

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
08/01/19	11-000-100-562-000-000 Tuition LEA Sp Ed	11-000-100-569-000-000 Tuition - Other	#1603 placement change	84,500.00
08/01/19	10-1420-000 Transportation fee other lea	11-000-270-518-000-000 Trans Cont Srvcs Sp Ed ESC/	Appropriate add'l revenue for fleet mgmt and S/E transp	80,000.00
08/01/19	10-1420-000 Transportation fee other lea	11-000-270-443-000-000 Trans Lease Purchase Pmnt	Appropriate add'l revenue for new bus to supplement fleet	25,000.00
08/01/19	11-000-213-100-003-002 Health Sal Summer	11-000-213-600-000-000 Health Supply	August general expense transfers	500.00
08/01/19	11-000-219-320-000-000 CST Prof Srvcs	11-000-219-600-000-000 CST Supplies	August general expense transfers	1,109.03
08/01/19	11-000-240-600-000-000 School Office Supplies	11-000-240-340-000-000 School Purch Tech Svs	August general expense transfers	350.00
08/01/19	11-000-261-420-001-000 Purch Prop Srvcs Elem Schl	11-000-261-420-002-000 Purch Prop Srv Primary Schl	August general expense transfers	1,541.00
08/01/19	11-000-262-300-000-000 Cust Purch Prof Srvcs	11-000-262-100-000-002 Custodial Srvs Sal MVS	August general expense transfers	86.25
08/01/19	11-000-263-300-000-000 Grounds Purch Prof Srvcs	11-000-263-100-000-002 Grounds Salaries MVS	August general expense transfers	1,778.52
08/01/19	11-000-270-503-000-000 Trans - AILO for Non-Public	11-000-270-515-000-000 Trans Sp Ed Joint Agrmnts	August general expense transfers	842.12
08/01/19	11-000-291-290-000-000 Employee Benefits	11-000-291-270-006-000 Unused per days	August general expense transfers	129.99
08/31/19	11-100-100-101-003-002 Summer K Sal of Teachers	11-120-100-101-003-001 Grades 3-5 Summer Sal	reallocate ESY budget	1,150.00
08/31/19	11-130-100-101-003-001 Grades 6-8 - Summer Sal	11-120-100-101-003-001 Grades 3-5 Summer Sal	reallocate ESY budget	2,500.00
08/31/19	11-130-100-101-003-001 Grades 6-8 - Summer Sal	11-120-100-101-003-002 Grades 1-2 - Summer Sal	reallocate ESY budget	750.00
08/31/19	11-213-100-106-003-002 RC Aides Summer	11-120-100-101-003-002 Grades 1-2 - Summer Sal	reallocate ESY budget	625.00
08/31/19	11-213-100-106-003-002 RC Aides Summer	11-212-100-101-003-002 MH Summer Sal	reallocate ESY budget	182.44
08/31/19	11-213-100-106-003-002 RC Aides Summer	11-215-100-101-003-002 PSD Teacher Summer Sal	reallocate ESY budget	161.95
08/31/19	11-215-100-106-003-002 PSD Aide Summer Sal	11-215-100-101-003-002 PSD Teacher Summer Sal	reallocate ESY budget	338.05
08/31/19	11-215-100-106-003-002 PSD Aide Summer Sal	11-213-100-101-003-002 RC Teacher Summer	reallocate ESY budget	338.70
08/31/19	11-190-100-640-000-000 Textbooks	11-213-100-101-003-002 RC Teacher Summer	Fund over-budget spend for ESY	3,257.30
08/31/19	11-190-100-640-000-000 Textbooks	11-000-217-106-003-002 Personal Aide Summer	Fund over-budget spend for ESY	839.28
08/31/19	11-190-100-640-000-000 Textbooks	11-000-219-104-003-002 CST Summer Sal	Fund over-budget spend for ESY	7,622.50

The total of all Budget Adjustments for fund 10 is: **213,602.13**

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
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Report Includes Effective Dates from Aug 01, 2019 to Aug 31, 2019

08/01/1920-231-200-200-000-000	20-231-100-600-000-000		98.10
Employee Benefits	General Supplies	Special revenue fund acct transfers	
The total of all Budget Adjustments for fund 20 is:			<b>98.10</b>

Allamuchy Board of Education Budget Adjustments printed on 10/24/2019


Report Includes Effective Dates from Sep 01, 2019 to Sep 30, 2019

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
09/01/19	11-212-100-101-000-001 MH Dis Teach Sal ATS	11-212-100-101-000-002 MH Sal Teachers MVS	reallocate for proper placements; addl funding for over-budget hire	49,211.00
09/01/19	11-212-100-101-000-001 MH Dis Teach Sal ATS	11-213-100-101-000-001 Resource Center Sal ATS	reallocate for proper placements; addl funding for over-budget hire	23,970.50
09/01/19	11-215-100-101-000-002 PSD Teacher Salary	11-213-100-101-000-001 Resource Center Sal ATS	reallocate for proper placements; addl funding for over-budget hire	23,960.50
09/01/19	11-190-100-640-000-000 Textbooks	11-213-100-101-000-001 Resource Center Sal ATS	reallocate for proper placements; addl funding for over-budget hire	1,290.00
The total of all Budget Adjustments for fund 10 is:				<b>98,432.00</b>

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
30577	9/27/19	WARREN CO SPEC SVCS SC D Spec Ed transportation 19-20	12,723.91	P202000011	11-000-270-518-000-000



<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
N0930	9/27/19	PAYROLL			
		STATE A/R	10,007.27	10 - 141	STATE A/R
		Pre K/Kindergarten Sals	9,258.02	P202000001	11-110-100-101-000-002
		Grades 3-5 Teacher Sals	33,933.56	P202000001	11-120-100-101-000-001
		Grades 1-2 - Teachers Sals	25,127.26	P202000001	11-120-100-101-000-002
		Permanent Substitute Salary	933.75	P202000001	11-125-100-104-000-001
		Grades 6-8 Teacher Sals	30,046.11	P202000001	11-130-100-101-000-001
		Substitutes Salary	421.00	P202000001	11-190-100-104-000-000
		MH Dis Teach Sal ATS	2,414.80	P202000001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,461.05	P202000001	11-212-100-101-000-002
		Resource Center Sal ATS	5,979.60	P202000001	11-213-100-101-000-001
		Resource Center Sal MV	1,292.02	P202000001	11-213-100-101-000-002
		RC Aide ATS	4,932.50	P202000001	11-213-100-106-000-001
		RC Aides MVS	2,943.36	P202000001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202000001	11-215-100-101-000-002
		PSD Aide Salary	1,103.75	P202000001	11-215-100-106-000-002
		Co-Curric Salary	1,015.00	P202000001	11-401-100-100-000-000
		Health Salaries ATS	3,268.55	P202000001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202000001	11-000-213-100-000-002
		Speech Sal ATS	1,876.27	P202000001	11-000-216-100-000-001
		Speech Sal MVS	1,876.28	P202000001	11-000-216-100-000-002
		Pers Aid Therapy Serv Supplies	4,502.50	P202000001	11-000-217-106-000-001
		Pers Aide Sal MVS	3,138.75	P202000001	11-000-217-106-000-002
		Guidance Salary	2,232.26	P202000001	11-000-218-104-000-001
		Guidance Salary MVS	2,552.93	P202000001	11-000-218-104-000-002
		CST Prof Salaries ATS	1,820.77	P202000001	11-000-219-104-000-001
		CST Prof Salaries MVS	1,820.78	P202000001	11-000-219-104-000-002
		CST Summer Sal	2,525.00	P202000001	11-000-219-104-003-002
		CST Secty Salary ATS	835.98	P202000001	11-000-219-105-000-001
		Library Salaries ATS	1,716.03	P202000001	11-000-222-100-000-001
		Library Salaries MVS	1,716.02	P202000001	11-000-222-100-000-002
		School Princ Salary	4,609.25	P202000001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,911.96	P202000001	11-000-240-103-000-002
		School Secty Salary ATS	3,658.69	P202000001	11-000-240-105-000-001
		Sal of Secretary MVS	1,563.15	P202000001	11-000-240-105-000-002
		Business Office Salary	5,924.50	P202000001	11-000-251-100-000-000
		Plant Maint Salaries	2,609.50	P202000001	11-000-261-100-000-000
		Custodial Srvc Salaries ATS	2,942.46	P202000001	11-000-262-100-000-001
		Custodial Srvc Salaries ATS	1,547.00	P202000001	11-000-262-100-000-001
		Custodial Srvc Sal MVS	86.25	P202000001	11-000-262-100-000-002
		PT Custodial Sal ATS	2,345.80	P202000001	11-000-262-100-004-001
		PT Custodial Sal MVS	2,613.43	P202000001	11-000-262-100-004-002
		Grounds Salaries MVS	240.02	P202000001	11-000-263-100-000-002
		Grounds Salaries MVS	1,538.50	P202000001	11-000-263-100-000-002
		Transportation Administration	2,137.00	P202000001	11-000-270-105-000-000
		Trans Sal Pupil Home to School	7,278.84	P202000001	11-000-270-160-000-000
		Trans Sal Pupil Spec Ed	2,510.91	P202000001	11-000-270-161-000-000
		Trans Sal - Pupil Other	2,076.38	P202000001	11-000-270-162-000-000
		PERS FICA	312.80	P202000002	11-000-291-220-000-000
		PERS FICA	5,055.48	P202000002	11-000-291-220-000-000
		DCRP Employer Contribution	105.91	P202000002	11-000-291-249-000-000
		Employee Benefits	10.95	P202000001	11-000-291-290-000-000
		Employee Benefits	26.14	P202000001	11-000-291-290-000-000
		Personal Services - Salaries	1,315.40	P202000001	20-231-100-100-000-000
		Salaries-Oper. Mgr. Non-Grant	2,500.00	P202000001	60-990-320-181-200-000
		Salaries-Office&Cler Non-Grant	2,634.62	P202000001	60-990-320-182-200-000
		Salaries-Custodial Non-Grant	264.20	P202000001	60-990-320-183-200-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
Total Check Amount:			223,686.64		
N1017	9/30/19	Jersey Mail Systems, LLC			
		postage for meter	250.00	P202000247	11-000-230-530-000-000
		postage for meter	250.00	P202000247	11-000-230-530-000-000
Total Check Amount:			500.00		
N1018	9/30/19	First Data Global Leasing - Transfirst			
		CC on-site scanner rental (34.98/mo + 10.20 ann	34.98	P202000190	60-990-320-891-100-000
N1019	9/30/19	Tix, Inc			
		CC processing charges	30.00	P202000188	60-990-320-892-200-000
		CC processing charges	25.50	P202000188	60-990-320-892-200-000
		CC processing charges	42.00	P202000188	60-990-320-892-200-000
		CC processing charges	30.00	P202000188	60-990-320-892-200-000
Total Check Amount:			127.50		
N1020	9/30/19	Transfirst			
		CC processing charges	120.05	P202000189	60-990-320-891-100-000
N1022	9/30/19	ALLAMUCHY CAFETERIA ACCT			
		Transfer P2P overpay to cafeteria acct	3.00	10 - 402	INTFUND ACT PAY
30617	10/3/19	First Hope Bank			
		8 passenger van	1,674.77	P202000018	11-000-270-443-000-000
30641	10/4/19	WCSLHA			
		A Framework for Supporting all Students	90.00	P202000292	11-000-223-500-000-000
30642	10/9/19	UTSP			
		Thanksgiving Day Parade	1,330.00	P202000294	11-190-100-890-000-000
30643	10/9/19				
		OOD Tuition #03031612019	8,094.00	P202000158	11-000-100-569-000-000
N0919	10/9/19	WEX Bank			
		Fuel for buses	6,062.83	P202000296	11-000-270-600-000-000
30644	10/10/19	Petrozzino, Jane, Ph.D.			
		LDTC Services	3,570.00	P202000297	11-000-219-320-000-000
30645	10/11/19	Advance Auto Parts	**VOIDED**	Check voided on 10/18/2019	

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
N1015	10/12/19	PAYROLL			
		FICA	10,011.07	10 - 141	STATE A/R
		Pre K/Kindergarten Sals	9,258.02	P202000001	11-110-100-101-000-002
		Grades 3-5 Teacher Sals	33,933.56	P202000001	11-120-100-101-000-001
		Grades 1-2 - Teachers Sals	25,127.26	P202000001	11-120-100-101-000-002
		Permanent Substitute Salary	933.75	P202000001	11-125-100-104-000-001
		Grades 6-8 Teacher Sals	30,046.11	P202000001	11-130-100-101-000-001
		Substitutes Salary	1,295.00	P202000001	11-190-100-104-000-000
		MH Dis Teach Sal ATS	2,414.80	P202000001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,461.05	P202000001	11-212-100-101-000-002
		Resource Center Sal ATS	5,979.60	P202000001	11-213-100-101-000-001
		Resource Center Sal ATS	0.00	P202000001	11-213-100-101-000-001
		Resource Center Sal MV	1,292.02	P202000001	11-213-100-101-000-002
		RC Aide ATS	4,932.50	P202000001	11-213-100-106-000-001
		RC Aides MVS	2,932.25	P202000001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202000001	11-215-100-101-000-002
		PSD Aide Salary	1,103.75	P202000001	11-215-100-106-000-002
		Co-Curric Salary	297.50	P202000001	11-401-100-100-000-000
		Health Salaries ATS	3,268.55	P202000001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202000001	11-000-213-100-000-002
		Speech Sal ATS	1,876.27	P202000001	11-000-216-100-000-001
		Speech Sal MVS	1,876.28	P202000001	11-000-216-100-000-002
		Pers Aid Therapy Serv Supplies	4,502.50	P202000001	11-000-217-106-000-001
		Pers Aide Sal MVS	3,138.75	P202000001	11-000-217-106-000-002
		Guidance Salary	2,232.26	P202000001	11-000-218-104-000-001
		Guidance Salary MVS	2,639.04	P202000001	11-000-218-104-000-002
		CST Prof Salaries ATS	1,820.77	P202000001	11-000-219-104-000-001
		CST Prof Salaries MVS	1,820.78	P202000001	11-000-219-104-000-002
		CST Secty Salary ATS	835.98	P202000001	11-000-219-105-000-001
		Library Salaries ATS	1,716.03	P202000001	11-000-222-100-000-001
		Library Salaries MVS	1,716.02	P202000001	11-000-222-100-000-002
		School Princ Salary	4,609.25	P202000001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,911.96	P202000001	11-000-240-103-000-002
		School Secty Salary ATS	3,327.44	P202000001	11-000-240-105-000-001
		Sal of Secretary MVS	1,563.15	P202000001	11-000-240-105-000-002
		Business Office Salary	5,924.50	P202000001	11-000-251-100-000-000
		Plant Maint Salaries	4,192.91	P202000001	11-000-261-100-000-000
		Custodial Srvc Salaries ATS	1,547.00	P202000001	11-000-262-100-000-001
		Custodial Srvc Salaries ATS	3,088.37	P202000001	11-000-262-100-000-001
		PT Custidial Sal ATS	646.05	P202000001	11-000-262-100-004-001
		PT Custidial Sal MVS	34.50	P202000001	11-000-262-100-004-002
		PT Custidial Sal MVS	2,634.09	P202000001	11-000-262-100-004-002
		Grounds Salaries ATS	1,538.50	P202000001	11-000-263-100-000-001
		Grounds Salaries ATS	100.00	P202000001	11-000-263-100-000-001
		Grounds Salaries ATS	213.92	P202000001	11-000-263-100-000-001
		Transportation Administration	2,137.00	P202000001	11-000-270-105-000-000
		Trans Sal Pupil Home to School	8,514.69	P202000001	11-000-270-160-000-000
		Trans Sal Pupil Spec Ed	2,510.91	P202000001	11-000-270-161-000-000
		Trans Sal - Pupil Other	1,874.72	P202000001	11-000-270-162-000-000
		FICA	5,216.64	P202000002	11-000-291-220-000-000
		DCRP Employer contributions	221.85	P202000002	11-000-291-249-000-000
		Personal Services - Salaries	1,315.40	P202000001	20-231-100-100-000-000
		Salaries-Oper. Mgr. Non-Grant	2,500.00	P202000001	60-990-320-181-200-000
		Salaries-Office&Cler Non-Grant	2,169.10	P202000001	60-990-320-182-200-000
		Salaries-Custodial Non-Grant	264.20	P202000001	60-990-320-183-200-000
Total Check Amount:			221,633.95		

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
30646	10/14/19	Advance Auto Parts Def additive etc	161.99	P202000309	11-000-270-600-000-000
N1016	10/14/19	NJ HEALTH BEN FUND Health Benefits for retiree	302.22	P202000081	11-000-291-270-000-000
30647	10/18/19	Kittatinny Cross Country Invitational 10-24-19	84.00	P202000319	11-402-100-500-000-000
30648	10/18/19	Hibrett Puratex Mathanol	213.40	P202000321	11-000-261-610-000-000
		Mathanol	295.00	P202000321	11-000-261-610-000-000
Total Check Amount:			508.40		
30649	10/23/19	Allied Oil Company Heating Oil ATS	7,865.25	P202000015	11-000-262-624-000-001
		Heating Oil ATS	3,997.95	P202000015	11-000-262-624-000-001
		Heating Oil MVS	10,083.93	P202000015	11-000-262-624-000-002
Total Check Amount:			21,947.13		
30650	10/23/19	ART*stitution Paint Night 9-19-19 Adult inx#108	252.60	P202000311	60-990-320-339-200-000
30651	10/23/19	AG Parts Chromebook parts	494.25	P202000299	11-190-100-890-000-000
30652	10/23/19	American Coachwerks, LLC Bus repairs & maintenance	(573.00)	P201900615	11-000-270-420-000-000
		Bus repairs & maintenance #15	65.55	P201900615	11-000-270-420-000-000
		Bus repairs & maintenance 12	1,122.51	P201900615	11-000-270-420-000-000
		Bus repairs & maintenance 14	913.21	P201900615	11-000-270-420-000-000
		Bus repairs & maintenance 9	772.65	P201900615	11-000-270-420-000-000
		Bus repairs & maintenance 15	1,204.85	P201900615	11-000-270-420-000-000
		Bus repairs & maintenance 4	1,397.85	P201900615	11-000-270-420-000-000
		Bus repairs & maintenance 3	587.45	P201900615	11-000-270-420-000-000
Total Check Amount:			5,491.07		
30653	10/23/19	Bayada Nursing services	248.00	P202000053	11-000-213-300-000-000
30654	10/23/19	Busch Law Group, LLC Legal Services	3,008.00	P202000070	11-000-230-331-000-000
30655	10/23/19	BioShine Tennant EX-SC-1020 10-Gal Carpet Extractor	2,849.55	P202000176	11-000-262-610-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
30656	10/23/19	Calais School			
		17-18 Tuition adj	10,065.90	P202000251	11-000-100-566-000-000
		OOD HS Tuition esy	11,130.00	P202000316	20-250-100-500-000-000
		OOD HS Tuition 9-19	7,049.00	P202000316	20-250-100-500-000-000
		OOD HS Tuition 10-19	8,162.00	P202000316	20-250-100-500-000-000
		OOD HS Tuition 11-19	6,678.00	P202000316	20-250-100-500-000-000
		Total Check Amount:	43,084.90		
30657	10/23/19	CDW Government			
		LCD - black	143.43	P202000298	11-000-218-600-000-000
30658	10/23/19	Direct Waste Services, Inc.			
		Waste & recycle	698.00	P202000301	11-000-261-420-001-000
		waterloo country fair	320.00	P202000301	60-990-320-450-500-001
		Total Check Amount:	1,018.00		
30659	10/23/19	Duke's Landscape Management, Inc.			
		Mowing, treaments etc	1,278.75	P202000130	11-000-263-300-000-000
30660	10/23/19	DELTA DENTAL			
		Employee Dental Insurance	4,730.04	P202000069	11-000-291-270-000-000
		Employee Dental Insurance	128.60	P202000069	11-000-291-270-000-000
		Total Check Amount:	4,858.64		
30661	10/23/19	ECLC			
		Cert Audit Tuition 17-18	1,114.00	P202000312	11-000-100-566-000-000
		OOD Tuition HS \$0406 10-19	6,252.75	P202000152	11-000-100-566-000-000
		OOD Tuition HS \$0406 11-19	5,359.50	P202000152	11-000-100-566-000-000
		Total Check Amount:	12,726.25		
30662	10/23/19	Eurofins QC, Inc.			
		Treatment plant testings	151.35	P202000088	11-000-262-300-000-000
30663	10/23/19	Fostering the Journey			
		Meditation yoga	172.50	P202000289	60-990-320-339-200-000
		Yoga 10-21-19	59.00	P202000289	60-990-320-339-200-000
		Total Check Amount:	231.50		
30664	10/23/19	Frontline Technologies Group, LLC			
		Time & Attendance unlimited usage	4,095.96	P202000300	11-000-251-340-000-000
30665	10/23/19	Fuller Paper Company			
		cleaning supplies, paper products etc.	1,026.24	P202000184	11-000-262-610-000-000
30666	10/23/19	Gramon Family of Schools			
		OOD HS Tuition 0204080819	7,333.81	P202000160	11-000-100-566-000-000
30667	10/23/19	GREEN TWP BOARD OF ED			
		2 students to Green	842.12	P202000264	11-000-270-515-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
30668	10/23/19	HOBBIE HEAT & POWER INC. boiler repairs	4,470.00	P202000281	11-000-261-420-001-000
30669	10/23/19	Honeywell Instant alert	1,298.00	P202000307	11-000-230-530-000-000
30670	10/23/19	Houghton Mifflin Harcourt Science Dimensions Gr 4-8	1,044.92	P202000205	11-190-100-610-000-000
30671	10/23/19	Integrated Therapeutics Group, LLC Tuition 10-19	9,400.00	P202000215	11-000-100-562-000-000
		Educational Services	1,980.00	P202000215	11-000-100-562-000-000
Total Check Amount:			11,380.00		
30672	10/23/19	Jersey Central Power & Light Electric ATS	1.36	P202000017	11-000-262-622-000-001
30673	10/23/19	JDM Group Tech services	4,216.67	P202000014	11-190-100-340-000-000
30674	10/23/19	JW Pepper & Son, Inc. Music textbooks	538.77	P202000083	11-190-100-640-000-000
30675	10/23/19	Kurtz Bros. Middle school supplies	3.68	P202000114	11-190-100-610-000-000
		3 class supplies	11.98	P202000124	11-190-100-610-000-000
		4 - classroom supplies	7.11	P202000172	11-190-100-610-000-000
		Preschool supplies	16.78	P202000220	11-190-100-610-000-000
		Music supplies	237.52	P202000295	11-190-100-610-000-000
		RC supplies	4.17	P202000112	11-213-100-610-000-000
		lib/teaching supplies	3.85	P202000277	11-000-222-600-000-000
Total Check Amount:			285.09		
30676	10/23/19	Linkit! 2019-20 license and training	6,337.00	P202000280	20-270-100-600-000-000
		Linkit!	4,010.00	P202000280	20-451-100-890-000-000
Total Check Amount:			10,347.00		
30677	10/23/19	LICON LIGHTING CORP lighting supplies	156.00	P202000150	11-000-262-610-000-000
		lighting supplies	13.00	P202000150	11-000-262-610-000-000
Total Check Amount:			169.00		
30678	10/23/19	Cablevision Lightpath Inc. optimum online	3,128.07	P202000055	11-000-230-530-000-000
30679	10/23/19	McGraw-Hill Education Reading Wonders Workspace	3,507.30	P202000223	11-190-100-610-000-000
30680	10/23/19	Municipal Capital Corp. copiers lease/purchase	1,757.00	P202000063	11-190-100-340-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
30681	10/23/19	Metro Fire & Safety Equipment Co., Inc. Fire Sprinkler repairs	3,800.00	P202000091	11-000-262-420-000-000
30682	10/23/19	Horizon BCBSNJ Health Omnia Heath POS Health Cobra	43,821.43 41,898.69 1,836.27	P202000004 P202000004 P202000004	11-000-291-270-000-000 11-000-291-270-000-000 11-000-291-270-000-000
Total Check Amount:			87,556.39		
30683	10/23/19	NJPSA Membership JP 19-20	845.00	P202000279	11-000-230-890-000-000
30684	10/23/19	NJMVC Registration 5 school buses Registration 5 school buses Registration 5 school buses Registration 5 school buses Registration 5 school buses	50.00 50.00 50.00 50.00 50.00	P202000313 P202000313 P202000313 P202000313 P202000313	11-000-270-890-000-000 11-000-270-890-000-000 11-000-270-890-000-000 11-000-270-890-000-000 11-000-270-890-000-000
Total Check Amount:			250.00		
30685	10/23/19	ORIENTAL TRADING CO.,INC 3 - classroom supplies	35.79	P202000064	11-190-100-610-000-000
30686	10/23/19	Perfection Learning Corp. Middle school novels 4/6/7/8 novels 4/6/7/8 novels	195.83 816.44 60.63	P202000287 P202000140 P202000140	11-190-100-610-000-000 11-190-100-610-000-000 11-190-100-610-000-000
Total Check Amount:			1,072.90		
30687	10/23/19	Rymon, Karen OT Services	3,066.00	P202000126	20-250-200-300-000-000
30688	10/23/19	R&L DataCenters, Inc. Payroll services	676.00	P202000097	11-000-230-339-000-000
30689	10/23/19	ReadyRefresh by Nestle Drinking water	154.41	P202000051	60-990-320-890-200-000
30690	10/23/19	Riverside Insights WJ IV Interpretation & Instructional Interv	669.76	P202000273	11-000-219-600-000-000
30691	10/23/19	Sussex County Regional Cooperative Gramon school trans HS	7,808.34	P202000250	11-000-270-518-000-000
30692	10/23/19	SCHOOL HEALTH SUPPLY couch and eye wash couch and eye wash	13.40 479.00	P202000274 P202000274	11-000-213-600-000-000 11-000-213-600-000-000
Total Check Amount:			492.40		
30693	10/23/19	Sussex County ESC Workshop 10-14-19	100.00	P202000291	11-000-223-500-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
30694	10/23/19	Shred-it USA Shredding services	135.44	P202000058	11-000-262-420-000-000
30695	10/23/19	Shaeffer, Stephanie Auditory-Verbal Therapist 201909	390.00	P202000242	11-000-219-320-000-000
30696	10/23/19	Siemens Industry, Inc. parts for service call	159.58	P202000266	11-000-261-420-001-000
30697	10/23/19	SUBURBAN PROPANE Propane - treatment plant & greenhouse	100.34	P202000134	11-000-262-621-000-001
		Propane - treatment plant & greenhouse	40.82	P202000134	11-000-262-621-000-001
		Total Check Amount:	141.16		
30698	10/23/19	Tickner's Inc. lawn - animal supplies	70.84	P202000052	11-000-262-610-000-000
30699	10/23/19	Township of Allamuchy Water/sewer bill 7-19 to 9-19	1,218.68	P202000283	11-000-262-490-000-000
		Water/sewer bill 7-19 to 9-19	1,312.30	P202000283	11-000-262-490-000-000
		Total Check Amount:	2,530.98		
30700	10/23/19	Titusville Academy, Inc. Tuition 4-14 to 6-14	14,046.42	P202000282	11-000-100-566-000-000
30701	10/23/19	TRI STATE PAPER & CLEAN cleaning paper supplies etc	184.00	P202000084	11-000-262-610-000-000
30702	10/23/19	UNUM LIFE INS CO. Disability Ins	2,129.95	P202000221	11-000-291-270-000-000
30703	10/23/19	VIKING TERMITE & PEST Pest control	249.85	P202000045	11-000-262-420-000-000
		Pest control	47.61	P202000045	11-000-262-420-000-000
		Pest control	228.22	P202000045	11-000-262-420-000-000
		Total Check Amount:	525.68		
30704	10/23/19	United Site Services Temp restrooms	254.54	P202000164	11-000-261-420-001-000
30705	10/23/19	T. M. Vrabel & Associates, LLC Audit services 18-19 school year	17,850.00	P202000317	11-000-230-332-000-000
30706	10/23/19	WILLOWGLEN ACADEMY INC OOD Tuition HS #2419 10-19	11,196.68	P202000151	11-000-100-566-000-000
30707	10/23/19	WageWorks, Inc. admins fee fsa	91.20	P202000241	11-000-291-270-000-000
30708	10/23/19	Wonder Workshop Intro to Coding & Robotics w/ dash & dot	200.00	P202000306	11-000-223-500-000-000



