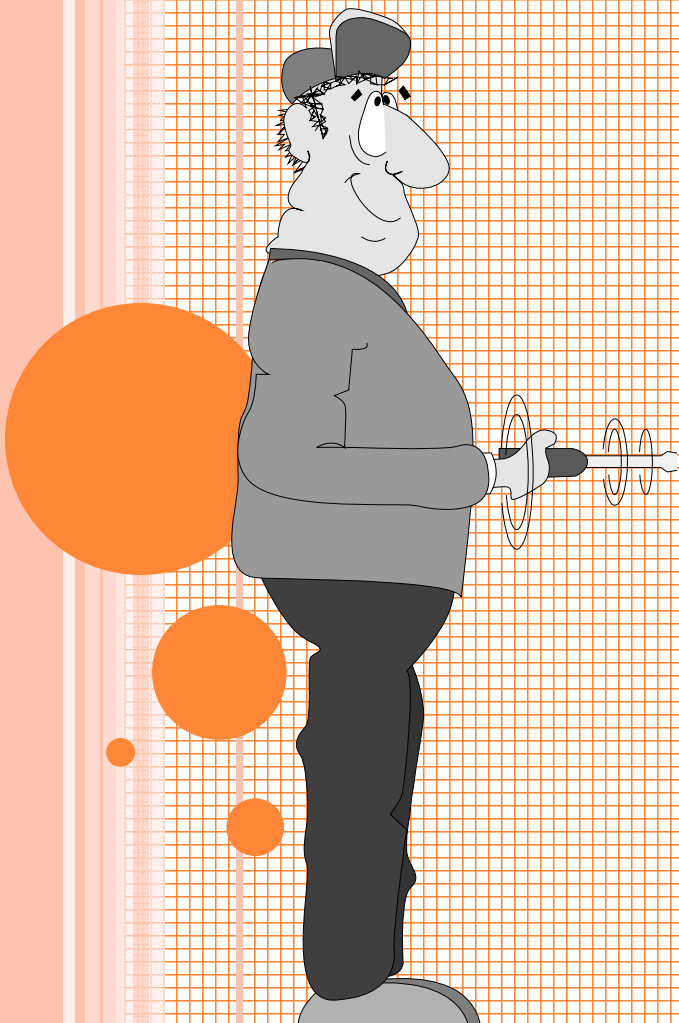
The following information are available on district's website:

- 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 everybody is required
because:*

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





Questions ?