

CONCEPTS AND ROLES IN BUSINESS AND NONINSTRUCTIONAL OPERATIONS
GOALS AND OBJECTIVES

Fiscal Management

The board of education recognizes that money and money management are a necessary support of the whole school program. To make that support as effective as possible, the board intends:

- A. To encourage financial planning through the best possible budget procedures;
- B. To explore all practical sources of dollar income;
- C. To guide the expenditure of funds so as to extract the greatest educational returns;
- D. To expect top-quality accounting and reporting procedures; to adopt and implement sound fiscal procedures. The board secretary shall prepare a manual of procedures to ensure that all business operations of the district are carried out uniformly, efficiently and in accordance with law and board policy;
- E. To maintain a level of per pupil expenditure sufficient to provide high quality education.

Internal Controls / Standard Operating Procedures

The board of education is committed to financial integrity and directs the Superintendent to establish specific regulations and standard operating procedures for business functions which are designed to provide district administrators with reasonable assurance that the district's goals and objectives will be met and that meet the requirements of N.J.A.C. 6A:23A-6.5 through 6.13. Internal controls shall promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies and comply with law and regulation.

The district may submit a written request to the Commissioner to approve an alternative system, approach or process for implementing the internal controls required in this subchapter. The application must include documented evidence that includes but is not limited to, an independent, third-party written assessment that the alternative system, approach or process will achieve the same safeguards, efficiency and other purposes as the specified internal control requirement(s).

Personnel Tracking and Accounting

The district shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each in accordance with N.J.A.C. 6A:23A-6.8

NOTE: THE FOLLOWING REQUIREMENT APPLIES TO DISTRICTS THAT HAVE A BUDGET IN EXCESS OF \$25,000,000 OR MORE THAN 300 EMPLOYEES.

CONCEPTS AND ROLES IN BUSINESS AND NONINSTRUCTIONAL OPERATIONS; GOALS AND OBJECTIVES (continued)

Financial and Human Resources Management

The district shall maintain an enterprise resource planning (ERP) system which integrates all data and processes of the district into a unified system in compliance with N.J.A.C. 6A:23A-6.7.

Support Services

The board of education expects operation and maintenance of the school plant and equipment to set high standards of safety, to maintain the health of pupils and staff, to reflect the aspirations of the community, to support environmentally the efforts of the staff to provide a good education and to preserve the community's major investment.

In order to provide services that sufficiently support the educational program, the board establishes as broad goals:

- A. To provide a physical environment for teaching and learning that is safe and pleasant for pupils, staff, and public;
- B. To provide safe transportation for eligible pupils;
- C. To make nutritious meals available to pupils;
- D. To provide resources, facilities and assistance to meet the needs of the educational program as they develop.

Long-range Plans

In compliance with law, the Superintendent will develop a five-year comprehensive maintenance plan. The board will review this plan and the district's long-range facilities plan annually, and will revise them as necessary with the advice of the Superintendent.

Date: **Reviewed: May 15, 2002; December 15, 2010**
Readopted: May 17, 2000; January 21, 2004; February 16, 2011

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Concepts and Roles in Business, Noninstructional Operations, Goals and Objectives in Business and Noninstructional Operations, Planning, Business

Legal References

CONCEPTS AND ROLES IN BUSINESS AND NONINSTRUCTIONAL OPERATIONS;
GOALS AND OBJECTIVES

Other Reasons:

Business and non-instructional operations are essential to provision of the educational program.

Recommendation:

A policy requiring sound district and school fiscal operations and effective management procedures. It should also address provision of facilities and support staff.

<u>Legal References:</u>	<p><u>N.J.S.A.</u> 2C:30-4 Disbursement of public moneys, incurrence of obligations in excess of appropriation</p> <p><u>N.J.S.A.</u> 18A:4-14 Uniform system of bookkeeping for school districts</p> <p><u>N.J.S.A.</u> 18A:17-14.1 through -14.3 Appointment of school business administrator; duties; subcontracting; tenure acquisition</p> <p><u>N.J.S.A.</u> 18A:17-24.1 Sharing of superintendent, school business administrator; procedure</p> <p><u>N.J.S.A.</u> 18A:18A-1 et seq. Public School Contracts Law</p> <p><u>N.J.S.A.</u> 18A:20-1 et seq. Acquisition and Disposition of Property</p> <p><u>N.J.S.A.</u> 18A:33-1 et seq. Facilities in general</p> <p><u>N.J.S.A.</u> 18A:39-1 et seq. Transportation to and from schools</p> <p><u>N.J.S.A.</u> 40:8A-1 et seq. Inter-local Services Act</p> <p><u>N.J.A.C.</u> 2:36-1.1 et seq. Child Nutrition Programs</p> <p><u>N.J.A.C.</u> 6A:9-12.1 et. seq. Requirements for administrative certification</p> <p>See particularly: <u>N.J.A.C.</u> 6A:9-12.1, -12.2,-12.3(d), -12.7 <u>N.J.A.C.</u> 6A:23-1.1et seq. Finance and Business Services <u>N.J.A.C.</u> 6A:26-1.1et seq. Educational Facilities <u>N.J.A.C.</u> 6A:27-1.1et seq. Student Transportation</p>
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CONCEPTS AND ROLES IN BUSINESS AND NONINSTRUCTIONAL OPERATIONS; GOALS AND OBJECTIVES (continued)

Possible

<u>Cross References:</u>	*3100	Budget planning, preparation and adoption
	3200 series	Income
	3300 series	Expenditures/expending authority
	3400 series	Accounts
	3500	Non-instructional operations
	*3510	Operation and maintenance of plant
	3530	Insurance management
	3541 series	Transportation
	3542 series	Food service
	3452.1	Local Wellness
	3543 series	Office services
	3570 series	District records and reports
	3600	Evaluation of business and non-instructional operations
	*7110	Long-range facilities planning
	9123/9124	Appointment of board secretary; appointment of business official

*Indicates policy is included in the Critical Policy Reference Manual.