<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
30709	10/23/19	Warren Cnty Consortium for Student Enrichmen WC Consortium Student Enrichment	300.00	P202000310	11-000-230-890-000-000
30710	10/23/19	Yudichak, Kenneth Treatment Plant Serv	700.00	P202000082	11-000-262-300-000-000
30711	10/23/19	Zonar Systems Home base service	315.00	P202000182	11-000-270-600-000-000
30712	10/23/19	Zaner-Bloser, Inc. K - My Story Journal	122.00	P202000136	11-190-100-610-000-000
30713	10/23/19	Staples Advantage Card stock ivory 6 reams	194.34	P202000228	60-990-320-610-100-000
30714	10/23/19	FP Mailing Solutions postage meter rental	86.65	P202000086	11-000-230-530-000-000
30715	10/23/19	WIRE'S ELEC SHOP INC electrical services	1,078.28	P202000090	11-000-261-420-001-000
30716	10/23/19	Kev's Auto Repair 2012 Ford FB50 trans lines & assembly	645.58	P202000327	11-000-262-300-000-000
30717	10/23/19	HOBBIE HEAT & POWER INC. plumbing services	1,566.25	P202000252	11-000-261-420-001-000
		plumbing services	2,824.36	P202000252	11-000-261-420-001-000
		Total Check Amount:	4,390.61		
30718	10/23/19	HOBBIE HEAT & POWER INC. replaced cracked section in boiler	5,137.00	P202000329	11-000-262-300-000-000
		install back section	5,685.00	P202000329	11-000-262-300-000-000
		Total Check Amount:	10,822.00		
30719	10/23/19	World Book, Inc. Renewal On-line Children's Differentiated Pkg	495.00	P202000293	11-190-100-340-000-000
30720	10/23/19	Petrozzino, Jane, Ph.D. LDTC Services 10-24-19	637.50	P202000297	11-000-219-320-000-000
		LDTC Services	1,275.00	P202000297	11-000-219-320-000-000
		Total Check Amount:	1,912.50		
30721	10/23/19	RMR Elevator Company, Inc. Lift repair at ATS	687.50	P202000302	11-000-261-420-001-000
30722	10/23/19	Bus Parts Warehouse 2 vests and belt cutter	302.49	P202000303	11-000-270-600-000-000
30723	10/23/19	Raritan Valley Community College Making Cross Cutting Concepts, Stiner, K.	125.00	P202000304	11-000-223-500-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
30724	10/23/19	WARREN CO SPEC SVCS SC D music therapy	795.00	P202000308	11-000-217-320-000-000
30725	10/23/19	YouthLight, Inc. Middle school careers	126.28	P202000278	11-000-218-600-000-000
30726	10/23/19	Medco Supply Company ATS - Health supplies	17.80	P202000155	11-000-213-600-000-000
30727	10/23/19	WARREN CO SPEC SVCS SC D Spec Ed transportation 19-20	16,125.52	P202000011	11-000-270-518-000-000
30728	10/23/19	The Spoken Path, LLC. Direct speech services 35	1,200.00	P202000186	20-250-200-300-000-000
30729	10/23/19	NJSBA workshop 2019	1,600.00	P202000107	11-000-230-890-000-000
30730	10/23/19	SYNCB/AMAZON Middle/5/K books & supplies	240.98	P202000139	11-190-100-610-000-000
		class supplies	161.20	P202000054	11-190-100-610-000-000
		class supplies	24.95	P202000054	11-190-100-610-000-000
		class supplies	199.64	P202000054	11-190-100-610-000-000
		class supplies	79.72	P202000054	11-190-100-610-000-000
		general supplies for classes	7.97	P202000246	11-190-100-610-000-000
		general supplies for classes	16.78	P202000246	11-190-100-610-000-000
		class supplies	58.04	P202000054	11-190-100-610-000-000
		MD - class supplies	30.49	P202000066	11-212-100-610-000-000
		Custodial supplies	126.84	P202000054	11-000-262-610-000-000
		Custodial supplies	127.59	P202000054	11-000-262-610-000-000
		Custodial supplies	48.81	P202000054	11-000-262-610-000-000
		supplies	81.98	P202000246	11-000-262-610-000-000
		supplies	33.75	P202000246	11-000-262-610-000-000
Total Check Amount:			1,238.74		
30731	10/23/19	Trumpore Plumbing & Heating Inc. pump repair at MVS	4,350.00	P202000265	12-000-400-710-000-000
30733	10/23/19	Abcode Security, Inc. Burg alarm sys	76.00	P202000074	12-000-400-710-000-000
		Burg alarm sys	135.00	P202000074	12-000-400-710-000-000
		MV elevator	66.00	P202000074	12-000-400-710-000-000
		Burg alarm sys	90.00	P202000074	12-000-400-710-000-000
		Burg alarm sys	135.00	P202000074	12-000-400-710-000-000
		Burg alarm sys	128.00	P202000074	12-000-400-710-000-000
		MV elevator	66.00	P202000074	12-000-400-710-000-000
		Burg alarm sys	135.00	P202000074	60-990-320-420-000-000
		Burg alarm sys	90.00	P202000074	60-990-320-420-000-000
Total Check Amount:			921.00		

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
30734	10/23/19	Abcode Security, Inc.			
		ATS vestibule airphone/intercom/camera upgra	3,850.00	P202000198	12-000-400-710-000-000
		ATS panic button install	1,369.00	P202000198	12-000-400-710-000-000
		MVS airphone upgrade	1,350.00	P202000198	12-000-400-710-000-000
		MVS panic button install	1,539.00	P202000198	12-000-400-710-000-000
Total Check Amount:			8,108.00		
30735	10/23/19	LearnWell			
		Home instruction 0801	168.00	P202000333	11-150-100-101-000-002
30736	10/23/19	WARREN CO SPEC SVCS SC D			
		BEH Behaviorist	195.00	P202000012	11-000-217-320-000-000
30737	10/23/19	CDW Government			
		smart learning suite	98.10	P202000270	20-231-100-600-000-000
30738	10/23/19	Grand Rental Station			
		scissor life rental	175.09	P202000271	11-000-261-420-001-000
30739	10/24/19	NJ E-ZPass			
		gvan turnpike	51.50	P202000334	11-000-270-890-000-000
30740	10/24/19	Von Aulock, Andy			
		piano tuner 10-27-19 jazz	125.00	P202000036	60-990-320-337-000-000
30741	10/25/19	DeMary, Peter			
		Building & Ground Classes reimb	505.00	P202000338	11-000-263-600-000-000
The Grand Total of all Checks from Fund 10 is:			20,021.34		
The Grand Total of all Checks from Fund 11 is:			752,689.67		
The Grand Total of all Checks from Fund 12 is:			13,154.00		
The Grand Total of all Checks from Fund 20 is:			50,360.90		
The Grand Total of all Checks from Fund 60 is:			12,117.50		
<b>The Grand total of all checks for this period is:</b>			848,343.41		

Student Activity Account

## Investors Bank

Miscellaneous	11131.75
Grade 8	740.92
Yearbook	4575.57
Music	318.52
Drama	2423.35
Student Council	733.53
Grade 7	18286.05
Stop Hungry Now	524.00
Grade 3	279.00
Outdoor Ed	5492.05
Wolf Pack K-2	1132.11
Wolf Pack 3-5	566.01
Wolf Pack 6-8	51.09
Scholarship Fund	3,877.52
Steam	842.05
Surfers Way	5.00
Lego	1100.00
Healthy U	765.08
Alex Lemonade	124.95
Balance 09/30/2019	52968.55

# REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

# APPENDIX 5

## District of Allamuchy All Governmental Funds For the Month Ending AUGUST 31, 2019

	(1) Beginning Cash Balance	(2) Cash Receipts	(3) Cash Disbursements	(4) Reclassifications	(5) Ending Cash Balance
Fund 10 - General Fund	88,603.72	787,776.35	643,012.43	-	233,367.64
Tuition Reserve	-	-	-	-	-
Fund 10 - TOTAL	88,603.72	787,776.35	643,012.43	-	233,367.64
Capital Reserve	177,695.38	-	-	-	177,695.38
Maintenance Reserve	46,645.10	-	-	-	46,645.10
Fund 20 - Special Revenue	(57,292.97)	27,999.00	8,141.90	-	(37,435.87)
Fund 30 - Capital Projects Fund	-	-	-	-	-
Fund 40 - Debt Service Fund	(0.49)	-	-	-	(0.49)
<b>Total Government Funds</b>	<b>255,650.74</b>	<b>815,775.35</b>	<b>651,154.33</b>	<b>-</b>	<b>420,271.76</b>
Fund 60 - Rutherford Hall	(185,942.87)	2,945.50	26,622.58	-	(209,619.95)
<b>TOTAL ALL FUNDS</b>	<b>\$ 69,707.87</b>	<b>\$ 818,720.85</b>	<b>\$ 677,776.91</b>	<b>\$ -</b>	<b>\$ 210,651.81</b>

*October 24, 2019*

**Date**

## INVESTORS BANK GENERAL ACCOUNT RECORDS

	Prev. Month End Balance	Petty Cash	Current Mo. Receipts	Current Mo. Disb. + Reclass	Ending Balance
<b>Genl Acct INVESTORS - AUGUST 2019 Bal</b>	106,555.29	-	818,720.85	498,623.95	426,652.19
Petty Cash	700.00	-	-	-	700.00
<b>Sub Total Genl Acct</b>	107,255.29	-	818,720.85	498,623.95	427,352.19
- Prior period outstanding checks	(37,602.32)	-	-	(6,958.93)	(30,643.39)
+ New outstanding checks this month	-	-	-	186,111.89	(186,111.89)
<b>SUB TOTAL GENERAL FUND</b>	<b>69,652.97</b>	-	<b>818,720.85</b>	<b>677,776.91</b>	<b>210,596.91</b>
<b>Adjustments:</b>					
Deposits in transit at 5/31	-	-	-	-	-
Cleared check - bank/book diff	(0.10)	-	-	-	(0.10)
Deposits in transit at 6/30	55.00	-	-	-	55.00
Tix/Transfirst Deposit in Transit at 6/30	-	-	-	-	-
Tix/Transfirst Deposit in Transit at 5/31	-	-	-	-	-
<b>TOTAL GENL FUND CK ACCT. AUGUST 2019</b>	<b>69,707.87</b>	-	<b>818,720.85</b>	<b>677,776.91</b>	<b>210,651.81</b>

## GENERAL FUND CHECKING ACCOUNT BOOK BALANCES

	Prev. Month End Balance	Petty Cash	Current Mo. Receipts	Current Mo. Disb. + Reclass	Ending Balance
<b>AUGUST 2019 Fund 10:</b>	88,603.72	-	787,776.35	643,012.43	233,367.64
Fund 10 Reclass	-	-	-	-	-
Fund 10 Total	88,603.72	-	787,776.35	643,012.43	233,367.64
Capital Reserve	177,695.38	-	-	-	177,695.38
Maintenance Reserve	46,645.10	-	-	-	46,645.10
Tuition Reserve	-	-	-	-	-
Fund 20:	(57,292.97)	-	27,999.00	8,141.90	(37,435.87)
Fund 20 Reclass:	-	-	-	-	-
Fund 20 Total	(57,292.97)	-	27,999.00	8,141.90	(37,435.87)
Fund 30:	-	-	-	-	-
Fund 40:	(0.49)	-	-	-	(0.49)
Fund 60 Genl Ck. Acct:	(185,942.87)	-	2,945.50	26,622.58	(209,619.95)
Fund 60 Reclass	-	-	-	-	-
Fund 60 Total:	(185,942.87)	-	2,945.50	26,622.58	(209,619.95)
<b>TREASURER REPORT TOTALS:</b>	<b>69,707.87</b>	-	<b>818,720.85</b>	<b>677,776.91</b>	<b>210,651.81</b>

**Interim Balance Sheet**

**ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ 233,367.64	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ 233,367.64
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
116 Capital reserve account		\$ 177,695.38
117 Maintenance reserve account		\$ 46,645.10
121 Tax levy receivable		\$ 8,318,817.00
Accounts receivable		
132 Interfund	\$ 9,543.52	
141 Intergovernmental - state	\$ 756,478.43	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 73,191.10	
153 Other Accounts Receivable	\$ 342,444.92	
		\$ 1,181,657.97
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
181 Prepaid Expenses		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 105,000.00	
302 Less: revenues collected or accrued	\$ (9,974,836.87)	
		\$ (9,869,836.87)
TOTAL ASSETS AND RESOURCES		\$ 88,346.22

**LIABILITIES AND FUND EQUITY**

LIABILITIES		
401 Interfund loans payable		\$ 0.00
402 Interfund accounts payable		\$ 0.00
411 Intergovernmental accounts payable - state		\$ 1,646.88
412 Intergovernmental accounts payable - federal		\$ 25,677.61
413 Intergovernmental accounts payable - other		\$ 0.00
421 Accounts payable		\$ 0.00
422 Judgments payable		\$ 0.00
430 Compensated absences payable		\$ 0.00
431 Contracts payable		\$ 0.00
451 Loans payable		\$ 0.00
481 Deferred revenues		\$ 0.00
499 Other current liabilities		\$ 5,048.87
Total liabilities		\$ 32,373.36

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year		\$	8,267,756.57	
754 Reserve for encumbrances - prior year		\$	5,798.99	
761 Reserved fund balance Capital Reserve - July 1, 2019	\$	177,695.38		
604 Add: Increase in capital reserve	\$	0.00		
307 Less: Budgeted withdrawal from capital reserve - eligible costs	\$	0.00		
309 Less: Budgeted withdrawal from capital reserve - excess costs	\$	0.00		
317 Less: Budgeted withdrawal from capital reserve - transfer to Debt Svc	\$	0.00		
Subtotal - capital reserve			\$	177,695.38
764 Reserved fund balance Maintenance Reserve - July 1, 2019	\$	46,645.10		
606 Add: Increase in maintenance reserve	\$	0.00		
310 Less: Budgeted withdrawal from maintenance reserve	\$	0.00		
Subtotal - maintenance reserve			\$	46,645.10
760 Other reserves			\$	0.00
771 Designated Fund Balance			\$	113,272.00
772 Designated Fund Balance - ARRA/SEMI			\$	0.00
601 Appropriations		\$	10,307,762.53	
602 Less: expenditures	\$	818,901.17		
603 Less: encumbrances	\$	8,273,555.56	\$	(9,092,456.73)
Appropriations less expenditures			\$	1,215,305.80
				\$ 9,826,473.84
Unappropriated:				
770 Fund Balance, July 1, 2019			\$	364,300.02
303 Less: budgeted fund balance			\$	(10,134,801.00)
Unappropriated fund balance				\$ (9,770,500.98)
Total fund equity				\$ 55,972.86
TOTAL LIABILITIES AND FUND EQUITY				\$ 88,346.22

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 10,307,762.53	\$ 9,092,456.73	\$ 1,215,305.80
Less: Revenues	\$ (105,000.00)	\$ (9,974,836.87)	\$ 9,869,836.87
Subtotal	\$ 10,202,762.53	\$ (882,380.14)	\$ 11,085,142.67
Change in capital reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Change in maintenance reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (67,961.53)	\$ (67,961.53)	\$ 0.00
Total current year budgeted fund balance	\$ 10,134,801.00	\$ (950,341.67)	\$ 11,085,142.67
Add: Unappropriated fund balance			\$ (9,770,500.98)
Total of budgeted and unappropriated fund balance			\$ 1,314,641.69



**Revenues/Sources of Funds**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	10,134,801.00	67,961.53	10,202,762.53	(882,380.14)	11,085,142.67
307/309/317	Bgtd wdrwl from cap rsv	0.00	0.00	0.00	0.00	0.00
310	Bgtd wdrwl from maint rsv	0.00	0.00	0.00	0.00	0.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	105,000.00	105,000.00	9,273,228.87	(9,168,228.87)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	701,608.00	(701,608.00)
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		10,134,801.00	172,961.53	10,307,762.53	9,092,456.73	1,215,305.80

**Fund 11 (Current Expense Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
ADVERTISED		2,004,835.00	625.00	2,005,460.00	25,372.72	1,980,087.28	0.00	0.00
Regular Programs-Home Instruction		6,000.00	112.50	6,112.50	873.00	5,172.00	67.50	0.00
Regular Programs-Undistrib Instruction		245,491.00	39,735.29	285,226.29	37,019.09	172,223.85	75,983.35	0.00
Special Education-Multiply Hdep		130,877.50	182.44	131,059.94	4,182.44	121,902.08	4,975.42	0.00
Special Education-Resource Room		252,711.50	2,626.61	255,338.11	5,026.61	248,466.47	1,845.03	0.00
Special Education-Autistic		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special Education-Prsc Hdep/Part Time		78,266.00	(176.75)	78,089.25	6,123.25	71,616.49	349.51	0.00
Basic Skills/Remedial-Instruction		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Curricular Activities-Instruction		89,075.00	0.00	89,075.00	750.00	87,725.00	600.00	0.00
Athletic Programs-Instruction		2,500.00	0.00	2,500.00	0.00	750.00	1,750.00	0.00
Undistributed Expense-Instruction		2,691,826.00	5,595.00	2,697,421.00	68,646.85	2,382,057.35	246,716.80	0.00
Health Services		125,387.00	0.00	125,387.00	3,484.25	121,351.07	551.68	0.00
Other Support Svc-Related Svcs		91,901.00	0.00	91,901.00	3,212.50	75,051.00	13,637.50	0.00
Other Support Svc-Extra. Svcs		200,100.00	9,552.78	209,652.78	11,731.76	193,968.25	3,952.77	0.00
Other Support Svc-Students-Reg		70,071.00	0.00	70,071.00	0.00	69,371.00	700.00	0.00
Other Support Svc-Students-Spec		194,391.10	7,622.50	202,013.60	51,672.70	111,097.17	39,243.73	0.00
Impr of Inst-Other Sup-Instruc		10,000.00	0.00	10,000.00	0.00	8,500.00	1,500.00	0.00
Library and Educ Media		79,541.00	0.00	79,541.00	4,333.00	68,641.00	6,567.00	0.00
Inst. staff training svcs		7,500.00	0.00	7,500.00	0.00	3,249.00	4,251.00	0.00
Support svc-general admin		287,986.90	8,057.91	296,044.81	28,768.60	152,773.70	114,502.51	8,607.65
Support Svc-School Admin		312,683.10	0.00	312,683.10	52,573.08	245,116.02	14,994.00	0.00
Business and Other Support Svcs		174,708.00	0.00	174,708.00	37,003.77	117,260.00	20,444.23	0.00
Maintenance of Plant Services		178,692.00	(46,514.52)	132,177.48	24,708.39	77,714.99	29,754.10	0.00
Operation of Plant		490,460.80	14,267.91	504,728.71	120,901.58	340,268.34	43,558.79	0.00
Care & Upkeep of Grounds		65,286.00	606.32	65,892.32	10,800.97	47,624.87	7,466.48	0.00
Student Transportation Svcs		756,143.10	144,876.13	901,019.23	177,226.98	521,062.90	202,729.35	0.00
Employee Benefits		1,456,770.00	55,936.79	1,512,706.79	117,841.18	1,108,878.11	285,987.50	135,252.12
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		10,003,203.00	243,105.91	10,246,308.91	792,252.72	8,331,927.94	1,122,128.25	143,859.77

**Fund 12 (Capital Outlay Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ungrouped Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equip		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund transfers		131,598.00	23,150.00	154,748.00	26,648.45	34,922.00	93,177.55	0.00
Grand Totals for fund 12:		131,598.00	23,150.00	154,748.00	26,648.45	34,922.00	93,177.55	0.00

**Fund 13 (Special Schools Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Summer school salary		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 13:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Fund 18 (Educational Jobs Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Special Education-Resource Room		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 18:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Totals for all Subfunds of Fund 10: 10,134,801.00 266,255.91 10,401,056.91 818,901.17 8,366,849.94 1,215,305.80 143,859.77

