

POLICY

— East Rutherford Board of Education

FINANCES
6820/Page 1 of 2
Financial Reports
M

6820 FINANCIAL REPORTS

The Board of Education directs the School Business Administrator/School Business Administrator/Board Secretary and the Treasurer of School Moneys, or designee, to make such accurate and timely reports to county, State, and federal offices as are required by law and rules of the State Board of Education. In addition, the School Business Administrator/Secretary and Treasurer, or designee, shall report to the Board on the financial condition of the school district in accordance with law and in the manner and form required by the State Department of Education. There shall be a common terminology and classification system used consistently throughout the budget, the accounts, and the financial reports of each fund.

The district will establish and implement adequate internal control structure and procedure for financial reporting.

The School Business Administrator/School Business Administrator/Board Secretary shall prepare monthly financial statements, reports of financial condition, operating results and other pertinent information in accordance with directions issued by the Commissioner of Education, to facilitate management control of financial operations, legislative oversight and, where necessary or desired, for external reporting purposes.

In the event the Board has approved a budget with an expanded coding structure, the School Business Administrator/School Business Administrator/Board Secretary shall present the financial report in two forms. One form shall use the minimum level chart of accounts established by the State Department of Education and the other shall use the expanded chart of accounts approved by this Board in accordance with Policy No. 6220.

If no line item account has encumbrances and expenditures that in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10, the School Business Administrator/Board Secretary shall so certify to the Board each month. If a violation had occurred, corrective action shall be taken by the Board.

The Board of Education, after review of the monthly financial reports and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no fund has been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. If the Board is unable to make such a certification, the Superintendent of Schools shall initiate the steps outlined in N.J.A.C. 6A:23A-16.10.

If the reports of the School Business Administrator/Board Secretary and the Treasurer differ in cash

receipts or expenditures, the School Business Administrator/Board Secretary shall resolve the difference prior to the next meeting of the Board. Any difference that cannot be rectified shall be referred immediately to the Auditor. In the event that the School Business Administrator/Board Secretary is more than two months behind in submitting the financial report to the Board, the Superintendent shall report this non-compliance to the Executive County Superintendent.

N.J.S.A. 18A:17-9; 18A:17-36
N.J.S.A. 54:4-75
N.J.A.C. 6A:23-2.2; 6A:23-2.3; 6A:23-2.10; 6A:23-2.11
Cross reference: Policy Guide No. 1320

Adopted: 25 June 2000
Revised: 30 July 2009
Revised: 22 September 2011
