

**Policy**

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FINANCIAL REPORTS

The Little Silver Board of Education directs the 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 required by law and rules of the State Board of Education. In addition, the school business administrator/board 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 an adequate internal control structure and procedures for financial reporting.

The 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/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.

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(a), the school business administrator/board secretary shall so certify to the board each month. If a violation has occurred, corrective action as outlined in N.J.A.C. 6A:23A-16.10(c)3.i 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 in violation of N.J.A.C. 6A:23A-16.10(b) 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 shall initiate the steps outlined in N.J.A.C. 6A:23A-16.10(b) and shall reflect such directive in the minutes of the board. If the board makes such certification but one or more board members vote no to the certification, the board shall provide to the executive county superintendent the board vote, names of the members that voted no, and the reason for the no vote.

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 the school business administrator/board secretary is more than two months behind in submitting the financial report to the board pursuant to N.J.S.A. 18A:17-9, the superintendent shall report this non-compliance to the executive county superintendent.

Adopted: October 8, 2009  
Revised: April 7, 2011  
NJSBA Review/Update: April 2023  
Readopted: August 24, 2023

FINANCIAL REPORTS (continued)Key Words

Financial Reports, Financial, Budget, Appropriations, Auditor

<b>Legal References:</b> <u>N.J.S.A.</u> 18A:11-2(b)	Report of the condition of the public schools and school Property
<u>N.J.S.A.</u> 18A:17-8	Secretary; collection of tuition and auditing of accounts
<u>N.J.S.A.</u> 18A:17-9	Secretary; report of appropriations, etc., treasurer's duties
<u>N.J.S.A.</u> 18A:17-10	Secretary; annual report
<u>N.J.S.A.</u> 18A:17-12	Secretary; annual financial report to the commissioner
<u>N.J.S.A.</u> 18A:17-35	Records of receipts and payments
<u>N.J.S.A.</u> 18A:17-36	Accounting; monthly and annual reports
<u>N.J.S.A.</u> 54:4-75	Persons and Property Subject to Taxation
<u>N.J.A.C.</u> 6A:23A-16.2	Principles and directives for accounting and reporting
<u>N.J.A.C.</u> 6A:23A-16.9	Summer payment plan
<u>N.J.A.C.</u> 6A:23A-16.10	Budgetary controls and over-expenditure of funds

**Cross References:** \*2224 Nondiscrimination/affirmative action  
 \*3000/3010 Concepts and Roles in Business and Non-Instructional Operations; Goals and Objectives  
 \*3100 Budget planning, preparation and adoption  
 \*3320 Purchasing procedures  
 \*3326 Payment for goods and services  
 \*3327 Relations with vendors  
 \*3570 District records and reports  
 3571.4 Audit  
 9123/9124 Appointment of the Board Secretary; Appointment of the Business Administrator  
 9125 Appointment of the Treasurer of School Moneys

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