**Revenues Summary**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	10,134,801.00	67,961.53	10,202,762.53	(882,380.14)	11,085,142.67
307/309/317	Bgtd wdrwl from cap rsv	0.00	0.00	0.00	0.00	0.00
310	Bgtd wdrwl from maint rsv	0.00	0.00	0.00	0.00	0.00
10-1210-000-000	Tax Levy	0.00	0.00	0.00	9,075,073.00	(9,075,073.00)
10-1300-000-000	TUITION	0.00	0.00	0.00	0.00	0.00
10-1310-000-000	Tuition From Individuals	0.00	0.00	0.00	16,750.00	(16,750.00)
10-1320-000-000	Tuition From LEA's	0.00	0.00	0.00	0.00	0.00
10-1330-000-000	Summer School Tuition	0.00	0.00	0.00	0.00	0.00
10-1420-000-000	Transportation fee other lea	0.00	105,000.00	105,000.00	165,000.00	(60,000.00)
10-1440-000-000	Trans Fees from Other Sources	0.00	0.00	0.00	200.00	(200.00)
10-1500-000-000	Miscellaneous Revenue	0.00	0.00	0.00	50.00	(50.00)
10-1510-000-000	Interest From Investments	0.00	0.00	0.00	1,006.02	(1,006.02)
10-1510-100-000	Unemployment Comp Interest Re	0.00	0.00	0.00	0.00	0.00
10-1515-000-000	Interest Earned on Capital Res	0.00	0.00	0.00	0.00	0.00
10-1730-000-000	Stud. Org. Memb. Dues and Fees	0.00	0.00	0.00	0.00	0.00
10-1791-000-000	Other Activities - School	0.00	0.00	0.00	0.00	0.00
10-1910-000-000	Rentals	0.00	0.00	0.00	15,149.85	(15,149.85)
10-1920-000-000	Donations	0.00	0.00	0.00	0.00	0.00
10-1930-000-000	Sale of Assets	0.00	0.00	0.00	0.00	0.00
10-1950-000-000	Srvcs Provided to Other LEA's	0.00	0.00	0.00	0.00	0.00
10-1980-000-000	Refunds From Prior Year	0.00	0.00	0.00	0.00	0.00
10-1981-000-000	State Health Benefits Refund	0.00	0.00	0.00	0.00	0.00
10-1990-000-000	Miscell Rev from Local Sources	0.00	0.00	0.00	0.00	0.00
10-3121-000-000	Cat Transp Aid	0.00	0.00	0.00	277,862.00	(277,862.00)
10-3131-000-000	Extraordinary Aid	0.00	0.00	0.00	40,000.00	(40,000.00)
10-3132-000-000	Cat Spec Ed Aid	0.00	0.00	0.00	346,296.00	(346,296.00)
10-3177-000-000	Cat Security Aid	0.00	0.00	0.00	37,450.00	(37,450.00)
10-3178-000-000	Adjustment Aid	0.00	0.00	0.00	0.00	0.00
10-3190-000-000	Other State Aid	0.00	0.00	0.00	0.00	0.00
10-4410-000-000	Education Jobs Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		10,134,801.00	172,961.53	10,307,762.53	9,092,456.73	1,215,305.80

**Minimum Expense General Ledger Report****Fund 11 (Current Expense Fund)**

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-110-100-101	PK/KDGN SAL	249,045.00	(1,150.00)	247,895.00	2,964.84	244,930.16	0.00	0.00
11-120-100-101	3-5 TCH SAL	1,129,208.00	5,025.00	1,134,233.00	18,584.04	1,115,648.96	0.00	0.00
11-125-100-104	Permanent Substitute Salary	18,674.00	0.00	18,674.00	0.00	18,674.00	0.00	0.00
11-130-100-101	6-8 TCH SALARY	607,908.00	(3,250.00)	604,658.00	3,823.84	600,834.16	0.00	0.00
<b>ADVERTISED</b>		<b>2,004,835.00</b>	<b>625.00</b>	<b>2,005,460.00</b>	<b>25,372.72</b>	<b>1,980,087.28</b>	<b>0.00</b>	<b>0.00</b>
11-150-100-101	HOME INSTR SAL	6,000.00	0.00	6,000.00	828.00	5,172.00	0.00	0.00
11-150-100-320	OOD Dist reg ed	0.00	112.50	112.50	45.00	0.00	67.50	0.00
<b>Regular Programs-Home Instruction</b>		<b>6,000.00</b>	<b>112.50</b>	<b>6,112.50</b>	<b>873.00</b>	<b>5,172.00</b>	<b>67.50</b>	<b>0.00</b>
11-190-100-104	Substitutes Salary	72,000.00	580.00	72,580.00	748.00	71,832.00	0.00	0.00
11-190-100-320	Pur Prof Educational Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-340	PURCHASED TECH SERVICES	36,495.00	50,600.00	87,095.00	13,244.11	68,475.61	5,375.28	0.00
11-190-100-500	Other Purchased Services (400-500 Series)	40,496.00	0.00	40,496.00	0.00	149.00	40,347.00	0.00
11-190-100-610	GEN SUPPLIES	60,000.00	274.37	60,274.37	23,026.98	26,564.95	10,682.44	0.00
11-190-100-640	TEXTBOOKS	30,000.00	(11,719.08)	18,280.92	0.00	2,362.79	15,918.13	0.00
11-190-100-890	Other Objects	6,500.00	0.00	6,500.00	0.00	2,839.50	3,660.50	0.00
<b>Regular Programs-Undistrib Instruction</b>		<b>245,491.00</b>	<b>39,735.29</b>	<b>285,226.29</b>	<b>37,019.09</b>	<b>172,223.85</b>	<b>75,983.35</b>	<b>0.00</b>
11-212-100-101	MD TEACH SAL	125,477.50	182.44	125,659.94	4,182.44	121,477.50	0.00	0.00
11-212-100-106	MH Aide Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-212-100-300	Multiple Dis Prof Serv	4,400.00	0.00	4,400.00	0.00	0.00	4,400.00	0.00
11-212-100-610	MD GEN SUPPL	1,000.00	0.00	1,000.00	0.00	424.58	575.42	0.00
<b>Special Education-Multiply Hdcp</b>		<b>130,877.50</b>	<b>182.44</b>	<b>131,059.94</b>	<b>4,182.44</b>	<b>121,902.08</b>	<b>4,975.42</b>	<b>0.00</b>
11-213-100-101	RES CTR SAL	95,801.50	3,596.00	99,397.50	3,596.00	95,801.50	0.00	0.00
11-213-100-106	RES CTR AIDE SA	154,910.00	(969.39)	153,940.61	1,430.61	152,510.00	0.00	0.00
11-213-100-610	RES CTR SUPPL	2,000.00	0.00	2,000.00	0.00	154.97	1,845.03	0.00
<b>Special Education-Resource Room</b>		<b>252,711.50</b>	<b>2,626.61</b>	<b>255,338.11</b>	<b>5,026.61</b>	<b>248,466.47</b>	<b>1,845.03</b>	<b>0.00</b>
11-214-100-101	Special Ed - Autism	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-214-100-106	Autism Teach Sals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-214-100-300	Autism Prof Srves	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-214-100-610	Autism Supply	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Special Education-Autistic</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
11-215-100-101	PSD TEACH SAL	53,191.00	500.00	53,691.00	4,300.00	49,391.00	0.00	0.00
11-215-100-106	PSD AIDE SAL	24,575.00	(676.75)	23,898.25	1,823.25	22,075.00	0.00	0.00
11-215-100-610	PSD GEN SUPPL	500.00	0.00	500.00	0.00	150.49	349.51	0.00
<b>Special Education-Prsc Hdcp/Part Time</b>		<b>78,266.00</b>	<b>(176.75)</b>	<b>78,089.25</b>	<b>6,123.25</b>	<b>71,616.49</b>	<b>349.51</b>	<b>0.00</b>
11-230-100-101	Salaries of Basic Skills Teacher	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-230-100-600	Basic skills supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Basic Skills/Remedial-Instruction</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
11-401-100-100	Salaries	88,475.00	0.00	88,475.00	750.00	87,725.00	0.00	0.00
11-401-100-600	CO-CURR SUPPLIE	500.00	0.00	500.00	0.00	0.00	500.00	0.00
11-401-100-800	CO-CURR OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-890	Misc Exp	100.00	0.00	100.00	0.00	0.00	100.00	0.00
<b>Curricular Activities-Instruction</b>		<b>89,075.00</b>	<b>0.00</b>	<b>89,075.00</b>	<b>750.00</b>	<b>87,725.00</b>	<b>600.00</b>	<b>0.00</b>
11-402-100-500	Purchased Services (300-500 Series)	1,000.00	0.00	1,000.00	0.00	750.00	250.00	0.00
11-402-100-610	General Supplye	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00
<b>Athletic Programs-Instruction</b>		<b>2,500.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>750.00</b>	<b>1,750.00</b>	<b>0.00</b>
11-000-100-561	Tuit LEA NJ Reg	2,000,046.00	0.00	2,000,046.00	0.00	2,000,046.00	0.00	0.00
11-000-100-562	Tuit LEA Sp Ed	325,580.00	(84,500.00)	241,080.00	25,038.32	96,380.00	119,661.68	0.00
11-000-100-563	Voc. School Dist	11,700.00	0.00	11,700.00	0.00	0.00	11,700.00	0.00
11-000-100-564	Voc. School Dist Spec Ed	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00	0.00
11-000-100-565	TUIT CO SP SERV	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00
11-000-100-566	TUIT PRIV NJ	297,500.00	0.00	297,500.00	24,096.53	204,211.35	69,192.12	0.00
11-000-100-567	Tuition priv disabled/oth LEAs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-100-568	Tuition State Facilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-100-569	TUITION CHARTER SCHOOLS	27,000.00	90,095.00	117,095.00	19,512.00	81,420.00	16,163.00	0.00
<b>Undistributed Expense-Instruction</b>		<b>2,691,826.00</b>	<b>5,595.00</b>	<b>2,697,421.00</b>	<b>68,646.85</b>	<b>2,382,057.35</b>	<b>246,716.80</b>	<b>0.00</b>

## Report of the Secretary to the Allamuchy Board of Education General Fund - Fund 10

FY2020 Data is Posted to 8/31/2019

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## Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-213-100	Salaries	122,187.00	(500.00)	121,687.00	2,250.00	119,437.00	0.00	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	2,000.00	0.00	2,000.00	1,044.25	955.75	0.00	0.00
11-000-213-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-213-600	HLTH SUPPLIES	1,000.00	500.00	1,500.00	0.00	958.32	541.68	0.00
11-000-213-800	HLTH OTH OBJ	200.00	0.00	200.00	190.00	0.00	10.00	0.00
<b>Health Services</b>		<b>125,387.00</b>	<b>0.00</b>	<b>125,387.00</b>	<b>3,484.25</b>	<b>121,351.07</b>	<b>551.68</b>	<b>0.00</b>
11-000-216-100	Salaries	79,301.00	0.00	79,301.00	3,212.50	75,051.00	1,037.50	0.00
11-000-216-320	Purch Prof Speech Serv	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00	0.00
11-000-216-580	Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-216-600	SPEECH SUPPLIES	600.00	0.00	600.00	0.00	0.00	600.00	0.00
<b>Other Support Svc-Related Svcs</b>		<b>91,901.00</b>	<b>0.00</b>	<b>91,901.00</b>	<b>3,212.50</b>	<b>75,051.00</b>	<b>13,637.50</b>	<b>0.00</b>
11-000-217-100	AIDES' SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-217-106	PERSON AID	170,100.00	839.28	170,939.28	7,795.53	163,143.75	0.00	0.00
11-000-217-320	THERAPY SVS	30,000.00	8,713.50	38,713.50	3,936.23	30,824.50	3,952.77	0.00
<b>Other Support Svc-Extra. Svcs</b>		<b>200,100.00</b>	<b>9,552.78</b>	<b>209,652.78</b>	<b>11,731.76</b>	<b>193,968.25</b>	<b>3,952.77</b>	<b>0.00</b>
11-000-218-104	GUID SALARY	69,371.00	0.00	69,371.00	0.00	69,371.00	0.00	0.00
11-000-218-390	GUID TECH SVS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-218-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-218-600	Supplies & Materials	700.00	0.00	700.00	0.00	0.00	700.00	0.00
<b>Other Support Svc-Students-Reg</b>		<b>70,071.00</b>	<b>0.00</b>	<b>70,071.00</b>	<b>0.00</b>	<b>69,371.00</b>	<b>700.00</b>	<b>0.00</b>
11-000-219-104	CST PROF SALARY	77,331.00	7,622.50	84,953.50	5,097.50	77,331.00	2,525.00	0.00
11-000-219-105	CST SECT SALARY	20,260.10	0.00	20,260.10	3,343.92	16,916.18	0.00	0.00
11-000-219-320	CST PROF SVS	95,000.00	(1,109.03)	93,890.97	42,932.00	15,060.00	35,898.97	0.00
11-000-219-390	CST TECH SVS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-219-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-219-600	CST SUPPLIES	1,500.00	1,109.03	2,609.03	299.28	1,589.99	719.76	0.00
11-000-219-890	Membership Dues Fees	300.00	0.00	300.00	0.00	200.00	100.00	0.00
<b>Other Support Svc-Students-Spec</b>		<b>194,391.10</b>	<b>7,622.50</b>	<b>202,013.60</b>	<b>51,672.70</b>	<b>111,097.17</b>	<b>39,243.73</b>	<b>0.00</b>
11-000-221-104	INSTR SUPP SAL	8,500.00	0.00	8,500.00	0.00	8,500.00	0.00	0.00
11-000-221-320	Curriculum Services	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00
11-000-221-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Impr of Inst-Other Sup-Instruc</b>		<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>8,500.00</b>	<b>1,500.00</b>	<b>0.00</b>
11-000-222-100	Salaries	68,641.00	0.00	68,641.00	0.00	68,641.00	0.00	0.00
11-000-222-300	PURCHASED PROF & TECH SVCS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-222-320	Library Purch Prof & Tech Svcs	10,500.00	0.00	10,500.00	4,333.00	0.00	6,167.00	0.00
11-000-222-600	LIB SUP/MAT	400.00	0.00	400.00	0.00	0.00	400.00	0.00
<b>Library and Educ Media</b>		<b>79,541.00</b>	<b>0.00</b>	<b>79,541.00</b>	<b>4,333.00</b>	<b>68,641.00</b>	<b>6,567.00</b>	<b>0.00</b>
11-000-223-500	Other Purchased Services (400-500 Series)	7,500.00	0.00	7,500.00	0.00	3,249.00	4,251.00	0.00
<b>Inst. staff training svcs</b>		<b>7,500.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>0.00</b>	<b>3,249.00</b>	<b>4,251.00</b>	<b>0.00</b>
11-000-230-100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-270	District Admin Health Benefits	4,550.00	0.00	4,550.00	0.00	0.00	4,550.00	0.00
11-000-230-320	Shared services CSA	107,556.00	0.00	107,556.00	0.00	105,000.00	2,556.00	0.00
11-000-230-331	ADM LEGAL SV	40,000.00	3,798.78	43,798.78	2,893.30	17,106.70	23,798.78	0.00
11-000-230-332	Audit Fees	18,000.00	0.00	18,000.00	0.00	0.00	18,000.00	0.00
11-000-230-335	Election Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-338	Prof Svcs - HIB Only	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-339	ADM PROF SVS	23,500.00	4,259.13	27,759.13	6,395.00	6,281.00	15,083.13	0.00
11-000-230-530	Communications/Telephone	30,800.00	0.00	30,800.00	(4,201.26)	21,290.96	13,710.30	8,607.65
11-000-230-590	Other Purchased Services (400-500 Series)	31,250.00	0.00	31,250.00	17,242.99	0.00	14,007.01	0.00
11-000-230-610	GENERAL OFFICE SUPPLIES	6,140.90	0.00	6,140.90	0.00	1,156.04	4,984.86	0.00
11-000-230-890	ADM DUES,WKSHOP	26,190.00	0.00	26,190.00	6,438.57	1,939.00	17,812.43	0.00
<b>Support svc-general admin</b>		<b>287,986.90</b>	<b>8,057.91</b>	<b>296,044.81</b>	<b>28,768.60</b>	<b>152,773.70</b>	<b>114,502.51</b>	<b>8,607.65</b>
11-000-240-103	SCHOOL PRIN SAL	156,508.50	0.00	156,508.50	26,084.84	130,423.66	0.00	0.00
11-000-240-105	SCHOOL SECT SAL	127,224.60	0.00	127,224.60	12,882.24	114,342.36	0.00	0.00
11-000-240-270	School Admin Health Benefits	13,350.00	0.00	13,350.00	0.00	0.00	13,350.00	0.00
11-000-240-300	Purchased Professional & Tech Services	13,500.00	456.00	13,956.00	13,606.00	350.00	0.00	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-240-600	SCHOOL OFF SUPP	2,000.00	(456.00)	1,544.00	0.00	0.00	1,544.00	0.00
11-000-240-800	Other Objects	100.00	0.00	100.00	0.00	0.00	100.00	0.00
<b>Support Svc-School Admin</b>		<b>312,683.10</b>	<b>0.00</b>	<b>312,683.10</b>	<b>52,573.08</b>	<b>245,116.02</b>	<b>14,994.00</b>	<b>0.00</b>

## Report of the Secretary to the Allamuchy Board of Education General Fund - Fund 10

FY2020 Data is Posted to 8/31/2019

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## Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-251-100	Salaries	140,958.00	0.00	140,958.00	23,698.00	117,260.00	0.00	0.00
11-000-251-270	Business Admin Health Benefits	14,750.00	0.00	14,750.00	0.00	0.00	14,750.00	0.00
11-000-251-330	PUR. PROF SERICES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
11-000-251-340	PURCHASED TECH SERVICES	17,000.00	0.00	17,000.00	13,305.77	0.00	3,694.23	0.00
11-000-251-592	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-251-610	SUPPLIES & MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-251-832	INTEREST LEASE-PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Business and Other Support Svcs		174,708.00	0.00	174,708.00	37,003.77	117,260.00	20,444.23	0.00
11-000-261-100	Salaries	63,242.00	0.00	63,242.00	10,438.00	52,804.00	0.00	0.00
11-000-261-420	MAINT SVS	100,000.00	(46,614.52)	53,385.48	13,289.62	24,140.60	15,955.26	0.00
11-000-261-580	Plant Maint Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-261-610	MAINT SUPPL	15,000.00	100.00	15,100.00	980.77	770.39	13,348.84	0.00
11-000-261-800	Maintenance Prog	450.00	0.00	450.00	0.00	0.00	450.00	0.00
Maintenance of Plant Services		178,692.00	(46,514.52)	132,177.48	24,708.39	77,714.99	29,754.10	0.00
11-000-262-100	Salaries	186,640.80	86.25	186,727.05	46,633.13	140,007.67	86.25	0.00
11-000-262-300	Purch Prof SVS	22,500.00	(86.25)	22,413.75	3,401.78	8,937.22	10,074.75	0.00
11-000-262-420	PLNT CUST SVS	29,395.00	1,600.00	30,995.00	7,951.08	17,979.67	5,064.25	0.00
11-000-262-440	Vehicle Lease Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-490	PLT WATER SVS	10,000.00	3,126.43	13,126.43	3,126.43	0.00	10,000.00	0.00
11-000-262-520	INSURANCES	35,000.00	1,733.60	36,733.60	36,733.60	0.00	0.00	0.00
11-000-262-580	Custodial Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-590	Misc Purch Serv	300.00	0.00	300.00	0.00	0.00	300.00	0.00
11-000-262-610	PLNT SUPPLIES	30,000.00	6,588.46	36,588.46	3,381.18	18,893.16	14,314.12	0.00
11-000-262-621	Energy - Propane - Villa	5,000.00	1,219.42	6,219.42	0.00	3,000.00	3,219.42	0.00
11-000-262-622	Energy - Electric - Villa	97,000.00	0.00	97,000.00	19,549.38	77,450.62	0.00	0.00
11-000-262-624	Energy - Htg Fuel - Villa	74,000.00	0.00	74,000.00	0.00	74,000.00	0.00	0.00
11-000-262-800	PLNT OTHER	625.00	0.00	625.00	125.00	0.00	500.00	0.00
Operation of Plant		490,460.80	14,267.91	504,728.71	120,901.58	340,268.34	43,558.79	0.00
11-000-263-100	Grounds	46,286.00	1,778.52	48,064.52	7,083.63	39,202.37	1,778.52	0.00
11-000-263-300	Purchased Prof Svcs	16,000.00	(1,778.52)	14,221.48	2,557.50	7,672.50	3,991.48	0.00
11-000-263-600	Grounds supplies	3,000.00	606.32	3,606.32	1,159.84	750.00	1,696.48	0.00
Care & Upkeep of Grounds		65,286.00	606.32	65,892.32	10,800.97	47,624.87	7,466.48	0.00
11-000-270-105	Transportation Secretary	51,170.40	0.00	51,170.40	8,548.00	42,622.40	0.00	0.00
11-000-270-160	Sal Pupil Trans home to school	166,767.76	0.00	166,767.76	14,169.77	152,597.99	0.00	0.00
11-000-270-161	Sal Pupil Tran Spec Ed	48,059.94	0.00	48,059.94	13,094.65	34,965.29	0.00	0.00
11-000-270-162	Salary - Pupil Transportation	25,000.00	0.00	25,000.00	4,745.61	20,254.39	0.00	0.00
11-000-270-163	Sal Pupil Trans Non-public	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-270-390	Communication Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-270-420	TRNS REP/MAINT	95,000.00	22,693.46	117,693.46	14,881.75	102,811.71	0.00	0.00
11-000-270-443	Lease Purchase Pymt	83,645.00	25,000.00	108,645.00	85,208.60	1,674.77	21,761.63	0.00
11-000-270-503	AILO for Non-Public Transp	50,000.00	1,157.88	51,157.88	0.00	0.00	51,157.88	0.00
11-000-270-511	TRNS CONT REG	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00
11-000-270-512	TRNS FLD TRPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-270-514	Contract (spec ed) Vendors	11,000.00	0.00	11,000.00	8,948.65	2,051.35	0.00	0.00
11-000-270-515	TRNS SP ED JNT	0.00	842.12	842.12	0.00	0.00	842.12	0.00
11-000-270-518	Contracted Services Sp Ed ESC/	140,000.00	80,000.00	220,000.00	0.00	160,000.00	60,000.00	0.00
11-000-270-593	Transp Insurance, Travel Exp.	30,000.00	0.00	30,000.00	23,570.74	0.00	6,429.26	0.00
11-000-270-600	TRNS SUP/MAT	50,000.00	15,014.67	65,014.67	3,631.21	3,595.00	57,788.46	0.00
11-000-270-890	Misc Expenses	2,500.00	168.00	2,668.00	428.00	490.00	1,750.00	0.00
Student Transportation Svcs		756,143.10	144,876.13	901,019.23	177,226.98	521,062.90	202,729.35	0.00
11-000-291-220	PERS FICA	120,000.00	41,947.75	161,947.75	17,906.57	144,041.18	0.00	0.00
11-000-291-221	Teacher/Substitute FICA	1,000.00	730.00	1,730.00	0.00	730.00	1,000.00	0.00
11-000-291-222	Employer Share Def CRV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-291-232	TPAF ERIP CONT	11,000.00	0.00	11,000.00	0.00	0.00	11,000.00	0.00
11-000-291-241	PERS CONTR	131,000.00	0.00	131,000.00	0.00	0.00	131,000.00	0.00
11-000-291-249	DCRP Employer Contribution	2,750.00	759.04	3,509.04	186.27	2,572.77	750.00	0.00
11-000-291-250	Unemployment Comp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-291-260	WORKMENS COMPSA	55,000.00	9,677.99	64,677.99	18,035.78	46,642.21	0.00	0.00
11-000-291-270	EMPL HLTH BENEF	1,076,020.00	12,629.99	1,088,649.99	66,775.92	914,891.95	106,982.12	135,252.12
11-000-291-280	TUITION REIMB	25,000.00	0.00	25,000.00	6,412.50	0.00	18,587.50	0.00
11-000-291-290	Employee Benefits	35,000.00	(18,332.12)	16,667.88	0.00	0.00	16,667.88	0.00
11-000-291-299	Unused Sick Pmnt to Ret Staff	0.00	8,524.14	8,524.14	8,524.14	0.00	0.00	0.00
Employee Benefits		1,456,770.00	55,936.79	1,512,706.79	117,841.18	1,108,878.11	285,987.50	135,252.12
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		10,003,203.00	243,105.91	10,246,308.91	792,252.72	8,331,927.94	1,122,128.25	143,859.77

## Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
12-212-100-730	MH Special Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ungrouped Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-260-732	PLT SVC NI EQUI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-270-443	L/P School Buses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equip		0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-001-604-000	Increase in Capital Reserve	48,732.00	0.00	48,732.00	0.00	0.00	48,732.00	0.00
12-000-400-390	Other Prof Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-450	CONSTRUCTION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-710	FAC/PROP IMP	81,500.00	23,150.00	104,650.00	26,648.45	34,922.00	43,079.55	0.00
12-000-400-721	L/P AGREE PRINC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-722	Bldgs. other than lease purch	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-780	Infrastructure	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-800	Cap Outlay Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-896	Assess Debt Srvc SDA Funding	1,366.00	0.00	1,366.00	0.00	0.00	1,366.00	0.00
Fund transfers		131,598.00	23,150.00	154,748.00	26,648.45	34,922.00	93,177.55	0.00
Grand Totals for fund 12:		131,598.00	23,150.00	154,748.00	26,648.45	34,922.00	93,177.55	0.00

