## LITTLE SILVER BOARD OF EDUCATION Little Silver, New Jersey Monitored Mandated Policy The Code: 3600 X Monitored Mandated X Other Reasons

## EVALUATION OF BUSINESS AND NONINSTRUCTIONAL OPERATIONS

The Little Silver 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.

Adopted: October 8, 2009 Revised: November 17, 2010

NJSBA Review/Update: April 2023 Readopted: August 24, 2023

## Key Words

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

Legal References: N.J.S.A. 18A:11-1 General Mandatory Powers and Duties

N.J.A.C. 6A:23A-6.5 Segregation of duties

## **Possible**

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Cross References: *3000/3	010 Concepts and	d Roles in business and non-instructional operation
*3100	Budget plann	ing, preparation and adoption
3200	Income	
3300	Expenditures	/expending authority
*3400	Accounts	
3500	Noninstruction	nal operations
*3510	Operation an	d maintenance of plant
3530	Insurance ma	ınagement
3541	Transportatio	n
*3542	Food service	
*3452.1	Local Wellnes	SS
*3570	District recor	ds and reports
*7110	Long-range f	acilities planning

\*Indicates policy is included in the <u>Critical Policy Reference Manual.</u>