

Policy

EVALUATION OF BUSINESS AND NONINSTRUCTIONAL OPERATIONS

The school district shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment.

The business administrator/board secretary shall identify processes that when performed by the same individuals are a violation of sound segregation of duties. The business administrator/board secretary shall segregate the duties of all such processes among business office staff based on available district resources, assessed vulnerability and the associated cost-benefit

The following functions shall be segregated and completed by different employees in all districts:

- A. Human resources and payroll;
- B. Purchasing and accounts payable

The district shall include in the Comprehensive Annual Financial Report (CAFR) detailed organizational charts for the central office that tie to the district's position control logs, including, but not limited to, the business, human resources and information management functions.

Date: **Reviewed: June 8, 2011**
 Adopted: August 10, 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

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

MEDFORD LAKES BOARD OF EDUCATION

FILE CODE: 3600

X **Monitored**

X **Mandated**

X **Other Reasons**

Legal References

EVALUATION OF BUSINESS AND NONINSTRUCTIONAL OPERATIONS

QSAC Monitored:

Section 4: Fiscal Management

Mandated

N.J.A.C. 6A:23A-6.5 (“accountability regulations”) requires that school districts (a) evaluate business processes annually and (b) school business administrators segregate duties of human resources/payroll and purchasing/accounting.

Other Reasons:

Business and noninstructional 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.

Legal References: N.J.S.A.18A:11-1 General Mandatory Powers and Duties
N.J.A.C. 23A-6.5 Segregation of duties

Possible

- Cross References:** *3000/3010 Concepts and Roles in business and non-instructional operation
- *3100 Budget planning, preparation and adoption
- 3200 Income
- 3300 Expenditures/expending authority
- 3400 Accounts
- 3500 Noninstructional operations
- *3510 Operation and maintenance of plant

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

- 3530 Insurance management
- 3541 Transportation
- 3542 Food service
- 3452.1 Local Wellness
- *3570 series District records and reports
- *7110 Long-range facilities planning

*Indicates policy is included in the MEDFORD LAKES BOARD OF EDUCATION