## Fund 13 (Special Schools Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
13-422-100-101	TEACHERS SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13-422-100-610	GEN SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summer school salary		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 13:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

## Fund 18 (Educational Jobs Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
18-213-100-101	Ed Jobs Fund Res Rm Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special Education-Resource Room		0.00	0.00	0.00	0.00	0.00	0.00	0.00
18-000-291-220	Ed Jobs Fund Res Rm FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18-000-291-232	Ed Jobs Fund Res Rm TPAF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18-000-291-270	Ed Jobs Fund Res Rm Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 18:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Totals for all Subfunds of Fund 10:	10,134,801.00	266,255.91	10,401,056.91	818,901.17	8,366,849.94	1,215,305.80	143,859.77
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Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

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 James Schlessinger, Business Administrator

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 Date

**Interim Balance Sheet**

**ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ (37,435.87)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (37,435.87)
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 0.00	
141 Intergovernmental - state	\$ 0.00	
142 Intergovernmental - federal	\$ (37,755.71)	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 12,889.07	
		\$ (24,866.64)
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$ 0.00	
		\$ 0.00
TOTAL ASSETS AND RESOURCES		\$ (62,302.51)

**LIABILITIES AND FUND EQUITY**

LIABILITIES		
401 Interfund loans payable	\$	0.00
402 Interfund accounts payable	\$	306.12
411 Intergovernmental accounts payable - state	\$	0.00
412 Intergovernmental accounts payable - federal	\$	38.70
413 Intergovernmental accounts payable - other	\$	0.00
421 Accounts payable	\$	0.00
422 Judgments payable	\$	0.00
430 Compensated absences payable	\$	0.00
431 Contracts payable	\$	0.00
451 Loans payable	\$	0.00
481 Deferred revenues	\$	0.00
499 Other current liabilities	\$	0.00
Total liabilities	\$	344.82



FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	40,706.60		
754 Reserve for encumbrances - prior year			\$	(6,461.37)		
760 Other reserves			\$	0.00		
771 Designated Fund Balance			\$	0.00		
601 Appropriations		\$	198,781.03			
602 Less: expenditures	\$	8,141.90				
603 Less: encumbrances	\$	34,245.23	\$	(42,387.13)	\$	156,393.90
Appropriations less expenditures					\$	190,639.13
Unappropriated:						
770 Fund Balance, July 1, 2019			\$	(71,786.46)		
303 Less: budgeted fund balance			\$	(181,500.00)		
Unappropriated fund balance					\$	(253,286.46)
Total fund equity					\$	(62,647.33)
TOTAL LIABILITIES AND FUND EQUITY					\$	(62,302.51)

**Revenues/Sources of Funds**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	181,500.00	17,281.03	198,781.03	42,387.13	156,393.90
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	0.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		181,500.00	17,281.03	198,781.03	42,387.13	156,393.90

**Fund 20 (Special Revenue Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Ungrouped Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ed Jobs Fund		4,500.00	0.00	4,500.00	0.00	0.00	4,500.00	0.00
Local Projects		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title I		31,500.00	9,114.24	40,614.24	63.11	9,051.13	31,500.00	0.00
IDEA Part B		89,000.00	17,480.50	106,480.50	3,990.00	20,478.00	82,012.50	0.00
IDEA (Prog. 251)		6,000.00	0.00	6,000.00	0.00	5,503.00	497.00	0.00
Title VI		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II Part A		8,500.00	12.00	8,512.00	1,542.00	0.00	6,970.00	0.00
Title IV		10,000.00	2,186.79	12,186.79	2,186.79	2,774.00	7,226.00	0.00
Title I - ARRA		0.00	0.00	0.00	0.00	0.00	0.00	0.00
R.E.A.P. GRANT		32,000.00	4,000.00	36,000.00	360.00	11,951.60	23,688.40	0.00
Adult Ed - Federal		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 20:		181,500.00	32,793.53	214,293.53	8,141.90	49,757.73	156,393.90	0.00

**Revenues Summary**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	181,500.00	17,281.03	198,781.03	42,387.13	156,393.90
20-1920-212-000	Rutherford Foundation	0.00	0.00	0.00	0.00	0.00
20-1920-403-000	Future fisherman foundation	0.00	0.00	0.00	0.00	0.00
20-1980-000-000	Refund of Prior Yr Expenditure	0.00	0.00	0.00	0.00	0.00
20-1990-000-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
20-2101-000-000	Garden Grant	0.00	0.00	0.00	0.00	0.00
20-2200-000-000	Rutherford/Stuyvesant Grant	0.00	0.00	0.00	0.00	0.00
20-4000-000-000	Rebel2	0.00	0.00	0.00	0.00	0.00
20-4300-000-000	Teaching American History	0.00	0.00	0.00	0.00	0.00
20-4411-231-000	Title I Part A	0.00	0.00	0.00	0.00	0.00
20-4412-232-000	Title II Part A	0.00	0.00	0.00	0.00	0.00
20-4413-232-000	Title I Part D	0.00	0.00	0.00	0.00	0.00
20-4415-260-000	Title VI	0.00	0.00	0.00	0.00	0.00
20-4417-260-000	Title VI	0.00	0.00	0.00	0.00	0.00
20-4421-250-000	IDEA Basic	0.00	0.00	0.00	0.00	0.00
20-4423-251-000	IDEA-Preschool	0.00	0.00	0.00	0.00	0.00
20-4430-000-000	Vocational Education	0.00	0.00	0.00	0.00	0.00
20-4440-000-000	Adult Basic Education	0.00	0.00	0.00	0.00	0.00
20-4451-270-000	Title II A Training	0.00	0.00	0.00	0.00	0.00
20-4452-271-000	Title II D Tech	0.00	0.00	0.00	0.00	0.00
20-4471-280-000	Title IV Part A	0.00	0.00	0.00	0.00	0.00
20-4495-290-000	Title V Innovative	0.00	0.00	0.00	0.00	0.00
20-4502-450-000	REAP	0.00	0.00	0.00	0.00	0.00
20-4503-450-000	Matrix	0.00	0.00	0.00	0.00	0.00
20-4511-450-000	Title 1A-ARRA	0.00	0.00	0.00	0.00	0.00
20-4514-455-000	IDEA Basic - ARRA	0.00	0.00	0.00	0.00	0.00
20-4515-458-000	IDEA Preschool - ARRA	0.00	0.00	0.00	0.00	0.00
20-4700-000-000	Private Industry	0.00	0.00	0.00	0.00	0.00
20-4999-000-000	Other	0.00	0.00	0.00	0.00	0.00
Grand Totals		181,500.00	17,281.03	198,781.03	42,387.13	156,393.90

**Minimum Expense General Ledger Report****Fund 20 (Special Revenue Fund)**

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-454-100-610	RH Steiveson Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ungrouped Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-190-100-500	Safety Grant	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00	0.00
Ed Jobs Fund		4,500.00	0.00	4,500.00	0.00	0.00	4,500.00	0.00
20-212-100-600	Local projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Local Projects		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-100	Personal Services - Salaries	24,000.00	0.00	24,000.00	0.00	0.00	24,000.00	0.00
20-231-100-300	Purchased Prof & Tech Svcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-600	General Supplies	0.00	1,772.34	1,772.34	63.11	1,611.13	98.10	0.00
20-231-200-200	Employee Benefits	7,500.00	7,341.90	14,841.90	0.00	7,440.00	7,401.90	0.00
20-231-200-300	Purchased Prof & Tech Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-500	Other Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-400-731	Software and Hardware	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-400-732	Fac Acq & Constr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title I		31,500.00	9,114.24	40,614.24	63.11	9,051.13	31,500.00	0.00
20-250-100-300	IDEA ED SVS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-100-500	IDEA Other Purchased Services	44,000.00	0.00	44,000.00	0.00	0.00	44,000.00	0.00
20-250-100-600	IDEA SUPPL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-200-300	IDEA NON PUBLIC	45,000.00	17,480.50	62,480.50	3,990.00	20,478.00	38,012.50	0.00
20-250-200-500	IDEA OTHER PURC SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-200-600	IDEA SUPSVC S/M	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IDEA Part B		89,000.00	17,480.50	106,480.50	3,990.00	20,478.00	82,012.50	0.00
20-251-100-300	IDEA PSH ED SVS	6,000.00	0.00	6,000.00	0.00	5,503.00	497.00	0.00
20-251-100-500	IDEA Other Pur Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IDEA (Prog. 251)		6,000.00	0.00	6,000.00	0.00	5,503.00	497.00	0.00
20-260-100-300	Purchased Prof & Tech Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-100-600	General Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title VI		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-100	Title II A Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-300	Purchased Prof & Tech Svcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-600	General Supplies	8,500.00	0.00	8,500.00	1,530.00	0.00	6,970.00	0.00
20-270-200-200	EMP BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-300	Pur Prof Tec Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-600	Pur Prof supplies	0.00	12.00	12.00	12.00	0.00	0.00	0.00
20-271-400-731	Software Hardware	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-271-400-732	Fax Acq & Const	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II Part A		8,500.00	12.00	8,512.00	1,542.00	0.00	6,970.00	0.00
20-280-100-600	Instructional Supplies	7,500.00	2,186.79	9,686.79	2,186.79	2,774.00	4,726.00	0.00
20-280-200-300	Prof Tech Services-Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-200-600	Supplies and Materials-Support	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00
Title IV		10,000.00	2,186.79	12,186.79	2,186.79	2,774.00	7,226.00	0.00
20-450-100-600	Title I ARRA Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title I - ARRA		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-100	PERS SERVICES	13,000.00	0.00	13,000.00	0.00	0.00	13,000.00	0.00
20-451-100-320	Professional Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-600	SUPP/MAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-890	Student Admin Fees	6,000.00	0.00	6,000.00	360.00	1,080.00	4,560.00	0.00
20-451-200-200	EMP BENEFITS	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
20-451-200-230	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-200-320	Prof Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-200-600	OTHER SUP/MAT	13,000.00	0.00	13,000.00	0.00	10,871.60	2,128.40	0.00
R.E.A.P. GRANT		32,000.00	4,000.00	36,000.00	360.00	11,951.60	23,688.40	0.00
20-456-200-100	TAH Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-456-200-200	TAH Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-456-200-320	TAH Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-456-200-580	TAH Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-456-200-600	TAH Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-456-200-800	TAH Stipends	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adult Ed - Federal		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Totals for fund 20:	181,500.00	32,793.53	214,293.53	8,141.90	49,757.73	156,393.90	0.00
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Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

\_\_\_\_\_  
James Schlessinger, Business Administrator

\_\_\_\_\_  
Date

**Interim Balance Sheet**

**ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ (0.49)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (0.49)
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 700,394.00
Accounts receivable		
132 Interfund	\$ 0.00	
141 Intergovernmental - state	\$ 62,406.00	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ 62,406.00
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$ (762,800.00)	
		\$ (762,800.00)
TOTAL ASSETS AND RESOURCES		\$ (0.49)

**LIABILITIES AND FUND EQUITY**

LIABILITIES		
401 Interfund loans payable	\$	0.00
402 Interfund accounts payable	\$	0.00
411 Intergovernmental accounts payable - state	\$	0.00
412 Intergovernmental accounts payable - federal	\$	0.00
413 Intergovernmental accounts payable - other	\$	0.00
421 Accounts payable	\$	0.00
422 Judgments payable	\$	0.00
430 Compensated absences payable	\$	0.00
431 Contracts payable	\$	0.00
451 Loans payable	\$	0.00
481 Deferred revenues	\$	0.00
499 Other current liabilities	\$	0.00
Total liabilities	\$	0.00

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year				\$	762,800.00	
754 Reserve for encumbrances - prior year				\$	0.00	
760 Other reserves				\$	0.00	
771 Designated Fund Balance				\$	0.00	
601 Appropriations			\$	762,800.00		
602 Less: expenditures	\$	0.00				
603 Less: encumbrances	\$	762,800.00	\$	(762,800.00)	\$	0.00
Appropriations less expenditures						\$ 762,800.00

Unappropriated:

770 Fund Balance, July 1, 2019	\$	(0.49)	
303 Less: budgeted fund balance	\$	(762,800.00)	
Unappropriated fund balance			\$ (762,800.49)
Total fund equity			\$ (0.49)

TOTAL LIABILITIES AND FUND EQUITY

\$ (0.49)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 762,800.00	\$ 762,800.00	\$ 0.00
Less: Revenues	\$ 0.00	\$ (762,800.00)	\$ 762,800.00
Subtotal	\$ 762,800.00	\$ 0.00	\$ 762,800.00
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 762,800.00	\$ 0.00	\$ 762,800.00
Add: Unappropriated fund balance			\$ (762,800.49)
Total of budgeted and unappropriated fund balance			\$ (0.49)

**Revenues/Sources of Funds**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	762,800.00	0.00	762,800.00	0.00	762,800.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	700,394.00	(700,394.00)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	62,406.00	(62,406.00)
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		762,800.00	0.00	762,800.00	762,800.00	0.00

**Fund 40 (Debt Service Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Debt service-regular		762,800.00	0.00	762,800.00	0.00	762,800.00	0.00	0.00
Grand Totals for fund 40:		762,800.00	0.00	762,800.00	0.00	762,800.00	0.00	0.00

**Revenues Summary**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	762,800.00	0.00	762,800.00	0.00	762,800.00
40-5200-000-000 TRANSFERS		0.00	0.00	0.00	0.00	0.00
40-1210-000-000 TAX LEVY D.S.		0.00	0.00	0.00	700,394.00	(700,394.00)
40-3160-000-000 Debt Service Aid II		0.00	0.00	0.00	62,406.00	(62,406.00)
Grand Totals		762,800.00	0.00	762,800.00	762,800.00	0.00

**Minimum Expense General Ledger Report**

**Fund 40 (Debt Service Fund)**

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
40-701-510-723	PRIN LEASE PURC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-701-510-833	L/P INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-701-510-834	BOND INTEREST	322,800.00	0.00	322,800.00	0.00	322,800.00	0.00	0.00
40-701-510-910	BOND PRINC	440,000.00	0.00	440,000.00	0.00	440,000.00	0.00	0.00
Debt service-regular		762,800.00	0.00	762,800.00	0.00	762,800.00	0.00	0.00
Grand Totals for fund 40:		762,800.00	0.00	762,800.00	0.00	762,800.00	0.00	0.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

James Schlessinger, Business Administrator

Date



**Interim Balance Sheet****ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ (209,619.95)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (209,619.95)
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 0.00	
141 Intergovernmental - state	\$ 0.00	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 26,597.50	
153 Other Accounts Receivable	\$ 0.00	
		\$ 26,597.50
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$ (10,822.50)	
		\$ (10,822.50)
TOTAL ASSETS AND RESOURCES		\$ (193,844.95)

**LIABILITIES AND FUND EQUITY**

LIABILITIES		
401 Interfund loans payable	\$	0.00
402 Interfund accounts payable	\$	0.00
411 Intergovernmental accounts payable - state	\$	0.00
412 Intergovernmental accounts payable - federal	\$	0.00
413 Intergovernmental accounts payable - other	\$	0.00
421 Accounts payable	\$	150.00
422 Judgments payable	\$	0.00
430 Compensated absences payable	\$	0.00
431 Contracts payable	\$	0.00
451 Loans payable	\$	0.00
481 Deferred revenues	\$	21,126.50
499 Other current liabilities	\$	0.00
Total liabilities	\$	21,276.50

**FUND EQUITY**

Appropriated:

753 Reserve for encumbrances - current year				\$	25,018.10	
754 Reserve for encumbrances - prior year				\$	(614.78)	
760 Other reserves				\$	0.00	
771 Designated Fund Balance				\$	0.00	
601 Appropriations			\$	863.22		
602 Less: expenditures	\$	51,868.01				
603 Less: encumbrances	\$	24,403.32	\$	(76,271.33)	\$	(75,408.11)
Appropriations less expenditures						\$ (51,004.79)

Unappropriated:

770 Fund Balance, July 1, 2019	\$	(165,616.66)	
303 Less: budgeted fund balance	\$	0.00	
Unappropriated fund balance			\$ (165,616.66)
Total fund equity			\$ (216,621.45)

**TOTAL LIABILITIES AND FUND EQUITY**

\$ (195,344.95)

**RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY**

	Budgeted	Actual	Variance
Appropriations	\$ 863.22	\$ 76,271.33	\$ (75,408.11)
Less: Revenues	\$ 0.00	\$ (10,822.50)	\$ 10,822.50
Subtotal	\$ 863.22	\$ 65,448.83	\$ (64,585.61)
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (863.22)	\$ (863.22)	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ 64,585.61	\$ (64,585.61)
Add: Unappropriated fund balance			\$ (165,616.66)
Total of budgeted and unappropriated fund balance			<u>\$ (230,202.27)</u>

**Revenues/Sources of Funds**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	863.22	863.22	65,448.83	(64,585.61)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	10,822.50	(10,822.50)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	863.22	863.22	76,271.33	(75,408.11)

**Fund 60 (Rutherford Hall Budget)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Salaries		0.00	0.00	0.00	41,954.97	0.00	(41,954.97)	0.00
Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Costs		0.00	150.00	150.00	4,512.60	1,751.00	(6,113.60)	0.00
Purchased Services		0.00	728.00	728.00	1,047.10	500.00	(819.10)	0.00
Other Purchased Services		0.00	0.00	0.00	0.00	6,000.00	(6,000.00)	0.00
Supplies		0.00	600.00	600.00	2,105.48	6,745.00	(8,250.48)	0.00
Other Expenses		0.00	0.00	0.00	2,247.86	10,022.10	(12,269.96)	0.00
Grand Totals for fund 60:		0.00	1,478.00	1,478.00	51,868.01	25,018.10	(75,408.11)	0.00

**Revenues Summary**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	863.22	863.22	65,448.83	(64,585.61)
60-1500-000-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
60-1510-000-000	Rutherford Hall Interest Rev.	0.00	0.00	0.00	0.00	0.00
60-1630-000-000	Grant Food & Beverage Sales	0.00	0.00	0.00	0.00	0.00
60-1631-000-000	School Food & Beverage Sales	0.00	0.00	0.00	0.00	0.00
60-1632-000-000	Gift Shop Sales	0.00	0.00	0.00	17.00	(17.00)
60-1633-000-000	Sturm Art Sales	0.00	0.00	0.00	0.00	0.00
60-1710-101-000	Admis - Grant Funct. Lectures	0.00	0.00	0.00	0.00	0.00
60-1710-102-000	Admis Grant Funct.-Museum	0.00	0.00	0.00	70.00	(70.00)
60-1710-103-000	Admis-Grant Funct.-Concerts	0.00	0.00	0.00	0.00	0.00
60-1710-103-101	Jazz Concert Admissions	0.00	0.00	0.00	3,054.50	(3,054.50)
60-1710-103-102	Comedy Shows	0.00	0.00	0.00	0.00	0.00
60-1710-104-000	Admis-Grant Funct.-Tours	0.00	0.00	0.00	0.00	0.00
60-1710-106-000	Admis-Grant Funds-Theater Grou	0.00	0.00	0.00	0.00	0.00
60-1710-107-000	High Tea	0.00	0.00	0.00	0.00	0.00
60-1710-108-000	Downton Abbey Luncheons	0.00	0.00	0.00	0.00	0.00
60-1710-109-000	YOGA	0.00	0.00	0.00	0.00	0.00
60-1710-110-000	Tap Dancing	0.00	0.00	0.00	0.00	0.00
60-1710-201-000	Summer Art Camp	0.00	0.00	0.00	0.00	0.00
60-1710-202-000	Hunger Games Summer Camp	0.00	0.00	0.00	0.00	0.00
60-1710-202-101	Jedi/Star Wars Summer Camp	0.00	0.00	0.00	0.00	0.00
60-1710-203-000	Harry Potter Summer Camp #1	0.00	0.00	0.00	0.00	0.00
60-1710-203-100	Harry Potter Summer Camp #1	0.00	0.00	0.00	350.00	(350.00)
60-1710-203-101	Harry Potter Summer Camp #2	0.00	0.00	0.00	2,451.50	(2,451.50)
60-1710-203-102	Camp Half-Blood Themed Camp	0.00	0.00	0.00	175.00	(175.00)
60-1710-204-000	Rent a Plot at RH	0.00	0.00	0.00	40.00	(40.00)
60-1710-205-000	French Immersion Camp	0.00	0.00	0.00	0.00	0.00
60-1710-206-000	Spanish Immersion Camp	0.00	0.00	0.00	0.00	0.00
60-1710-207-000	Learning in the Landscape	0.00	0.00	0.00	0.00	0.00
60-1710-208-000	Art Camp: Landscape & Art	0.00	0.00	0.00	0.00	0.00
60-1710-208-100	Art Camp - School Year	0.00	0.00	0.00	50.00	(50.00)
60-1710-209-000	Sailing Camp	0.00	0.00	0.00	(150.00)	150.00
60-1710-210-000	Living In the Great Depression	0.00	0.00	0.00	0.00	0.00
60-1710-211-000	Classic Sports & Games	0.00	0.00	0.00	530.00	(530.00)
60-1710-212-000	Pint Sized & Published	0.00	0.00	0.00	0.00	0.00
60-1710-213-000	Geo Caching Camp	0.00	0.00	0.00	0.00	0.00
60-1710-213-001	Outdoor Camp - Survival	0.00	0.00	0.00	870.00	(870.00)
60-1710-213-002	Outdoor Camp - Boating	0.00	0.00	0.00	150.00	(150.00)
60-1710-214-000	Mommy & Me	0.00	0.00	0.00	0.00	0.00
60-1710-215-100	STEAM Camp	0.00	0.00	0.00	420.00	(420.00)
60-1711-000-000	Admissions - School Functions	0.00	0.00	0.00	0.00	0.00
60-1715-000-000	Luau Fund Raiser	0.00	0.00	0.00	0.00	0.00
60-1750-100-000	Bridal Show Revenues	0.00	0.00	0.00	0.00	0.00
60-1750-100-100	Bridal Show Revenues	0.00	0.00	0.00	0.00	0.00
60-1780-000-000	Public Programming	0.00	0.00	0.00	0.00	0.00
60-1780-100-000	Girl Scout Programs	0.00	0.00	0.00	0.00	0.00
60-1790-000-000	Other activities - Grant	0.00	0.00	0.00	0.00	0.00
60-1791-000-000	Other Activities - School	0.00	0.00	0.00	0.00	0.00
60-1910-000-000	Rutherford Hall Rentals	0.00	0.00	0.00	920.00	(920.00)
60-1910-000-105	Allamuchy Country Fair	0.00	0.00	0.00	120.00	(120.00)
60-1910-100-000	Warren Cty First Night	0.00	0.00	0.00	0.00	0.00
60-1910-100-100	Warren Cty First Night Parking	0.00	0.00	0.00	0.00	0.00
60-1910-101-000	Ruth Hall Fireworks Rm Rentals	0.00	0.00	0.00	0.00	0.00
60-1911-000-000	School - Mt. Villa Rentals	0.00	0.00	0.00	0.00	0.00
60-1920-000-000	Private Contris & Donations	0.00	0.00	0.00	0.00	0.00

## Report of the Secretary to the Allamuchy Board of Education Rutherford Hall Budget - Fund 60

FY2020 Data is Posted to 8/31/2019

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60-1920-000-100 Adopt a Chair Donations	0.00	0.00	0.00	0.00	0.00
60-1920-100-000 Donations for Fireworks	0.00	0.00	0.00	0.00	0.00
60-1920-102-000 Fireworks Parking Fees	0.00	0.00	0.00	770.00	(770.00)
60-1920-103-000 Fireworks Vendor Fees	0.00	0.00	0.00	275.00	(275.00)
60-1920-104-000 Fireworks Bus/Entry Fee	0.00	0.00	0.00	564.00	(564.00)
60-1921-000-000 Public Contribs & Donations	0.00	0.00	0.00	0.00	0.00
60-1921-100-000 Earmarked Donations	0.00	0.00	0.00	0.00	0.00
60-1921-100-101 Donations E.M Under Priv Camp	0.00	0.00	0.00	0.00	0.00
60-1922-000-000 NJ Historical TRUST Grant	0.00	0.00	0.00	0.00	0.00
60-1922-100-000 NJ Historical COMM Grant	0.00	0.00	0.00	0.00	0.00
60-1922-100-100 NJ Historical COMM Grant	0.00	0.00	0.00	0.00	0.00
60-1980-000-000 Refund of Prior Yr Expenditure	0.00	0.00	0.00	0.00	0.00
60-1990-000-000 Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
60-1990-100-000 TIX Service Fees	0.00	0.00	0.00	145.50	(145.50)
Grand Totals	0.00	863.22	863.22	76,271.33	(75,408.11)

**Minimum Expense General Ledger Report**

## Fund 60 (Rutherford Hall Budget)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
60-990-320-181	Salaries - Operations Manager	0.00	0.00	0.00	13,895.03	0.00	(13,895.03)	0.00
60-990-320-182	Salaries - Office & Clerical	0.00	0.00	0.00	4,781.94	0.00	(4,781.94)	0.00
60-990-320-183	Salaries - Custodial	0.00	0.00	0.00	51.00	0.00	(51.00)	0.00
60-990-320-184	Salaries - Summer Camp	0.00	0.00	0.00	23,227.00	0.00	(23,227.00)	0.00
60-990-320-185	Bus Driver Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Salaries		0.00	0.00	0.00	41,954.97	0.00	(41,954.97)	0.00
60-990-320-220	FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-270	Employee Health Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-331	Legal Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-332	Audit Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-333	R.H. Prof Fees NJ Hist COMM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-334	R.H. Prof Fees NJ Hist Trust	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-335	Haunted Hall Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-337	Professional Musician Services	0.00	0.00	0.00	4,050.00	1,205.00	(5,255.00)	0.00
60-990-320-338	Concert Management Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-339	Other Prof Services	0.00	0.00	0.00	312.60	0.00	(312.60)	0.00
60-990-320-340	Purchased Technical Services	0.00	150.00	150.00	150.00	546.00	(546.00)	0.00
Administrative Costs		0.00	150.00	150.00	4,512.60	1,751.00	(6,113.60)	0.00
60-990-320-420	Cleaning & Repair Services	0.00	728.00	728.00	547.10	500.00	(319.10)	0.00
60-990-320-450	Construction Services	0.00	0.00	0.00	500.00	0.00	(500.00)	0.00
Purchased Services		0.00	728.00	728.00	1,047.10	500.00	(819.10)	0.00
60-990-320-510	Purch Svcs - Program Director	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-520	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-530	Telephone/Communications	0.00	0.00	0.00	0.00	6,000.00	(6,000.00)	0.00
60-990-320-580	Travel Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-592	Warren Cty First Night Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Purchased Services		0.00	0.00	0.00	0.00	6,000.00	(6,000.00)	0.00
60-990-320-610	General Supplies	0.00	0.00	0.00	1,453.73	6,745.00	(8,198.73)	0.00
60-990-320-611	Function Supplies	0.00	600.00	600.00	651.75	0.00	(51.75)	0.00
60-990-320-622	RH Electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-624	R H Fuel Oil	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies		0.00	600.00	600.00	2,105.48	6,745.00	(8,250.48)	0.00
60-990-320-890	Miscellaneous Expense	0.00	0.00	0.00	954.65	885.35	(1,840.00)	0.00
60-990-320-891	Transfirst Cr Cd Chgs-Grant	0.00	0.00	0.00	1,141.71	6,788.25	(7,929.96)	0.00
60-990-320-892	Tix,Inc. Ticket Cgs - Grant	0.00	0.00	0.00	151.50	2,348.50	(2,500.00)	0.00
Other Expenses		0.00	0.00	0.00	2,247.86	10,022.10	(12,269.96)	0.00
Grand Totals for fund 60:		0.00	1,478.00	1,478.00	51,868.01	25,018.10	(75,408.11)	0.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

James Schlessinger, Business Administrator

Date

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
30384	7/30/19	BILL'S SERVICE CENTER rental of a U-haul	Check voided on 8/1/2019 (150.00)	P202000046	11-000-261-420-001-000
30386	8/1/19	BILL'S SERVICE CENTER rental of a U-haul	114.21	P202000046	11-000-261-420-001-000
30387	8/1/19	Fairview Lake YMCA Camp & Conference Center Deangelis trip (10/9/2019) - Deposit	360.00	P202000047	20-451-100-890-000-000
30388	8/1/19	R&L DataCenters, Inc. payroll services	591.00	P201900080	11-000-230-339-000-000
30389	8/1/19	Blackboard website	1,145.72	P202000049	11-190-100-340-000-000
30390	8/1/19	New Jersey Herald legal ads	13.20	P202000050	11-000-230-530-000-000
		legal ads	13.80	P202000050	11-000-230-530-000-000
Total Check Amount:			27.00		
30391	8/1/19	ReadyRefresh by Nestle Drinking water	69.65	P202000051	60-990-320-890-200-000
30392	8/1/19	Grand Rental Station 2 Fan rentals	46.92	P201900671	11-000-261-420-001-000
30393	8/1/19	TRI STATE PAPER & CLEAN cleaning, paper supplies	657.88	P201900229	11-000-262-610-000-000
30394	8/1/19	LICON LIGHTING CORP lighting supplies	390.00	P201900434	11-000-262-610-000-000
30395	8/1/19	Tickner's Inc. lawn - animal supplies	89.90	P202000052	11-000-262-610-000-000
30396	8/1/19	SYNCB/AMAZON class supplies	33.94	P202000054	11-190-100-610-000-000
		Custodial supplies	1,152.00	P202000054	11-000-262-610-000-000
Total Check Amount:			1,185.94		
30403	8/1/19	Cablevision Lightpath Inc. optimum online	1,805.45	P202000055	11-000-230-530-000-000
30404	8/1/19	Santander Leasing LLC Bus lease/purchase	17,194.00	P202000056	11-000-270-443-000-000
30405	8/1/19	Global Waste Industried, Inc. Waste & recycle	698.00	P202000057	11-000-262-420-000-000
30406	8/1/19	Shred-it USA Shredding services	143.00	P202000058	11-000-262-420-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
30407	8/1/19	NJADP Membership Assoc of Designated Persons	125.00	P202000059	11-000-262-800-000-000
30408	8/1/19	Kurtz Bros. class/teaching supplies	41.16	P201900680	11-190-100-610-000-000
		class/teaching supplies	63.11	P201900680	20-231-100-600-000-000
		class/teaching supplies	12.00	P201900680	20-270-200-600-000-000
Total Check Amount:			116.27		
30409	8/1/19	Educational Services Commission fo Morris Cou	**VOIDED**	Check voided on 8/7/2019	
30410	8/1/19	Follett School Solutions, Inc. Destiny services for Libraries	4,333.00	P202000061	11-000-222-320-000-000
30411	8/1/19	WARREN CO SPEC SVCS SC D Spec ed summer	8,948.65	P202000011	11-000-270-514-000-000
30412	8/1/19	Jersey Central Power & Light Electric ATS	3.40	P202000017	11-000-262-622-000-001
		Electric ATS	3.25	P202000017	11-000-262-622-000-001
		Electric ATS	16.39	P202000017	11-000-262-622-000-001
		Electric ATS	357.05	P202000017	11-000-262-622-000-001
		Electric MVS	36.11	P202000017	11-000-262-622-000-002
		Electric MVS	4,826.67	P202000017	11-000-262-622-000-002
		Electric RH	287.89	P202000017	11-000-262-622-000-002
Total Check Amount:			5,530.76		
30413	8/1/19	Municipal Capital Corp. copiers lease/purchase	1,757.00	P202000063	11-190-100-340-000-000
30414	8/2/19	NJPSA Membership renewal 19-20 Sabol	845.00	P202000020	11-000-230-890-000-000
		Membership renewal 19-20 Gallagly	845.00	P202000020	11-000-230-890-000-000
Total Check Amount:			1,690.00		
30415	8/2/19	Foundation for Education Administration, Inc.	**VOIDED**	Check voided on 8/5/2019	
30416	8/2/19	LearnWell Home Instruction 1-19 to 6-19 ID0801	45.00	P201900493	11-150-100-320-000-000
30417	8/2/19	Ridge & Valley Charter School Charter school tuition	3.00	P201900472	11-000-100-569-000-000
30418	8/2/19	Kate Stiner wooden dowels esy	21.00	P202000042	11-190-100-610-000-000
30419	8/2/19	Computer Images Web, LLC web site updates	150.00	P201900672	60-990-320-340-000-000
30420	8/2/19	CDK SYSTEMS CDK accounting & personnel	9,125.00	P202000033	11-000-251-340-000-000



<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
30421	8/2/19	Realtime Information Technology, Inc. Student Management Sys	13,606.00	P202000034	11-000-240-340-000-000
30422	8/2/19	Eastern Acoustics Audiometer Calibration	105.00	P202000100	11-000-213-800-000-000
30423	8/2/19	Bayada Nursing services	744.00	P202000053	11-000-213-300-000-000
30424	8/2/19	WIRE'S ELEC SHOP INC electrical services	391.69	P202000090	11-000-261-420-001-000
		electrical services	744.61	P202000090	11-000-261-420-001-000
		Total Check Amount:	1,136.30		
30425	8/2/19	Descon Phrase Panels	233.21	P201900681	11-190-100-610-000-000
		Phrase Panels and Procedure Boards	2,186.79	P201900681	20-280-100-600-000-000
		Total Check Amount:	2,420.00		
30426	8/2/19	Adams Fire Protection, Inc. fire extinguishers ATS & MVS & RH	709.00	P201900673	11-000-262-420-000-000
		fire extinguishers ATS & MVS & RH	426.75	P201900673	11-000-262-420-000-000
		Total Check Amount:	1,135.75		
30427	8/2/19	New Jersey Schools Insurance Group E&O Premium	16,242.99	P202000009	11-000-230-590-000-000
		Liability Ins	36,733.60	P202000009	11-000-262-520-000-000
		Auto Ins prem	23,570.74	P202000009	11-000-270-593-000-000
		Workers comp ins.	7,669.62	P202000009	11-000-291-260-000-000
		Total Check Amount:	84,216.95		
30428	8/2/19	MVCA Camp Session #6 to #9 1912	796.00	P202000102	11-000-100-569-000-000
		Camp Session #1 to #4 1912	821.00	P202000102	11-000-100-569-000-000
		Total Check Amount:	1,617.00		
30429	8/2/19	WARREN CO SPEC SVCS SC D Music Therapy	243.80	P201900012	11-000-217-320-000-000
		Other services	1,367.93	P201900012	11-000-217-320-000-000
		Total Check Amount:	1,611.73		
30430	8/2/19	Treasurer State of NJ - NJ Dept of Comm Affairs Inspection fee 2101-00106-001	339.00	P202000077	11-000-262-300-000-000
30431	8/2/19	State of NJ BFCE Reg Renewal	214.00	P202000078	11-000-261-420-001-000
30432	8/2/19	NATIONAL DRUG SCREEN, INC Alcohol & Drug screening Bus Drivers	260.00	P202000076	11-000-270-890-000-000

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30433	8/2/19	ART*stitution Adult Paint Night 5-16	312.60	P202000079	60-990-320-339-200-000
30434	8/2/19	Yudichak, Kenneth Treatment Plant Serv 7-19	700.00	P202000082	11-000-262-300-000-000
		Treatment Plant Serv 8-19	700.00	P202000082	11-000-262-300-000-000
Total Check Amount:			1,400.00		
30435	8/3/19	Marlin Business Bank Post base 20 w/ scale ins fee	177.96	P202000072	11-000-230-530-000-000
30436	8/3/19	IGS Solar Solar electrical	3,848.34	P202000071	11-000-262-622-100-001
30437	8/3/19	Busch Law Group, LLC Legal Services	1,709.30	P202000070	11-000-230-331-000-000
30438	8/3/19	DELTA DENTAL Employee Dental Insurance	128.60	P202000069	11-000-291-270-000-000
		Employee Dental Insurance	4,641.96	P202000069	11-000-291-270-000-000
Total Check Amount:			4,770.56		
30439	8/3/19	Frontline Technologies Group, LLC Absence & Substitute	4,180.77	P202000068	11-000-251-340-000-000
30441	8/3/19	VIKING TERMITE & PEST Pest control	499.70	P202000045	11-000-262-420-000-000
		Pest control	95.22	P202000045	11-000-262-420-000-000
		Pest control	1,145.41	P202000045	11-000-262-420-000-000
Total Check Amount:			1,740.33		
30440	8/5/19	Integrated Therapeutics Group, LLC ESY Tuition 6-24 to 8-22	21,320.00	P202000085	11-000-100-562-000-000
30442	8/5/19	Foundation for Education Administration, Inc. Code of Conduct Investigations: Getting the Truth	150.00	P202000027	11-000-230-890-000-000
30443	8/5/19	NJSBA 19-20 Dues	4,319.65	P202000043	11-000-230-890-000-000
30444	8/5/19	Township of Allamuchy MVS 4-19 to 6-19	1,512.84	P201900685	11-000-262-490-000-000
		ATS Water 4-19 to 6-19	1,613.59	P201900685	11-000-262-490-000-000
Total Check Amount:			3,126.43		
30445	8/5/19	WIRE'S ELEC SHOP INC electrical services	718.58	P202000090	11-000-261-420-001-000
30446	8/5/19	ESC of Sussex County Sub Nursing Services	300.25	P202000109	11-000-213-300-000-000

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30447	8/5/19	JDM Group Tech services	4,216.37	P202000014	11-190-100-340-000-000
30448	8/5/19	Eurofins QC, Inc. Treatment plant testings Treatment plant testings Treatment plant testings Treatment plant testings Treatment plant testings	151.35 151.35 212.88 422.25 151.35	P202000088 P202000088 P202000088 P202000088 P202000088	11-000-262-300-000-000 11-000-262-300-000-000 11-000-262-300-000-000 11-000-262-300-000-000 11-000-262-300-000-000
Total Check Amount:			1,089.18		
30449	8/6/19	Zonar Systems GPS Installation tech Monthly serv fee	2,200.00 168.00	P202000110 P201900668	11-000-270-600-000-000 11-000-270-890-000-000
Total Check Amount:			2,368.00		
30450	8/6/19	Metro Fire & Safety Equipment Co., Inc. Sprinkler inspection	1,200.00	P202000092	11-000-262-420-000-000
30451	8/6/19	Mays, Bill Jazz 8-23-2019	800.00	P202000104	60-990-320-337-000-000
30452	8/6/19	Brown, Michael maintenance supplies	219.41	P202000095	11-000-261-610-000-000
30453	8/6/19	BLUE RIDGE LUMBER building supplies	302.14	P202000096	11-000-263-600-000-000
30454	8/6/19	Home Towne Hardware, LLC plumbing supplies	89.59	P202000094	11-000-262-610-000-000
30455	8/6/19	Hackettstown Supply Co., Inc. plumbing supplies plumbing supplies	44.55 15.65	P202000093 P202000093	11-000-261-610-000-000 11-000-261-610-000-000
Total Check Amount:			60.20		
N0341	8/6/19	Horizon BCBSNJ Health Cobra Heath POS Health Omnia	658.34 48,921.75 38,430.16	P202000004 P202000004 P202000004	11-000-291-270-000-000 11-000-291-270-000-000 11-000-291-270-000-000
Total Check Amount:			88,010.25		
30456	8/7/19	Peck, Allison, P.T. PT Services PT Services	2,324.50 1,968.00	P201900055 P201900055	11-000-217-320-000-000 20-250-200-300-000-000
Total Check Amount:			4,292.50		
30457	8/7/19	Educational Services Commission of New Jersey 1011 Instruction 2 weeks	828.00	P202000099	11-150-100-101-000-001

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30458	8/7/19	Rymon, Karen OT Services	1,332.00	P202000126	20-250-200-300-000-000
30459	8/8/19	Fuller Paper Company			
		cust supplies	497.45	P201900572	60-990-320-611-100-000
		cust supplies	154.30	P201900572	60-990-320-611-100-000
Total Check Amount:			651.75		
30460	8/9/19	FedEx express mailings	25.86	P202000131	11-000-230-530-000-000
30461	8/9/19	FedEx express mailings	30.47	P202000131	11-000-230-530-000-000
N0001	8/9/19	NJ HEALTH BEN FUND Health Benefits for retiree	302.22	P202000081	11-000-291-270-000-000
30462	8/12/19	Eastern Private Detectives, Inc.	**VOIDED**	Check voided on 8/13/2019	
30463	8/12/19	Abcode Security, Inc.	**VOIDED**	Check voided on 8/13/2019	
30465	8/13/19	Eastern Private Detectives, Inc. security July 4th	840.00	P202000132	60-990-320-890-100-000
30466	8/13/19	Abcode Security, Inc.			
		Burg alarm security & serv	135.00	P202000074	12-000-400-710-000-000
		Burg alarm sys	135.00	P202000074	12-000-400-710-000-000
		MV elevator	66.00	P202000074	12-000-400-710-000-000
Total Check Amount:			336.00		
30467	8/13/19	Bollinger Specialty Group Student accident ins	1,000.00	P202000145	11-000-230-590-000-000
30468	8/13/19	Treasurer-State of NJ Medical Waste Generator	85.00	P202000146	11-000-213-800-000-000
30469	8/15/19	State of NJ BFCE Reg Renewal Fee	214.00	P202000157	11-000-261-420-002-000
30470	8/15/19	State of New Jersey annual assessments labor & workforce	207.00	P202000162	11-000-230-890-000-000

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N0815	8/15/19	PAYROLL			
		FICA	1,567.43	10 - 141	STATE A/R
		Pre K/Kindergarten Sals	191.21	P202000001	11-110-100-101-000-002
		Grades 3-5 Teacher Sals	382.38	P202000001	11-120-100-101-000-001
		Grades 1-2 - Teachers Sals	382.38	P202000001	11-120-100-101-000-002
		Grades 1-2 - Summer Sal	7,875.00	P202000001	11-120-100-101-003-002
		Grades 6-8 Teacher Sals	955.96	P202000001	11-130-100-101-000-001
		Grades 6-8 - Summer Sal	0.00	P202000001	11-130-100-101-003-001
		Substitutes Salary	7.00	P202000001	11-190-100-104-000-000
		MH Summer Sal	2,000.00	P202000001	11-212-100-101-003-002
		RC Teacher Summer	1,600.00	P202000001	11-213-100-101-003-002
		RC Aides Summer	1,109.63	P202000001	11-213-100-106-003-002
		PSD Teacher Summer Sal	2,425.00	P202000001	11-215-100-101-003-002
		PSD Aide Summer Sal	66.00	P202000001	11-215-100-106-003-002
		PSD Aide Summer Sal	577.50	P202000001	11-215-100-106-003-002
		Health Sal Summer	1,200.00	P202000001	11-000-213-100-003-002
		Speech Sal Summer	1,125.00	P202000001	11-000-216-100-003-002
		Personal Aide Summer	1,085.00	P202000001	11-000-217-106-003-002
		CST Summer Sal	2,272.50	P202000001	11-000-219-104-003-002
		CST Secty Salary ATS	835.98	P202000001	11-000-219-105-000-001
		School Princ Salary	4,609.25	P202000001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,911.96	P202000001	11-000-240-103-000-002
		School Secty Salary ATS	3,033.69	P202000001	11-000-240-105-000-001
		Business Office Salary	5,924.50	P202000001	11-000-251-100-000-000
		Plant Maint Salaries	2,609.50	P202000001	11-000-261-100-000-000
		Custodial Srvc Salaries ATS	2,947.79	P202000001	11-000-262-100-000-001
		PT Custodial Sal ATS	5,584.85	P202000001	11-000-262-100-004-001
		PT Custodial Sal MVS	4,795.31	P202000001	11-000-262-100-004-002
		Grounds Salaries ATS	1,791.57	P202000001	11-000-263-100-000-001
		Transportation Administration	2,137.00	P202000001	11-000-270-105-000-000
		Trans Sal Pupil Spec Ed	3,593.57	P202000001	11-000-270-161-000-000
		Trans Sal - Pupil Other	1,868.35	P202000001	11-000-270-162-000-000
		FICA	4,394.08	P202000002	11-000-291-220-000-000
		DCRP Employer contributions	56.26	P202000002	11-000-291-249-000-000
		Salaries-Oper. Mgr. Non-Grant	2,500.00	P202000001	60-990-320-181-200-000
		Salaries-Office&Cler Non-Grant	1,733.60	P202000001	60-990-320-182-200-000
		Salaries-Custodial Non-Grant	16.50	P202000001	60-990-320-183-200-000
		Salaries-Custodial Non-Grant	34.50	P202000001	60-990-320-183-200-000
		Salaries - Summer Camp	10,545.00	P202000001	60-990-320-184-100-000
Total Check Amount:			85,745.25		
30471	8/19/19	Home Depot ceiling insulation	449.68	P202000178	12-000-400-710-000-000
30472	8/19/19	R&L DataCenters, Inc. Payroll services	1,219.00	P202000097	11-000-230-339-000-000
30473	8/19/19	R&L DataCenters, Inc.	**VOIDED**	Check voided on 8/19/2019	
30474	8/19/19	Leonhardt, David Jazz 9-13-19	900.00	P202000105	60-990-320-337-000-000

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30475	8/19/19	Mount Olive Board of Education			
		18-19 Tuition May 2 days	417.64	P202000087	11-000-100-562-000-000
		17-18 Tuition adj for 2 students	3,300.68	P202000087	11-000-100-562-000-000
		Total Check Amount:	3,718.32		
30476	8/19/19	Freedman, Eric	**VOIDED**	Check voided on 8/19/2019	
30478	8/19/19	Freedman, Eric			
		reimb for summer supplies	666.01	P202000177	60-990-320-610-400-000
30479	8/20/19	Corino, Sal			
		OOD Tuition #03031612019	6,390.00	P202000158	11-000-100-569-000-000
		OOD Tuition #03031612019	3,408.00	P202000158	11-000-100-569-000-000
		OOD Tuition #03031612019	8,094.00	P202000158	11-000-100-569-000-000
		Total Check Amount:	17,892.00		
30480	8/20/19	ECLC			
		OOD Tuition HS \$0406	5,955.00	P202000152	11-000-100-566-000-000
30481	8/21/19	CDW Government			
		Chromebooks & Lic	13,331.40	P202000080	11-190-100-610-000-000
		Chromebooks & Lic	1,530.00	P202000080	20-270-100-600-000-000
		Total Check Amount:	14,861.40		
30482	8/21/19	Grand Rental Station			
		Tower flood lamps	547.10	P202000187	60-990-320-420-000-000
30483	8/21/19	Global Waste Industried, Inc.			
		Waste & recycle	698.00	P202000057	11-000-262-420-000-000
		Waste & recycle	698.00	P202000057	11-000-262-420-000-000
		Total Check Amount:	1,396.00		
30484	8/21/19	Riverside Insights			
		WJIV Form A - WJIV Oral Lang Test record	299.28	P202000106	11-000-219-600-000-000
30485	8/21/19	New Jersey Schools Insurance Group			
		Workers comp ins.	5,182.58	P202000009	11-000-291-260-000-000
30486	8/21/19	WIRE'S ELEC SHOP INC			
		electrical services	448.00	P202000090	11-000-261-420-001-000
30487	8/21/19	BLUE RIDGE LUMBER			
		building supplies	10.22	P202000096	11-000-263-600-000-000
		building supplies	5.00	P202000096	11-000-263-600-000-000
		building supplies	5.00	P202000096	11-000-263-600-000-000
		Total Check Amount:	20.22		
30488	8/21/19	Busch Law Group, LLC			
		Legal Services	1,184.00	P202000070	11-000-230-331-000-000

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30489	8/21/19	The Spoken Path, LLC. Direct speech services #34	690.00	P202000186	20-250-200-300-000-000
30490	8/21/19	DELTA DENTAL Employee Dental Insurance	257.20	P202000069	11-000-291-270-000-000
		Employee Dental Insurance	9,416.04	P202000069	11-000-291-270-000-000
		Total Check Amount:	9,673.24		
30491	8/21/19	Duke's Landscape Management, Inc. Mowing, treaments etc	1,278.75	P202000130	11-000-263-300-000-000
		Mowing, treaments etc	1,278.75	P202000130	11-000-263-300-000-000
		Total Check Amount:	2,557.50		
30492	8/21/19	Eurofins QC, Inc. Treatment plant testings	151.35	P202000088	11-000-262-300-000-000
		Treatment plant testings	422.25	P202000088	11-000-262-300-000-000
		Total Check Amount:	573.60		
30493	8/21/19	FP Mailing Solutions postage meter rental	86.85	P202000086	11-000-230-530-000-000
30494	8/21/19	Frank's Generator Service Treatment plant generator serv	1,495.00	P202000129	11-000-262-420-000-000
30495	8/21/19	Gillespie Group floor replacement - Greco	2,310.25	P202000038	12-000-400-710-000-000
		Flooring replacement 126, 127, hallway	7,160.00	P202000038	12-000-400-710-000-000
		Total Check Amount:	9,470.25		
30496	8/21/19	Home Towne Hardware, LLC plumbing supplies	151.94	P202000094	11-000-262-610-000-000
30497	8/21/19	KNOWLTON TWP. B.O.E. Shared psychologist (GS)	39,532.00	P202000037	11-000-219-320-000-000
30498	8/21/19	LICON LIGHTING CORP lighting supplies	195.00	P202000150	11-000-262-610-000-000
		lighting supplies	297.00	P202000150	11-000-262-610-000-000
		Total Check Amount:	492.00		
30499	8/21/19	Cablevision Lightpath Inc. optimum online	1,805.45	P202000055	11-000-230-530-000-000
30500	8/21/19	McGraw-Hill Education My Math - Grade K to 5	8,075.27	P202000025	11-190-100-610-000-000
30501	8/21/19	Municipal Capital Corp. copiers lease/purchase	1,757.00	P202000063	11-190-100-340-000-000

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30502	8/21/19	PVPOA Townshp school ad - employment etc	60.00	P202000127	11-000-230-530-000-000
30503	8/22/19	Gramon Family of Schools			
		OOD HS Tuition 0204080819 7-19	6,947.82	P202000160	11-000-100-566-000-000
		OOD HS Tuition 0204080819 8-19	4,631.88	P202000160	11-000-100-566-000-000
		OOD HS Tuition 0204080819 9-19	6,561.83	P202000160	11-000-100-566-000-000
		Total Check Amount:	18,141.53		
30504	8/22/19	Roman, Larissa Educational Evaluations	495.00	P202000148	11-000-219-320-000-000
30505	8/22/19	ReadyRefresh by Nestle Drinking water	45.00	P202000051	60-990-320-890-200-000
30506	8/22/19	Strauss Esmany Associates, LLP Policy & suport	4,585.00	P202000128	11-000-230-339-000-000
30507	8/22/19	School Mate Elementary School planners	561.00	P202000026	11-190-100-610-000-000
		Middle School planner	330.00	P202000026	11-190-100-610-000-000
		Total Check Amount:	891.00		
30508	8/22/19	Shaeffer, Stephanie Speech/Lang Pathology in201900607	465.00	P202000149	11-000-219-320-000-000
30509	8/22/19	Stefankiewicz, Gretchen summer evalutions & testings	2,440.00	P202000135	11-000-219-320-000-000
30510	8/22/19	Shred-it USA Shredding services	143.00	P202000058	11-000-262-420-000-000
30511	8/22/19	New Jersey Schools Insurance Group Workers comp ins.	5,183.58	P202000009	11-000-291-260-000-000
30512	8/22/19	Tickner's Inc. lawn - animal supplies	89.90	P202000052	11-000-262-610-000-000
30513	8/22/19	Trumpore Plumbing & Heating Inc. pump pit - cleaned out etc	617.50	P202000147	11-000-261-420-001-000
30514	8/22/19	WIRE'S ELEC SHOP INC electrical services	631.00	P202000090	11-000-261-420-001-000
30515	8/22/19	A-1 Authentic Wood Floors, Inc. Poly floors ATS Gym and Rh 1st fl	5,230.00	P202000194	11-000-261-420-001-000
30516	8/23/19	Von Aulock, Andy piano tuner	125.00	P202000036	60-990-320-337-000-000
30517	8/23/19	JDM Group Tech services	151.35	P202000014	11-190-100-340-000-000



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30518	8/23/19	JDM Group Tech services	4,216.67	P202000014	11-190-100-340-000-000
30519	8/23/19	North American Fire Protection, Inc. MVS Annual sprinkler system testing	1,175.00	P202000195	11-000-261-420-002-000
30520	8/23/19	IGS Solar Solar electrical	4,230.98	P202000071	11-000-262-622-100-001
30521	8/23/19	BLUE RIDGE LUMBER building supplies	837.48	P202000096	11-000-263-600-000-000
30522	8/23/19	Jersey Central Power & Light Electric ATS	3.10	P202000017	11-000-262-622-000-001
		Electric ATS	3.10	P202000017	11-000-262-622-000-001
		Electric ATS	404.95	P202000017	11-000-262-622-000-001
		Electric MVS	17.54	P202000017	11-000-262-622-000-002
		Electric RH	360.49	P202000017	11-000-262-622-000-002
		Electric MVS	5,105.66	P202000017	11-000-262-622-000-002
		Electric MVS	44.46	P202000017	11-000-262-622-000-002
Total Check Amount:			5,939.30		
30523	8/23/19	Brown, Michael Supplies to repair ceiling post-asbestos removal	119.51	P202000197	12-000-400-710-000-000
30524	8/23/19	Precision Striping and Sealcoating, Inc. Crack-fill and re-seal ATS parking lots	13,595.00	P202000098	12-000-400-710-000-000
		Repaint MVS parking lot	750.00	P202000098	12-000-400-710-000-000
Total Check Amount:			14,345.00		
30525	8/23/19	Flynn, Joseph Outdoor classroom supplies (umbrellas)	400.00	P202000196	11-190-100-610-000-000
		Bleacher repair supplies	234.16	P202000196	11-000-261-610-000-000
		Custodial supplies - blowers	267.97	P202000196	11-000-262-610-000-000
		Flooring Rms 126,127	431.55	P202000196	12-000-400-710-000-000
		Flooring for Rm 147	621.00	P202000196	12-000-400-710-000-000
		Supplies for July 4 event	121.71	P202000196	60-990-320-610-100-000
Total Check Amount:			2,076.39		
30526	8/23/19	POSTMASTER-ALLAMUCHY postage	57.35	P202000200	11-000-230-530-000-000
N0816	8/23/19	WEX Bank Fuel for buses	1,431.21	P201900112	11-000-270-600-000-000
30527	8/26/19	Ferguson Enterprises pipe insulation for post-asbestos restoration	875.46	P202000204	12-000-400-710-000-000

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30528	8/26/19	American Coachwerks, LLC			
		Bus repairs & maintenance	1,796.93	P201900615	11-000-270-420-000-000
		Bus repairs & maintenance	641.49	P201900615	11-000-270-420-000-000
		Bus repairs & maintenance	1,796.93	P201900615	11-000-270-420-000-000
		Total Check Amount:	4,235.35		
30529	8/27/19	POSTMASTER-ALLAMUCHY postage	330.00	P202000200	11-000-230-530-000-000
30530	8/30/19	Freedman, Eric reimb for summer supplies	666.01	Check voided on 9/19/2019 P202000177	60-990-320-610-400-000
30531	8/30/19	Belton Carpentry Slate roof repairs	1,750.00	P202000209	11-000-261-420-001-000
N0830	8/30/19	PAYROLL			
		FICA	959.36	10 - 141	STATE A/R
		Pre K/Kindergarten Sals	191.21	P202000001	11-110-100-101-000-002
		Summer K Sal of Teachers	2,200.00	P202000001	11-110-100-101-003-002
		Grades 3-5 Teacher Sals	382.38	P202000001	11-120-100-101-000-001
		Grades 1-2 - Teachers Sals	382.38	P202000001	11-120-100-101-000-002
		Grades 3-5 Summer Sal	2,275.00	P202000001	11-120-100-101-003-001
		Grades 6-8 Teacher Sals	955.96	P202000001	11-130-100-101-000-001
		MH Summer Sal	550.00	P202000001	11-212-100-101-003-002
		RC Teacher Summer	600.00	P202000001	11-213-100-101-003-002
		RC Aides Summer	185.63	P202000001	11-213-100-106-003-002
		PSD Teacher Summer Sal	275.00	P202000001	11-215-100-101-003-002
		PSD Aide Summer Sal	57.75	P202000001	11-215-100-106-003-002
		Speech Sal Summer	612.50	P202000001	11-000-216-100-003-002
		Pers Aid Therapy Serv Supplies	1,592.50	P202000001	11-000-217-106-000-001
		CST Summer Sal	850.00	P202000001	11-000-219-104-003-002
		CST Secty Salary ATS	835.98	P202000001	11-000-219-105-000-001
		School Princ Salary	4,609.25	P202000001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,911.96	P202000001	11-000-240-103-000-002
		School Secty Salary ATS	3,033.69	P202000001	11-000-240-105-000-001
		Sal of Secretary MVS	478.73	P202000001	11-000-240-105-000-002
		Business Office Salary	5,924.50	P202000001	11-000-251-100-000-000
		Plant Maint Salaries	2,609.50	P202000001	11-000-261-100-000-000
		Custodial Srvc Salaries ATS	2,947.79	P202000001	11-000-262-100-000-001
		PT Custidial Sal ATS	4,420.38	P202000001	11-000-262-100-004-001
		PT Custidial Sal MVS	1,171.00	P202000001	11-000-262-100-004-002
		PT Custidial Sal MVS	4,296.32	P202000001	11-000-262-100-004-002
		Grounds Salaries ATS	1,752.42	P202000001	11-000-263-100-000-001
		Transportation Administration	2,137.00	P202000001	11-000-270-105-000-000
		Trans Sal Pupil Home to School	328.33	P202000001	11-000-270-160-000-000
		Trans Sal Pupil Spec Ed	1,531.45	P202000001	11-000-270-161-000-000
		FICA	3,148.66	P202000002	11-000-291-220-000-000
		DCRP Employer contributions	54.83	P202000002	11-000-291-249-000-000
		Salaries - Oper. Mgr. Grant	2,500.00	P202000001	60-990-320-181-100-000
		Salaries-Oper. Mgr. Non-Grant	1,402.40	P202000001	60-990-320-181-200-000
		Salaries - Summer Camp	1,512.00	P202000001	60-990-320-184-100-000
		Total Check Amount:	58,675.86		

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
N0915	8/31/19	Tix, Inc			
		CC processing charges	6.00	P202000188	60-990-320-892-200-000
		CC processing charges	9.00	P202000188	60-990-320-892-200-000
		CC processing charges	3.00	P202000188	60-990-320-892-200-000
		CC processing charges	6.00	P202000188	60-990-320-892-200-000
		CC processing charges	19.50	P202000188	60-990-320-892-200-000
		Total Check Amount:	43.50		
N0916	8/31/19	Transfirst			
		CC processing charges	405.27	P202000189	60-990-320-891-100-000
N0917	8/31/19	First Data Global Leasing - Transfirst			
		CC on-site scanner rental (34.98/mo + 10.20 ann	34.98	P202000190	60-990-320-891-100-000
		The Grand Total of all Checks from Fund 10 is:	2,526.79		
		The Grand Total of all Checks from Fund 11 is:	613,837.19		
		The Grand Total of all Checks from Fund 12 is:	26,648.45		
		The Grand Total of all Checks from Fund 20 is:	8,141.90		
		The Grand Total of all Checks from Fund 60 is:	26,622.58		
The Grand total of all checks for this period is:			677,776.91		

We the undersigned board members certify that we have approved the expenditures represented by the above list of checks.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Allamuchy Board of Education 2019 - 2020 Cash Receipts Report for all Funds  
From 8/1/2019 to 8/31/2019

<u>Date</u>	<u>Dep Num</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comments</u>
08/01/19	20200801	10-1910-000-000	Rentals	15,149.85	Greater Morristown YMCA	2018-19 SY Rental
	20200801	10-121	TAX LEVY RECVB	756,256.00	Township of Allamuchy	July'19
		The total of Deposit Number 20200801 is:		771,405.85		
08/16/19	20200816	10-102	Cash on Hand	3,200.00	Pulver, Danielle	tuition
	20200816	11-000-291-270-000-000	Employee Health Be	126.06	WageWorks	reimb
	20200816	11-000-291-270-000-000	Employee Health Be	126.06	WageWorks	reimb
	20200816	60-1920-102-000	Fireworks Parking Fee	30.00		
	20200816	60-1710-103-101	Jazz Concert Admissi	120.00		check for tickets
	20200816	60-1710-203-101	Harry Potter Summer (	175.00		
	20200816	60-1710-213-001	Outdoor Camp - Surv	150.00		outdoor ed camp
	20200816	60-1710-211-000	Classic Sports & Gam	190.00		
	20200816	60-1710-203-102	Camp Half-Blood Th	175.00		all-wizard tournament camp
	20200816	60-1632-000-000	Gift Shop Sales	17.00		
	20200816	60-1710-102-000	Admis Grant Fuct.-M	35.00		
	20200816	60-1710-103-101	Jazz Concert Admissi	62.00		
	20200816	60-102	Cash on Hand	210.00	Masterworks Fiscal Advisor	Deposit - retirement seminar (9/10,12)
	20200816	60-102	Cash on Hand	500.00	Farrell, Alexis	Bridal shower - final pmy (7/13)
		The total of Deposit Number 20200816 is:		5,116.12		
08/31/19	20200891	60-1910-000-105	Allamuchy Country F	60.00		3 wristbands
	20200891	60-1710-103-101	Jazz Concert Admissi	135.00		
		The total of Deposit Number 20200891 is:		195.00		
08/31/19	20200892	60-1710-103-101	Jazz Concert Admissi	765.00		
	20200892	60-1710-208-100	Art Camp - School Ye	50.00		adult paint night
	20200892	60-1910-000-105	Allamuchy Country F	60.00		wristbands
	20200892	60-1990-100-000	TIX Service Fees	61.50		July
	20200892	60-421	ACCTS PAYABLE	150.00		Cornhole tournament entry - to RHF
		The total of Deposit Number 20200892 is:		1,086.50		
08/31/19	20200894	10-153	OTHER ACC RECB	895.77		EE health contributions - 8/15
	20200894	10-153	OTHER ACC RECB	895.77		EE health contributions - 8/31
		The total of Deposit Number 20200894 is:		1,791.54		
08/31/19	20200895	10-1510-000-000	Interest From Investm	546.05		General account interest
	20200895	10-1510-000-000	Interest From Investm	37.92		other account interest
	20200895	10-1510-000-000	Interest From Investm	16.50		other account interest
	20200895	10-141	STATE A/R	959.36	STATE OF NJ	TPAF FICA - 7/31
	20200895	10-141	STATE A/R	959.36	STATE OF NJ	TPAF FICA - 8/15
	20200895	11-000-230-530-000-000	Admin Commun/Tel	8,607.65		eRate rebate
	20200895	20-142	FEDERAL A/R	27,999.00	STATE OF NJ	REAP reimbursement
		The total of Deposit Number 20200895 is:		39,125.84		
		Total Cash Receipts on 8/31/2019:		42,198.88		

The Total of Cash Receipts to Fund 10 is: 787,776.35  
The Total of Cash Receipts to Fund 20 is: 27,999.00  
The Total of Cash Receipts to Fund 60 is: 2,945.50

Allamuchy Board of Education 2019 - 2020 Cash Receipts Report for all Funds  
From 8/1/2019 to 8/31/2019

<u>Date</u>	<u>Dep Num</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comments</u>
Total of All Cash Receipts during this period:				818,720.85		

## REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

APPENDIX 5A

**District of Allamuchy**  
**All Governmental Funds**  
**For the Month Ending SEPTEMBER 30, 2019**

	(1) Beginning Cash Balance	(2) Cash Receipts	(3) Cash Disbursements	(4) Reclassifications	(5) Ending Cash Balance
Fund 10 - General Fund	233,367.64	1,681,572.04	806,156.68	-	1,108,783.00
Tuition Reserve	-	-	-	-	-
Fund 10 - TOTAL	233,367.64	1,681,572.04	806,156.68	-	1,108,783.00
Capital Reserve	177,695.38	-	-	-	177,695.38
Maintenance Reserve	46,645.10	-	-	-	46,645.10
Fund 20 - Special Revenue	(37,435.87)	4,000.00	6,956.05	-	(40,391.92)
Fund 30 - Capital Projects Fund	-	-	-	-	-
Fund 40 - Debt Service Fund	(0.49)	174,604.00	161,400.00	-	13,203.51
<b>Total Government Funds</b>	<b>420,271.76</b>	<b>1,860,176.04</b>	<b>974,512.73</b>	<b>-</b>	<b>1,305,935.07</b>
Fund 60 - Rutherford Hall	(209,619.95)	22,375.50	26,653.60	-	(213,898.05)
<b>TOTAL ALL FUNDS</b>	<b>\$ 210,651.81</b>	<b>\$ 1,882,551.54</b>	<b>\$ 1,001,166.33</b>	<b>\$ -</b>	<b>\$ 1,092,037.02</b>

October 25, 2019

**Date**

### INVESTORS BANK GENERAL ACCOUNT RECORDS

	Prev. Month End Balance	Petty Cash	Current Mo. Receipts	Current Mo. Disb. + Reclass	Ending Balance
<b>Genl Acct INVESTORS - SEPTEMBER 2019 Bal</b>	426,652.19	-	1,878,500.71	1,014,932.33	1,290,220.57
Petty Cash	700.00	-	-	-	700.00
<b>Sub Total Genl Acct</b>	427,352.19	-	1,878,500.71	1,014,932.33	1,290,920.57
- Prior period outstanding checks	(216,755.28)	-	-	(185,479.53)	(31,275.75)
+ New outstanding checks this month	-	-	-	167,934.48	(167,934.48)
<b>SUB TOTAL GENERAL FUND</b>	<b>210,596.91</b>	<b>-</b>	<b>1,878,500.71</b>	<b>997,387.28</b>	<b>1,091,710.34</b>
<b>Adjustments:</b>					
Cleared check - bank/book diff	(0.10)	-	-	0.20	(0.30)
Voided old outstanding checks	-	-	4,059.33	4,059.33	-
Deposits in transit at 6/30	55.00	-	-	(255.48)	310.48
Bank reclassification	-	-	(25.00)	(25.00)	-
Tix/Transfirst Deposit in Transit at 9/30	-	-	16.50	-	16.50
Tix/Transfirst Deposit in Transit at 8/31	-	-	-	-	-
<b>TOTAL GENL FUND CK ACCT. SEPTEMBER 2019</b>	<b>210,651.81</b>	<b>-</b>	<b>1,882,551.54</b>	<b>1,001,166.33</b>	<b>1,092,037.02</b>

### GENERAL FUND CHECKING ACCOUNT BOOK BALANCES

	Prev. Month End Balance	Petty Cash	Current Mo. Receipts	Current Mo. Disb. + Reclass	Ending Balance
<b>SEPTEMBER 2019 Fund 10:</b>	233,367.64	-	1,681,572.04	806,156.68	1,108,783.00
Fund 10 Reclass	-	-	-	-	-
Fund 10 Total	233,367.64	-	1,681,572.04	806,156.68	1,108,783.00
Capital Reserve	177,695.38	-	-	-	177,695.38
Maintenance Reserve	46,645.10	-	-	-	46,645.10
Tuition Reserve	-	-	-	-	-
Fund 20:	(37,435.87)	-	4,000.00	6,956.05	(40,391.92)
Fund 20 Reclass:	-	-	-	-	-
Fund 20 Total	(37,435.87)	-	4,000.00	6,956.05	(40,391.92)
Fund 30:	-	-	-	-	-
Fund 40:	(0.49)	-	174,604.00	161,400.00	13,203.51
Fund 60 Genl Ck. Acct:	(209,619.95)	-	22,375.50	26,653.60	(213,898.05)
Fund 60 Reclass	-	-	-	-	-
Fund 60 Total:	(209,619.95)	-	22,375.50	26,653.60	(213,898.05)
<b>TREASURER REPORT TOTALS:</b>	<b>210,651.81</b>	<b>-</b>	<b>1,882,551.54</b>	<b>1,001,166.33</b>	<b>1,092,037.02</b>

**Interim Balance Sheet**

**ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ 1,108,783.00	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ 1,108,783.00
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
116 Capital reserve account		\$ 177,695.38
117 Maintenance reserve account		\$ 46,645.10
121 Tax levy receivable		\$ 6,806,304.00
Accounts receivable		
132 Interfund	\$ 9,543.52	
141 Intergovernmental - state	\$ 646,199.34	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 72,301.10	
153 Other Accounts Receivable	\$ 327,868.16	
		\$ 1,055,912.12
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
181 Prepaid Expenses		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 105,000.00	
302 Less: revenues collected or accrued	\$ (9,983,833.27)	
		\$ (9,878,833.27)
TOTAL ASSETS AND RESOURCES		\$ (683,493.67)

**LIABILITIES AND FUND EQUITY**

LIABILITIES		
401 Interfund loans payable	\$	0.00
402 Interfund accounts payable	\$	0.00
411 Intergovernmental accounts payable - state	\$	1,646.88
412 Intergovernmental accounts payable - federal	\$	25,677.61
413 Intergovernmental accounts payable - other	\$	0.00
421 Accounts payable	\$	0.00
422 Judgments payable	\$	0.00
430 Compensated absences payable	\$	0.00
431 Contracts payable	\$	0.00
451 Loans payable	\$	0.00
481 Deferred revenues	\$	0.00
499 Other current liabilities	\$	5,048.67
Total liabilities	\$	32,373.16



FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year		\$	7,792,218.22	
754 Reserve for encumbrances - prior year		\$	290.23	
761 Reserved fund balance Capital Reserve - July 1, 2019	\$	177,695.38		
604 Add: Increase in capital reserve	\$	0.00		
307 Less: Budgeted withdrawal from capital reserve - eligible costs	\$	0.00		
309 Less: Budgeted withdrawal from capital reserve - excess costs	\$	0.00		
317 Less: Budgeted withdrawal from capital reserve - transfer to Debt Svc	\$	0.00		
Subtotal - capital reserve			\$	177,695.38
764 Reserved fund balance Maintenance Reserve - July 1, 2019	\$	46,645.10		
606 Add: Increase in maintenance reserve	\$	0.00		
310 Less: Budgeted withdrawal from maintenance reserve	\$	0.00		
Subtotal - maintenance reserve			\$	46,645.10
760 Other reserves			\$	0.00
771 Designated Fund Balance			\$	113,272.00
772 Designated Fund Balance - ARRA/SEMI			\$	0.00
601 Appropriations		\$	10,307,762.53	
602 Less: expenditures	\$	1,590,740.86		
603 Less: encumbrances	\$	7,792,508.45	\$	(9,383,249.31)
Appropriations less expenditures			\$	924,513.22
				\$ 9,054,634.15
Unappropriated:				
770 Fund Balance, July 1, 2019			\$	364,300.02
303 Less: budgeted fund balance			\$	(10,134,801.00)
Unappropriated fund balance				\$ (9,770,500.98)
Total fund equity				\$ (715,866.83)
TOTAL LIABILITIES AND FUND EQUITY				\$ (683,493.67)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 10,307,762.53	\$ 9,383,249.31	\$ 924,513.22
Less: Revenues	\$ (105,000.00)	\$ (9,983,833.27)	\$ 9,878,833.27
Subtotal	\$ 10,202,762.53	\$ (600,583.96)	\$ 10,803,346.49
Change in capital reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Change in maintenance reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (67,961.53)	\$ (67,961.53)	\$ 0.00
Total current year budgeted fund balance	\$ 10,134,801.00	\$ (668,545.49)	\$ 10,803,346.49
Add: Unappropriated fund balance			\$ (9,770,500.98)
Total of budgeted and unappropriated fund balance			\$ 1,032,845.51

**Revenues/Sources of Funds**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	10,134,801.00	67,961.53	10,202,762.53	(600,583.96)	10,803,346.49
307/309/317	Bgtd wdrwl from cap rsv	0.00	0.00	0.00	0.00	0.00
310	Bgtd wdrwl from maint rsv	0.00	0.00	0.00	0.00	0.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	105,000.00	105,000.00	9,282,225.27	(9,177,225.27)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	701,608.00	(701,608.00)
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		10,134,801.00	172,961.53	10,307,762.53	9,383,249.31	924,513.22

**Fund 11 (Current Expense Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
ADVERTISED		2,004,835.00	625.00	2,005,460.00	225,620.12	1,779,839.88	0.00	0.00
Regular Programs-Home Instruction		6,000.00	112.50	6,112.50	873.00	5,172.00	67.50	0.00
Regular Programs-Undistrib Instruction		245,491.00	38,445.29	283,936.29	77,332.01	154,758.02	51,846.26	0.00
Special Education-Multiply Hdep		130,877.50	(23,788.06)	107,089.44	18,714.85	87,799.17	575.42	0.00
Special Education-Resource Room		252,711.50	51,847.61	304,559.11	35,076.26	267,637.82	1,845.03	0.00
Special Education-Autistic		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special Education-Prsc Hdep/Part Time		78,266.00	(24,137.25)	54,128.75	11,065.30	42,713.94	349.51	0.00
Basic Skills/Remedial-Instruction		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Curricular Activities-Instruction		89,075.00	0.00	89,075.00	1,765.00	86,710.00	600.00	0.00
Athletic Programs-Instruction		2,500.00	0.00	2,500.00	315.00	435.00	1,750.00	0.00
Undistributed Expense-Instruction		2,691,826.00	5,595.00	2,697,421.00	115,136.52	2,450,629.16	131,655.32	4,404.42
Health Services		125,387.00	0.00	125,387.00	16,377.93	108,869.11	139.96	0.00
Other Support Svc-Related Svcs		91,901.00	0.00	91,901.00	10,717.60	67,723.88	13,459.52	0.00
Other Support Svc-Extra. Svcs		200,100.00	9,552.78	209,652.78	27,224.26	178,475.75	3,952.77	0.00
Other Support Svc-Students-Reg		70,071.00	0.00	70,071.00	9,484.27	60,008.48	578.25	0.00
Other Support Svc-Students-Spec		194,391.10	7,622.50	202,013.60	66,082.75	109,423.88	26,506.97	0.00
Impr of Inst-Other Sup-Instruc		10,000.00	0.00	10,000.00	140.00	8,360.00	1,500.00	0.00
Library and Educ Media		79,541.00	0.00	79,541.00	11,197.10	62,057.19	6,286.71	0.00
Inst. staff training svcs		7,500.00	0.00	7,500.00	3,633.36	0.00	3,866.64	0.00
Support svc-general admin		287,986.90	8,057.91	296,044.81	98,905.69	92,081.86	105,057.26	14,317.09
Support Svc-School Admin		312,683.10	0.00	312,683.10	75,784.18	221,904.92	14,994.00	0.00
Business and Other Support Svcs		174,708.00	0.00	174,708.00	48,852.77	105,411.00	20,444.23	0.00
Maintenance of Plant Services		178,692.00	(46,514.52)	132,177.48	34,517.59	74,680.68	22,979.21	0.00
Operation of Plant		490,460.80	14,267.91	504,728.71	173,012.79	299,924.16	31,791.76	0.00
Care & Upkeep of Grounds		65,286.00	606.32	65,892.32	17,677.20	46,111.36	2,103.76	0.00
Student Transportation Svcs		756,143.10	144,876.13	901,019.23	245,438.16	509,208.95	146,372.12	0.00
Employee Benefits		1,456,770.00	55,936.79	1,512,706.79	236,480.70	1,029,149.62	247,076.47	135,378.18
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		10,003,203.00	243,105.91	10,246,308.91	1,561,424.41	7,849,085.83	835,798.67	154,099.69

**Fund 12 (Capital Outlay Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ungrouped Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equip		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund transfers		131,598.00	23,150.00	154,748.00	29,316.45	36,717.00	88,714.55	0.00
Grand Totals for fund 12:		131,598.00	23,150.00	154,748.00	29,316.45	36,717.00	88,714.55	0.00

**Fund 13 (Special Schools Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Summer school salary		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 13:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Fund 18 (Educational Jobs Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Special Education-Resource Room		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 18:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Totals for all Subfunds of Fund 10: 10,134,801.00 266,255.91 10,401,056.91 1,590,740.86 7,885,802.83 924,513.22 154,099.69

**Revenues Summary**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	10,134,801.00	67,961.53	10,202,762.53	(600,583.96)	10,803,346.49
307/309/317	Bgtd wdrwl from cap rsv	0.00	0.00	0.00	0.00	0.00
310	Bgtd wdrwl from maint rsv	0.00	0.00	0.00	0.00	0.00
10-1210-000-000	Tax Levy	0.00	0.00	0.00	9,075,073.00	(9,075,073.00)
10-1300-000-000	TUITION	0.00	0.00	0.00	0.00	0.00
10-1310-000-000	Tuition From Individuals	0.00	0.00	0.00	18,750.00	(18,750.00)
10-1320-000-000	Tuition From LEA's	0.00	0.00	0.00	0.00	0.00
10-1330-000-000	Summer School Tuition	0.00	0.00	0.00	0.00	0.00
10-1420-000-000	Transportation fee other lea	0.00	105,000.00	105,000.00	165,000.00	(60,000.00)
10-1440-000-000	Trans Fees from Other Sources	0.00	0.00	0.00	200.00	(200.00)
10-1500-000-000	Miscellaneous Revenue	0.00	0.00	0.00	2,756.43	(2,756.43)
10-1510-000-000	Interest From Investments	0.00	0.00	0.00	2,223.99	(2,223.99)
10-1510-100-000	Unemployment Comp Interest Re	0.00	0.00	0.00	0.00	0.00
10-1515-000-000	Interest Earned on Capital Res	0.00	0.00	0.00	0.00	0.00
10-1730-000-000	Stud. Org. Memb. Dues and Fees	0.00	0.00	0.00	3,072.00	(3,072.00)
10-1791-000-000	Other Activities - School	0.00	0.00	0.00	0.00	0.00
10-1910-000-000	Rentals	0.00	0.00	0.00	15,149.85	(15,149.85)
10-1920-000-000	Donations	0.00	0.00	0.00	0.00	0.00
10-1930-000-000	Sale of Assets	0.00	0.00	0.00	0.00	0.00
10-1950-000-000	Srvcs Provided to Other LEA's	0.00	0.00	0.00	0.00	0.00
10-1980-000-000	Refunds From Prior Year	0.00	0.00	0.00	0.00	0.00
10-1981-000-000	State Health Benefits Refund	0.00	0.00	0.00	0.00	0.00
10-1990-000-000	Miscell Rev from Local Sources	0.00	0.00	0.00	0.00	0.00
10-3121-000-000	Cat Transp Aid	0.00	0.00	0.00	277,862.00	(277,862.00)
10-3131-000-000	Extraordinary Aid	0.00	0.00	0.00	40,000.00	(40,000.00)
10-3132-000-000	Cat Spec Ed Aid	0.00	0.00	0.00	346,296.00	(346,296.00)
10-3177-000-000	Cat Security Aid	0.00	0.00	0.00	37,450.00	(37,450.00)
10-3178-000-000	Adjustment Aid	0.00	0.00	0.00	0.00	0.00
10-3190-000-000	Other State Aid	0.00	0.00	0.00	0.00	0.00
10-4410-000-000	Education Jobs Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		10,134,801.00	172,961.53	10,307,762.53	9,383,249.31	924,513.22

**Minimum Expense General Ledger Report****Fund 11 (Current Expense Fund)**

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-110-100-101	PK/KDGN SAL	249,045.00	(1,150.00)	247,895.00	23,130.88	224,764.12	0.00	0.00
11-120-100-101	3-5 TCH SAL	1,129,208.00	5,025.00	1,134,233.00	136,705.68	997,527.32	0.00	0.00
11-125-100-104	Permanent Substitute Salary	18,674.00	0.00	18,674.00	1,867.50	16,806.50	0.00	0.00
11-130-100-101	6-8 TCH SALARY	607,908.00	(3,250.00)	604,658.00	63,916.06	540,741.94	0.00	0.00
<b>ADVERTISED</b>		<b>2,004,835.00</b>	<b>625.00</b>	<b>2,005,460.00</b>	<b>225,620.12</b>	<b>1,779,839.88</b>	<b>0.00</b>	<b>0.00</b>
11-150-100-101	HOME INSTR SAL	6,000.00	0.00	6,000.00	828.00	5,172.00	0.00	0.00
11-150-100-320	OOD Dist reg ed	0.00	112.50	112.50	45.00	0.00	67.50	0.00
<b>Regular Programs-Home Instruction</b>		<b>6,000.00</b>	<b>112.50</b>	<b>6,112.50</b>	<b>873.00</b>	<b>5,172.00</b>	<b>67.50</b>	<b>0.00</b>
11-190-100-104	Substitutes Salary	72,000.00	580.00	72,580.00	1,169.00	71,411.00	0.00	0.00
11-190-100-320	Pur Prof Educational Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-340	PURCHASED TECH SERVICES	36,495.00	50,600.00	87,095.00	28,107.78	53,611.94	5,375.28	0.00
11-190-100-500	Other Purchased Services (400-500 Series)	40,496.00	0.00	40,496.00	2,347.17	13,801.83	24,347.00	0.00
11-190-100-610	GEN SUPPLIES	60,000.00	274.37	60,274.37	41,259.66	15,179.32	3,835.39	0.00
11-190-100-640	TEXTBOOKS	30,000.00	(13,009.08)	16,990.92	1,608.90	753.93	14,628.09	0.00
11-190-100-890	Other Objects	6,500.00	0.00	6,500.00	2,839.50	0.00	3,660.50	0.00
<b>Regular Programs-Undistrib Instruction</b>		<b>245,491.00</b>	<b>38,445.29</b>	<b>283,936.29</b>	<b>77,332.01</b>	<b>154,758.02</b>	<b>51,846.26</b>	<b>0.00</b>
11-212-100-101	MD TEACH SAL	125,477.50	(23,788.06)	101,689.44	13,934.14	87,755.30	0.00	0.00
11-212-100-106	MH Aide Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-212-100-300	Multiple Dis Prof Serv	4,400.00	0.00	4,400.00	4,400.00	0.00	0.00	0.00
11-212-100-610	MD GEN SUPPL	1,000.00	0.00	1,000.00	380.71	43.87	575.42	0.00
<b>Special Education-Multiply Hdcp</b>		<b>130,877.50</b>	<b>(23,788.06)</b>	<b>107,089.44</b>	<b>18,714.85</b>	<b>87,799.17</b>	<b>575.42</b>	<b>0.00</b>
11-213-100-101	RES CTR SAL	95,801.50	52,817.00	148,618.50	18,264.24	130,354.26	0.00	0.00
11-213-100-106	RES CTR AIDE SA	154,910.00	(969.39)	153,940.61	16,661.22	137,279.39	0.00	0.00
11-213-100-610	RES CTR SUPPL	2,000.00	0.00	2,000.00	150.80	4.17	1,845.03	0.00
<b>Special Education-Resource Room</b>		<b>252,711.50</b>	<b>51,847.61</b>	<b>304,559.11</b>	<b>35,076.26</b>	<b>267,637.82</b>	<b>1,845.03</b>	<b>0.00</b>
11-214-100-101	Special Ed - Autism	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-214-100-106	Autism Teach Sals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-214-100-300	Autism Prof Srvc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-214-100-610	Autism Supply	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Special Education-Autistic</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
11-215-100-101	PSD TEACH SAL	53,191.00	(23,460.50)	29,730.50	6,884.06	22,846.44	0.00	0.00
11-215-100-106	PSD AIDE SAL	24,575.00	(676.75)	23,898.25	4,030.75	19,867.50	0.00	0.00
11-215-100-610	PSD GEN SUPPL	500.00	0.00	500.00	150.49	0.00	349.51	0.00
<b>Special Education-Prsc Hdcp/Part Time</b>		<b>78,266.00</b>	<b>(24,137.25)</b>	<b>54,128.75</b>	<b>11,065.30</b>	<b>42,713.94</b>	<b>349.51</b>	<b>0.00</b>
11-230-100-101	Salaries of Basic Skills Teacher	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-230-100-600	Basic skills supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Basic Skills/Remedial-Instruction</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
11-401-100-100	Salaries	88,475.00	0.00	88,475.00	1,765.00	86,710.00	0.00	0.00
11-401-100-600	CO-CURR SUPPLIE	500.00	0.00	500.00	0.00	0.00	500.00	0.00
11-401-100-800	CO-CURR OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-890	Misc Exp	100.00	0.00	100.00	0.00	0.00	100.00	0.00
<b>Curricular Activities-Instruction</b>		<b>89,075.00</b>	<b>0.00</b>	<b>89,075.00</b>	<b>1,765.00</b>	<b>86,710.00</b>	<b>600.00</b>	<b>0.00</b>
11-402-100-500	Purchased Services (300-500 Series)	1,000.00	0.00	1,000.00	315.00	435.00	250.00	0.00
11-402-100-610	General Supply	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00
<b>Athletic Programs-Instruction</b>		<b>2,500.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>315.00</b>	<b>435.00</b>	<b>1,750.00</b>	<b>0.00</b>
11-000-100-561	Tuit LEA NJ Reg	2,000,046.00	0.00	2,000,046.00	0.00	2,000,046.00	0.00	0.00
11-000-100-562	Tuit LEA Sp Ed	325,580.00	(84,500.00)	241,080.00	35,978.32	194,840.00	10,261.68	0.00
11-000-100-563	Voc. School Dist	11,700.00	0.00	11,700.00	0.00	0.00	11,700.00	0.00
11-000-100-564	Voc. School Dist Spec Ed	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00	0.00
11-000-100-565	TUIT CO SP SERV	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00
11-000-100-566	TUIT PRIV NJ	297,500.00	0.00	297,500.00	50,700.20	183,269.16	63,530.64	4,404.42
11-000-100-567	Tuition priv disabled/oth LEAs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-100-568	Tuition State Facilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-100-569	TUITION CHARTER SCHOOLS	27,000.00	90,095.00	117,095.00	28,458.00	72,474.00	16,163.00	0.00
<b>Undistributed Expense-Instruction</b>		<b>2,691,826.00</b>	<b>5,595.00</b>	<b>2,697,421.00</b>	<b>115,136.52</b>	<b>2,450,629.16</b>	<b>131,655.32</b>	<b>4,404.42</b>

## Report of the Secretary to the Allamuchy Board of Education General Fund - Fund 10

FY2020 Data is Posted to 9/30/2019

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## Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-213-100	Salaries	122,187.00	(500.00)	121,687.00	14,435.70	107,251.30	0.00	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	2,000.00	0.00	2,000.00	1,044.25	955.75	0.00	0.00
11-000-213-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-213-600	HLTH SUPPLIES	1,000.00	500.00	1,500.00	707.98	662.06	129.96	0.00
11-000-213-800	HLTH OTH OBJ	200.00	0.00	200.00	190.00	0.00	10.00	0.00
<b>Health Services</b>		<b>125,387.00</b>	<b>0.00</b>	<b>125,387.00</b>	<b>16,377.93</b>	<b>108,869.11</b>	<b>139.96</b>	<b>0.00</b>
11-000-216-100	Salaries	79,301.00	0.00	79,301.00	10,717.60	67,545.90	1,037.50	0.00
11-000-216-320	Purch Prof Speech Serv	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00	0.00
11-000-216-580	Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-216-600	SPEECH SUPPLIES	600.00	0.00	600.00	0.00	177.98	422.02	0.00
<b>Other Support Svc-Related Svcs</b>		<b>91,901.00</b>	<b>0.00</b>	<b>91,901.00</b>	<b>10,717.60</b>	<b>67,723.88</b>	<b>13,459.52</b>	<b>0.00</b>
11-000-217-100	AIDES' SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-217-106	PERSON AID	170,100.00	839.28	170,939.28	23,288.03	147,651.25	0.00	0.00
11-000-217-320	THERAPY SVS	30,000.00	8,713.50	38,713.50	3,936.23	30,824.50	3,952.77	0.00
<b>Other Support Svc-Extra. Svcs</b>		<b>200,100.00</b>	<b>9,552.78</b>	<b>209,652.78</b>	<b>27,224.26</b>	<b>178,475.75</b>	<b>3,952.77</b>	<b>0.00</b>
11-000-218-104	GUID SALARY	69,371.00	0.00	69,371.00	9,484.27	59,886.73	0.00	0.00
11-000-218-390	GUID TECH SVS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-218-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-218-600	Supplies & Materials	700.00	0.00	700.00	0.00	121.75	578.25	0.00
<b>Other Support Svc-Students-Reg</b>		<b>70,071.00</b>	<b>0.00</b>	<b>70,071.00</b>	<b>9,484.27</b>	<b>60,008.48</b>	<b>578.25</b>	<b>0.00</b>
11-000-219-104	CST PROF SALARY	77,331.00	7,622.50	84,953.50	14,905.60	70,047.90	0.00	0.00
11-000-219-105	CST SECT SALARY	20,260.10	0.00	20,260.10	5,015.88	15,244.22	0.00	0.00
11-000-219-320	CST PROF SVS	95,000.00	(1,109.03)	93,890.97	44,022.00	23,462.00	26,406.97	0.00
11-000-219-390	CST TECH SVS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-219-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-219-600	CST SUPPLIES	1,500.00	1,109.03	2,609.03	1,939.27	669.76	0.00	0.00
11-000-219-890	Membership Dues Fees	300.00	0.00	300.00	200.00	0.00	100.00	0.00
<b>Other Support Svc-Students-Spec</b>		<b>194,391.10</b>	<b>7,622.50</b>	<b>202,013.60</b>	<b>66,082.75</b>	<b>109,423.88</b>	<b>26,506.97</b>	<b>0.00</b>
11-000-221-104	INSTR SUPP SAL	8,500.00	0.00	8,500.00	140.00	8,360.00	0.00	0.00
11-000-221-320	Curriculum Services	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00
11-000-221-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Impr of Inst-Other Sup-Instruc</b>		<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>140.00</b>	<b>8,360.00</b>	<b>1,500.00</b>	<b>0.00</b>
11-000-222-100	Salaries	68,641.00	0.00	68,641.00	6,864.10	61,776.90	0.00	0.00
11-000-222-300	PURCHASED PROF & TECH SVCS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-222-320	Library Purch Prof & Tech Svcs	10,500.00	0.00	10,500.00	4,333.00	0.00	6,167.00	0.00
11-000-222-600	LIB SUP/MAT	400.00	0.00	400.00	0.00	280.29	119.71	0.00
<b>Library and Educ Media</b>		<b>79,541.00</b>	<b>0.00</b>	<b>79,541.00</b>	<b>11,197.10</b>	<b>62,057.19</b>	<b>6,286.71</b>	<b>0.00</b>
11-000-223-500	Other Purchased Services (400-500 Series)	7,500.00	0.00	7,500.00	3,633.36	0.00	3,866.64	0.00
<b>Inst. staff training svcs</b>		<b>7,500.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>3,633.36</b>	<b>0.00</b>	<b>3,866.64</b>	<b>0.00</b>
11-000-230-100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-270	District Admin Health Benefits	4,550.00	0.00	4,550.00	0.00	0.00	4,550.00	0.00
11-000-230-320	Shared services CSA	107,556.00	0.00	107,556.00	52,500.00	52,500.00	2,556.00	0.00
11-000-230-331	ADM LEGAL SV	40,000.00	3,798.78	43,798.78	5,213.30	14,786.70	23,798.78	0.00
11-000-230-332	Audit Fees	18,000.00	0.00	18,000.00	0.00	0.00	18,000.00	0.00
11-000-230-335	Election Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-338	Prof Svcs - HIB Only	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-339	ADM PROF SVS	23,500.00	4,259.13	27,759.13	8,607.00	4,919.00	14,233.13	0.00
11-000-230-530	Communications/Telephone	30,800.00	0.00	30,800.00	(3,817.91)	17,198.17	17,419.74	14,317.09
11-000-230-590	Other Purchased Services (400-500 Series)	31,250.00	0.00	31,250.00	20,832.99	0.00	10,417.01	0.00
11-000-230-610	GENERAL OFFICE SUPPLIES	6,140.90	0.00	6,140.90	922.74	232.99	4,985.17	0.00
11-000-230-890	ADM DUES,WKSHOP	26,190.00	0.00	26,190.00	14,647.57	2,445.00	9,097.43	0.00
<b>Support svc-general admin</b>		<b>287,986.90</b>	<b>8,057.91</b>	<b>296,044.81</b>	<b>98,905.69</b>	<b>92,081.86</b>	<b>105,057.26</b>	<b>14,317.09</b>
11-000-240-103	SCHOOL PRIN SAL	156,508.50	0.00	156,508.50	39,127.26	117,381.24	0.00	0.00
11-000-240-105	SCHOOL SECT SAL	127,224.60	0.00	127,224.60	22,700.92	104,523.68	0.00	0.00
11-000-240-270	School Admin Health Benefits	13,350.00	0.00	13,350.00	0.00	0.00	13,350.00	0.00
11-000-240-300	Purchased Professional & Tech Services	13,500.00	456.00	13,956.00	13,956.00	0.00	0.00	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-240-600	SCHOOL OFF SUPP	2,000.00	(456.00)	1,544.00	0.00	0.00	1,544.00	0.00
11-000-240-800	Other Objects	100.00	0.00	100.00	0.00	0.00	100.00	0.00
<b>Support Svc-School Admin</b>		<b>312,683.10</b>	<b>0.00</b>	<b>312,683.10</b>	<b>75,784.18</b>	<b>221,904.92</b>	<b>14,994.00</b>	<b>0.00</b>

## Report of the Secretary to the Allamuchy Board of Education General Fund - Fund 10

FY2020 Data is Posted to 9/30/2019

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## Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-251-100	Salaries	140,958.00	0.00	140,958.00	35,547.00	105,411.00	0.00	0.00
11-000-251-270	Business Admin Health Benefits	14,750.00	0.00	14,750.00	0.00	0.00	14,750.00	0.00
11-000-251-330	PUR. PROF SERICES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
11-000-251-340	PURCHASED TECH SERVICES	17,000.00	0.00	17,000.00	13,305.77	0.00	3,694.23	0.00
11-000-251-592	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-251-610	SUPPLIES & MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-251-832	INTEREST LEASE-PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Business and Other Support Svcs		174,708.00	0.00	174,708.00	48,852.77	105,411.00	20,444.23	0.00
11-000-261-100	Salaries	63,242.00	0.00	63,242.00	15,657.00	47,585.00	0.00	0.00
11-000-261-420	MAINT SVS	100,000.00	(46,614.52)	53,385.48	17,565.88	26,639.23	9,180.37	0.00
11-000-261-580	Plant Maint Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-261-610	MAINT SUPPL	15,000.00	100.00	15,100.00	1,294.71	456.45	13,348.84	0.00
11-000-261-800	Maintenance Prog	450.00	0.00	450.00	0.00	0.00	450.00	0.00
Maintenance of Plant Services		178,692.00	(46,514.52)	132,177.48	34,517.59	74,680.68	22,979.21	0.00
11-000-262-100	Salaries	186,640.80	86.25	186,727.05	69,205.94	117,521.11	0.00	0.00
11-000-262-300	Purch Prof SVS	22,500.00	(86.25)	22,413.75	7,884.36	10,396.44	4,132.95	0.00
11-000-262-420	PLNT CUST SVS	29,395.00	1,600.00	30,995.00	8,612.20	17,318.55	5,064.25	0.00
11-000-262-440	Vehicle Lease Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-490	PLT WATER SVS	10,000.00	3,126.43	13,126.43	3,126.43	0.00	10,000.00	0.00
11-000-262-520	INSURANCES	35,000.00	1,733.60	36,733.60	36,733.60	0.00	0.00	0.00
11-000-262-580	Custodial Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-590	Misc Purch Serv	300.00	0.00	300.00	0.00	0.00	300.00	0.00
11-000-262-610	PLNT SUPPLIES	30,000.00	6,588.46	36,588.46	8,264.73	19,748.59	8,575.14	0.00
11-000-262-621	Energy - Propane - Villa	5,000.00	1,219.42	6,219.42	0.00	3,000.00	3,219.42	0.00
11-000-262-622	Energy - Electric - Villa	97,000.00	0.00	97,000.00	39,060.53	57,939.47	0.00	0.00
11-000-262-624	Energy - Htg Fuel - Villa	74,000.00	0.00	74,000.00	0.00	74,000.00	0.00	0.00
11-000-262-800	PLNT OTHER	625.00	0.00	625.00	125.00	0.00	500.00	0.00
Operation of Plant		490,460.80	14,267.91	504,728.71	173,012.79	299,924.16	31,791.76	0.00
11-000-263-100	Grounds	46,286.00	1,778.52	48,064.52	10,822.90	37,241.62	0.00	0.00
11-000-263-300	Purchased Prof Svcs	16,000.00	(1,778.52)	14,221.48	3,836.25	8,477.95	1,907.28	0.00
11-000-263-600	Grounds supplies	3,000.00	606.32	3,606.32	3,018.05	391.79	196.48	0.00
Care & Upkeep of Grounds		65,286.00	606.32	65,892.32	17,677.20	46,111.36	2,103.76	0.00
11-000-270-105	Transportation Secretary	51,170.40	0.00	51,170.40	12,822.00	38,348.40	0.00	0.00
11-000-270-160	Sal Pupil Trans home to school	166,767.76	0.00	166,767.76	29,401.55	137,366.21	0.00	0.00
11-000-270-161	Sal Pupil Tran Spec Ed	48,059.94	0.00	48,059.94	18,116.47	29,943.47	0.00	0.00
11-000-270-162	Salary - Pupil Transportation	25,000.00	0.00	25,000.00	9,252.21	15,747.79	0.00	0.00
11-000-270-163	Sal Pupil Trans Non-public	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-270-390	Communication Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-270-420	TRNS REP/MAINT	95,000.00	22,693.46	117,693.46	20,390.51	97,302.95	0.00	0.00
11-000-270-443	Lease Purchase Pymt	83,645.00	25,000.00	108,645.00	85,208.60	1,674.77	21,761.63	0.00
11-000-270-503	AILO for Non-Public Transp	50,000.00	1,157.88	51,157.88	0.00	0.00	51,157.88	0.00
11-000-270-511	TRNS CONT REG	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00
11-000-270-512	TRNS FLD TRPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-270-514	Contract (spec ed) Vendors	11,000.00	0.00	11,000.00	11,000.00	0.00	0.00	0.00
11-000-270-515	TRNS SP ED JNT	0.00	842.12	842.12	0.00	842.12	0.00	0.00
11-000-270-518	Contracted Services Sp Ed ESC/	140,000.00	80,000.00	220,000.00	30,565.76	184,658.24	4,776.00	0.00
11-000-270-593	Transp Insurance, Travel Exp.	30,000.00	0.00	30,000.00	23,570.74	0.00	6,429.26	0.00
11-000-270-600	TRNS SUP/MAT	50,000.00	15,014.67	65,014.67	4,682.32	2,835.00	57,497.35	0.00
11-000-270-890	Misc Expenses	2,500.00	168.00	2,668.00	428.00	490.00	1,750.00	0.00
Student Transportation Svcs		756,143.10	144,876.13	901,019.23	245,438.16	509,208.95	146,372.12	0.00
11-000-291-220	PERS FICA	120,000.00	41,947.75	161,947.75	28,673.10	133,274.65	0.00	0.00
11-000-291-221	Teacher/Substitute FICA	1,000.00	730.00	1,730.00	0.00	730.00	1,000.00	0.00
11-000-291-222	Employer Share Def CRV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-291-232	TPAF ERIP CONT	11,000.00	0.00	11,000.00	0.00	0.00	11,000.00	0.00
11-000-291-241	PERS CONTR	131,000.00	0.00	131,000.00	0.00	0.00	131,000.00	0.00
11-000-291-249	DCRP Employer Contribution	2,750.00	759.04	3,509.04	466.52	2,292.52	750.00	0.00
11-000-291-250	Unemployment Comp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-291-260	WORKMENS COMP SA	55,000.00	9,677.99	64,677.99	23,218.36	41,459.63	0.00	0.00
11-000-291-270	EMPL HLTH BENEF	1,076,020.00	12,629.99	1,088,649.99	160,958.74	848,583.07	79,108.18	135,378.18
11-000-291-280	TUITION REIMB	25,000.00	0.00	25,000.00	14,602.75	2,809.75	7,587.50	0.00
11-000-291-290	Employee Benefits	35,000.00	(18,332.12)	16,667.88	37.09	0.00	16,630.79	0.00
11-000-291-299	Unused Sick Pmnt to Ret Staff	0.00	8,524.14	8,524.14	8,524.14	0.00	0.00	0.00
Employee Benefits		1,456,770.00	55,936.79	1,512,706.79	236,480.70	1,029,149.62	247,076.47	135,378.18
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		10,003,203.00	243,105.91	10,246,308.91	1,561,424.41	7,849,085.83	835,798.67	154,099.69

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
12-212-100-730	MH Special Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ungrouped Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-260-732	PLT SVC NI EQUI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-270-443	L/P School Buses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equip		0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-001-604-000	Increase in Capital Reserve	48,732.00	0.00	48,732.00	0.00	0.00	48,732.00	0.00
12-000-400-390	Other Prof Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-450	CONSTRUCTION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-710	FAC/PROP IMP	81,500.00	23,150.00	104,650.00	29,316.45	36,717.00	38,616.55	0.00
12-000-400-721	L/P AGREE PRINC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-722	Bldgs. other than lease purch	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-780	Infrastructure	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-800	Cap Outlay Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-896	Assess Debt Srvc SDA Funding	1,366.00	0.00	1,366.00	0.00	0.00	1,366.00	0.00
Fund transfers		131,598.00	23,150.00	154,748.00	29,316.45	36,717.00	88,714.55	0.00
Grand Totals for fund 12:		131,598.00	23,150.00	154,748.00	29,316.45	36,717.00	88,714.55	0.00

Fund 13 (Special Schools Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
13-422-100-101	TEACHERS SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13-422-100-610	GEN SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summer school salary		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 13:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fund 18 (Educational Jobs Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
18-213-100-101	Ed Jobs Fund Res Rm Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special Education-Resource Room		0.00	0.00	0.00	0.00	0.00	0.00	0.00
18-000-291-220	Ed Jobs Fund Res Rm FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18-000-291-232	Ed Jobs Fund Res Rm TPAF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18-000-291-270	Ed Jobs Fund Res Rm Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 18:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Totals for all Subfunds of Fund 10:	10,134,801.00	266,255.91	10,401,056.91	1,590,740.86	7,885,802.83	924,513.22	154,099.69
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Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

James Schlessinger, Business Administrator

Date



**Interim Balance Sheet**

**ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ (40,391.92)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (40,391.92)
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 0.00	
141 Intergovernmental - state	\$ 0.00	
142 Intergovernmental - federal	\$ (41,755.71)	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 12,889.07	
		\$ (28,866.64)
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$ 0.00	
		\$ 0.00
TOTAL ASSETS AND RESOURCES		\$ (69,258.56)

**LIABILITIES AND FUND EQUITY**

LIABILITIES		
401 Interfund loans payable	\$	0.00
402 Interfund accounts payable	\$	306.12
411 Intergovernmental accounts payable - state	\$	0.00
412 Intergovernmental accounts payable - federal	\$	38.70
413 Intergovernmental accounts payable - other	\$	0.00
421 Accounts payable	\$	0.00
422 Judgments payable	\$	0.00
430 Compensated absences payable	\$	0.00
431 Contracts payable	\$	0.00
451 Loans payable	\$	0.00
481 Deferred revenues	\$	0.00
499 Other current liabilities	\$	0.00
Total liabilities	\$	344.82

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	49,305.47		
754 Reserve for encumbrances - prior year			\$	(6,461.37)		
760 Other reserves			\$	0.00		
771 Designated Fund Balance			\$	0.00		
601 Appropriations		\$	198,781.03			
602 Less: expenditures	\$	15,097.95				
603 Less: encumbrances	\$	42,844.10	\$	(57,942.05)	\$	140,838.98
Appropriations less expenditures					\$	183,683.08
Unappropriated:						
770 Fund Balance, July 1, 2019			\$	(71,786.46)		
303 Less: budgeted fund balance			\$	(181,500.00)		
Unappropriated fund balance					\$	(253,286.46)
Total fund equity					\$	(69,603.38)
TOTAL LIABILITIES AND FUND EQUITY					\$	(69,258.56)

**Revenues/Sources of Funds**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	181,500.00	17,281.03	198,781.03	57,942.05	140,838.98
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	0.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		181,500.00	17,281.03	198,781.03	57,942.05	140,838.98

**Fund 20 (Special Revenue Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Ungrouped Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ed Jobs Fund		4,500.00	0.00	4,500.00	0.00	0.00	4,500.00	0.00
Local Projects		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title I		31,500.00	9,114.24	40,614.24	2,693.91	9,149.23	28,771.10	0.00
IDEA Part B		89,000.00	17,480.50	106,480.50	5,541.25	18,926.75	82,012.50	0.00
IDEA (Prog. 251)		6,000.00	0.00	6,000.00	0.00	5,503.00	497.00	0.00
Title VI		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II Part A		8,500.00	12.00	8,512.00	1,542.00	6,337.00	633.00	0.00
Title IV		10,000.00	2,186.79	12,186.79	4,960.79	2,479.02	4,746.98	0.00
Title I - ARRA		0.00	0.00	0.00	0.00	0.00	0.00	0.00
R.E.A.P. GRANT		32,000.00	4,000.00	36,000.00	360.00	15,961.60	19,678.40	0.00
Adult Ed - Federal		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 20:		181,500.00	32,793.53	214,293.53	15,097.95	58,356.60	140,838.98	0.00

**Revenues Summary**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	181,500.00	17,281.03	198,781.03	57,942.05	140,838.98
20-1920-212-000	Rutherford Foundation	0.00	0.00	0.00	0.00	0.00
20-1920-403-000	Future fisherman foundation	0.00	0.00	0.00	0.00	0.00
20-1980-000-000	Refund of Prior Yr Expenditure	0.00	0.00	0.00	0.00	0.00
20-1990-000-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
20-2101-000-000	Garden Grant	0.00	0.00	0.00	0.00	0.00
20-2200-000-000	Rutherford/Stuyvesant Grant	0.00	0.00	0.00	0.00	0.00
20-4000-000-000	Rebel2	0.00	0.00	0.00	0.00	0.00
20-4300-000-000	Teaching American History	0.00	0.00	0.00	0.00	0.00
20-4411-231-000	Title I Part A	0.00	0.00	0.00	0.00	0.00
20-4412-232-000	Title II Part A	0.00	0.00	0.00	0.00	0.00
20-4413-232-000	Title I Part D	0.00	0.00	0.00	0.00	0.00
20-4415-260-000	Title VI	0.00	0.00	0.00	0.00	0.00
20-4417-260-000	Title VI	0.00	0.00	0.00	0.00	0.00
20-4421-250-000	IDEA Basic	0.00	0.00	0.00	0.00	0.00
20-4423-251-000	IDEA-Preschool	0.00	0.00	0.00	0.00	0.00
20-4430-000-000	Vocational Education	0.00	0.00	0.00	0.00	0.00
20-4440-000-000	Adult Basic Education	0.00	0.00	0.00	0.00	0.00
20-4451-270-000	Title II A Training	0.00	0.00	0.00	0.00	0.00
20-4452-271-000	Title II D Tech	0.00	0.00	0.00	0.00	0.00
20-4471-280-000	Title IV Part A	0.00	0.00	0.00	0.00	0.00
20-4495-290-000	Title V Innovative	0.00	0.00	0.00	0.00	0.00
20-4502-450-000	REAP	0.00	0.00	0.00	0.00	0.00
20-4503-450-000	Matrix	0.00	0.00	0.00	0.00	0.00
20-4511-450-000	Title 1A-ARRA	0.00	0.00	0.00	0.00	0.00
20-4514-455-000	IDEA Basic - ARRA	0.00	0.00	0.00	0.00	0.00
20-4515-458-000	IDEA Preschool - ARRA	0.00	0.00	0.00	0.00	0.00
20-4700-000-000	Private Industry	0.00	0.00	0.00	0.00	0.00
20-4999-000-000	Other	0.00	0.00	0.00	0.00	0.00
Grand Totals		181,500.00	17,281.03	198,781.03	57,942.05	140,838.98

**Minimum Expense General Ledger Report**

## Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-454-100-610	RH Steiveson Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ungrouped Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-190-100-500	Safety Grant	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00	0.00
Ed Jobs Fund		4,500.00	0.00	4,500.00	0.00	0.00	4,500.00	0.00
20-212-100-600	Local projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Local Projects		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-100	Personal Services - Salaries	24,000.00	0.00	24,000.00	2,630.80	0.00	21,369.20	0.00
20-231-100-300	Purchased Prof & Tech Svcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-600	General Supplies	0.00	1,772.34	1,772.34	63.11	1,709.23	0.00	0.00
20-231-200-200	Employee Benefits	7,500.00	7,341.90	14,841.90	0.00	7,440.00	7,401.90	0.00
20-231-200-300	Purchased Prof & Tech Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-500	Other Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-400-731	Software and Hardware	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-400-732	Fac Acq & Constr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title I		31,500.00	9,114.24	40,614.24	2,693.91	9,149.23	28,771.10	0.00
20-250-100-300	IDEA ED SVS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-100-500	IDEA Other Purchased Services	44,000.00	0.00	44,000.00	0.00	0.00	44,000.00	0.00
20-250-100-600	IDEA SUPPL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-200-300	IDEA NON PUBLIC	45,000.00	17,480.50	62,480.50	5,541.25	18,926.75	38,012.50	0.00
20-250-200-500	IDEA OTHER PURC SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-200-600	IDEA SUPSVC S/M	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IDEA Part B		89,000.00	17,480.50	106,480.50	5,541.25	18,926.75	82,012.50	0.00
20-251-100-300	IDEA PSH ED SVS	6,000.00	0.00	6,000.00	0.00	5,503.00	497.00	0.00
20-251-100-500	IDEA Other Pur Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IDEA (Prog. 251)		6,000.00	0.00	6,000.00	0.00	5,503.00	497.00	0.00
20-260-100-300	Purchased Prof & Tech Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-100-600	General Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title VI		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-100	Title II A Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-300	Purchased Prof & Tech Svcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-600	General Supplies	8,500.00	0.00	8,500.00	1,530.00	6,337.00	633.00	0.00
20-270-200-200	EMP BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-300	Pur Prof Tec Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-600	Pur Prof supplies	0.00	12.00	12.00	12.00	0.00	0.00	0.00
20-271-400-731	Software Hardware	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-271-400-732	Fax Acq & Const	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II Part A		8,500.00	12.00	8,512.00	1,542.00	6,337.00	633.00	0.00
20-280-100-600	Instructional Supplies	7,500.00	2,186.79	9,686.79	4,960.79	2,479.02	2,246.98	0.00
20-280-200-300	Prof Tech Services-Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-200-600	Supplies and Materials-Support	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00
Title IV		10,000.00	2,186.79	12,186.79	4,960.79	2,479.02	4,746.98	0.00
20-450-100-600	Title I ARRA Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title I - ARRA		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-100	PERS SERVICES	13,000.00	0.00	13,000.00	0.00	0.00	13,000.00	0.00
20-451-100-320	Professional Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-600	SUPP/MAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-890	Student Admin Fees	6,000.00	0.00	6,000.00	360.00	5,090.00	550.00	0.00
20-451-200-200	EMP BENEFITS	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
20-451-200-230	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-200-320	Prof Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-200-600	OTHER SUP/MAT	13,000.00	0.00	13,000.00	0.00	10,871.60	2,128.40	0.00
R.E.A.P. GRANT		32,000.00	4,000.00	36,000.00	360.00	15,961.60	19,678.40	0.00
20-456-200-100	TAH Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-456-200-200	TAH Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-456-200-320	TAH Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-456-200-580	TAH Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-456-200-600	TAH Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-456-200-800	TAH Stipends	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adult Ed - Federal		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Totals for fund 20:	181,500.00	32,793.53	214,293.53	15,097.95	58,356.60	140,838.98	0.00
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Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

\_\_\_\_\_  
James Schlessinger, Business Administrator

\_\_\_\_\_  
Date

**Interim Balance Sheet**

**ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ 13,203.51	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ 13,203.51
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 538,994.00
Accounts receivable		
132 Interfund	\$ 0.00	
141 Intergovernmental - state	\$ 49,202.00	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ 49,202.00
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$ (762,800.00)	
		\$ (762,800.00)
TOTAL ASSETS AND RESOURCES		\$ (161,400.49)

**LIABILITIES AND FUND EQUITY**

LIABILITIES		
401 Interfund loans payable	\$	0.00
402 Interfund accounts payable	\$	0.00
411 Intergovernmental accounts payable - state	\$	0.00
412 Intergovernmental accounts payable - federal	\$	0.00
413 Intergovernmental accounts payable - other	\$	0.00
421 Accounts payable	\$	0.00
422 Judgments payable	\$	0.00
430 Compensated absences payable	\$	0.00
431 Contracts payable	\$	0.00
451 Loans payable	\$	0.00
481 Deferred revenues	\$	0.00
499 Other current liabilities	\$	0.00
Total liabilities	\$	0.00

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year				\$	601,400.00	
754 Reserve for encumbrances - prior year				\$	0.00	
760 Other reserves				\$	0.00	
771 Designated Fund Balance				\$	0.00	
601 Appropriations			\$	762,800.00		
602 Less: expenditures	\$	161,400.00				
603 Less: encumbrances	\$	601,400.00	\$	(762,800.00)	\$	0.00
Appropriations less expenditures		<u>          </u>		<u>          </u>	<u>          </u>	\$ 601,400.00

Unappropriated:

770 Fund Balance, July 1, 2019	\$	(0.49)	
303 Less: budgeted fund balance	\$	(762,800.00)	
Unappropriated fund balance			\$ (762,800.49)
Total fund equity			\$ (161,400.49)

TOTAL LIABILITIES AND FUND EQUITY

\$ (161,400.49)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 762,800.00	\$ 762,800.00	\$ 0.00
Less: Revenues	\$ 0.00	\$ (762,800.00)	\$ 762,800.00
Subtotal	\$ 762,800.00	\$ 0.00	\$ 762,800.00
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 762,800.00	\$ 0.00	\$ 762,800.00
Add: Unappropriated fund balance			\$ (762,800.49)
Total of budgeted and unappropriated fund balance			\$ (0.49)



**Revenues/Sources of Funds**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	762,800.00	0.00	762,800.00	0.00	762,800.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	700,394.00	(700,394.00)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	62,406.00	(62,406.00)
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		762,800.00	0.00	762,800.00	762,800.00	0.00

**Fund 40 (Debt Service Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Debt service-regular		762,800.00	0.00	762,800.00	161,400.00	601,400.00	0.00	0.00
Grand Totals for fund 40:		762,800.00	0.00	762,800.00	161,400.00	601,400.00	0.00	0.00

**Revenues Summary**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	762,800.00	0.00	762,800.00	0.00	762,800.00
40-5200-000-000 TRANSFERS		0.00	0.00	0.00	0.00	0.00
40-1210-000-000 TAX LEVY D.S.		0.00	0.00	0.00	700,394.00	(700,394.00)
40-3160-000-000 Debt Service Aid II		0.00	0.00	0.00	62,406.00	(62,406.00)
Grand Totals		762,800.00	0.00	762,800.00	762,800.00	0.00

**Minimum Expense General Ledger Report**

**Fund 40 (Debt Service Fund)**

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
40-701-510-723	PRIN LEASE PURC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-701-510-833	L/P INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-701-510-834	BOND INTEREST	322,800.00	0.00	322,800.00	161,400.00	161,400.00	0.00	0.00
40-701-510-910	BOND PRINC	440,000.00	0.00	440,000.00	0.00	440,000.00	0.00	0.00
Debt service-regular		762,800.00	0.00	762,800.00	161,400.00	601,400.00	0.00	0.00
Grand Totals for fund 40:		762,800.00	0.00	762,800.00	161,400.00	601,400.00	0.00	0.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

James Schlessinger, Business Administrator

Date

**Interim Balance Sheet****ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ (213,898.05)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (213,898.05)
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 0.00	
141 Intergovernmental - state	\$ 0.00	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 24,457.50	
153 Other Accounts Receivable	\$ 0.00	
		\$ 24,457.50
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$ (30,983.00)	
		\$ (30,983.00)
TOTAL ASSETS AND RESOURCES		\$ (220,423.55)

**LIABILITIES AND FUND EQUITY**

LIABILITIES		
401 Interfund loans payable		\$ 0.00
402 Interfund accounts payable		\$ 0.00
411 Intergovernmental accounts payable - state		\$ 0.00
412 Intergovernmental accounts payable - federal		\$ 0.00
413 Intergovernmental accounts payable - other		\$ 0.00
421 Accounts payable		\$ 225.00
422 Judgments payable		\$ 0.00
430 Compensated absences payable		\$ 0.00
431 Contracts payable		\$ 0.00
451 Loans payable		\$ 0.00
481 Deferred revenues		\$ 21,126.50
499 Other current liabilities		\$ 0.00
Total liabilities		\$ 21,351.50

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year				\$	17,537.67	
754 Reserve for encumbrances - prior year				\$	(614.78)	
760 Other reserves				\$	0.00	
771 Designated Fund Balance				\$	0.00	
601 Appropriations			\$	863.22		
602 Less: expenditures	\$	78,521.61				
603 Less: encumbrances	\$	16,922.89	\$	(95,444.50)	\$	(94,581.28)
Appropriations less expenditures						\$ (77,658.39)

Unappropriated:

770 Fund Balance, July 1, 2019	\$	(165,616.66)	
303 Less: budgeted fund balance	\$	0.00	
Unappropriated fund balance			\$ (165,616.66)
Total fund equity			\$ (243,275.05)

TOTAL LIABILITIES AND FUND EQUITY

\$ (221,923.55)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 863.22	\$ 95,444.50	\$ (94,581.28)
Less: Revenues	\$ 0.00	\$ (30,983.00)	\$ 30,983.00
Subtotal	\$ 863.22	\$ 64,461.50	\$ (63,598.28)
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (863.22)	\$ (863.22)	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ 63,598.28	\$ (63,598.28)
Add: Unappropriated fund balance			\$ (165,616.66)
Total of budgeted and unappropriated fund balance			\$ (229,214.94)

**Revenues/Sources of Funds**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	863.22	863.22	64,461.50	(63,598.28)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	30,983.00	(30,983.00)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	863.22	863.22	95,444.50	(94,581.28)

**Fund 60 (Rutherford Hall Budget)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Salaries		0.00	0.00	0.00	51,506.99	0.00	(51,506.99)	0.00
Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Costs		0.00	150.00	150.00	6,163.60	1,550.00	(7,563.60)	0.00
Purchased Services		0.00	728.00	728.00	5,574.10	500.00	(5,346.10)	0.00
Other Purchased Services		0.00	0.00	0.00	1,000.00	5,000.00	(6,000.00)	0.00
Supplies		0.00	600.00	600.00	11,648.53	846.10	(11,894.63)	0.00
Other Expenses		0.00	0.00	0.00	2,628.39	9,641.57	(12,269.96)	0.00
Grand Totals for fund 60:		0.00	1,478.00	1,478.00	78,521.61	17,537.67	(94,581.28)	0.00

**Revenues Summary**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	863.22	863.22	64,461.50	(63,598.28)
60-1500-000-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
60-1510-000-000	Rutherford Hall Interest Rev.	0.00	0.00	0.00	0.00	0.00
60-1630-000-000	Grant Food & Beverage Sales	0.00	0.00	0.00	0.00	0.00
60-1631-000-000	School Food & Beverage Sales	0.00	0.00	0.00	0.00	0.00
60-1632-000-000	Gift Shop Sales	0.00	0.00	0.00	69.00	(69.00)
60-1633-000-000	Sturm Art Sales	0.00	0.00	0.00	0.00	0.00
60-1710-101-000	Admis - Grant Funct. Lectures	0.00	0.00	0.00	0.00	0.00
60-1710-102-000	Admis Grant Funct.-Museum	0.00	0.00	0.00	150.00	(150.00)
60-1710-103-000	Admis-Grant Funct.-Concerts	0.00	0.00	0.00	0.00	0.00
60-1710-103-101	Jazz Concert Admissions	0.00	0.00	0.00	3,882.00	(3,882.00)
60-1710-103-102	Comedy Shows	0.00	0.00	0.00	0.00	0.00
60-1710-104-000	Admis-Grant Funct.-Tours	0.00	0.00	0.00	696.00	(696.00)
60-1710-106-000	Admis-Grant Funds-Theater Grou	0.00	0.00	0.00	0.00	0.00
60-1710-107-000	High Tea	0.00	0.00	0.00	0.00	0.00
60-1710-108-000	Downton Abbey Luncheons	0.00	0.00	0.00	0.00	0.00
60-1710-109-000	YOGA	0.00	0.00	0.00	255.00	(255.00)
60-1710-110-000	Tap Dancing	0.00	0.00	0.00	0.00	0.00
60-1710-201-000	Summer Art Camp	0.00	0.00	0.00	0.00	0.00
60-1710-202-000	Hunger Games Summer Camp	0.00	0.00	0.00	0.00	0.00
60-1710-202-101	Jedi/Star Wars Summer Camp	0.00	0.00	0.00	0.00	0.00
60-1710-203-000	Harry Potter Summer Camp #1	0.00	0.00	0.00	0.00	0.00
60-1710-203-100	Harry Potter Summer Camp #1	0.00	0.00	0.00	350.00	(350.00)
60-1710-203-101	Harry Potter Summer Camp #2	0.00	0.00	0.00	2,451.50	(2,451.50)
60-1710-203-102	Camp Half-Blood Themed Camp	0.00	0.00	0.00	175.00	(175.00)
60-1710-204-000	Rent a Plot at RH	0.00	0.00	0.00	40.00	(40.00)
60-1710-205-000	French Immersion Camp	0.00	0.00	0.00	0.00	0.00
60-1710-206-000	Spanish Immersion Camp	0.00	0.00	0.00	0.00	0.00
60-1710-207-000	Learning in the Landscape	0.00	0.00	0.00	0.00	0.00
60-1710-208-000	Art Camp: Landscape & Art	0.00	0.00	0.00	0.00	0.00
60-1710-208-100	Art Camp - School Year	0.00	0.00	0.00	545.00	(545.00)
60-1710-209-000	Sailing Camp	0.00	0.00	0.00	(150.00)	150.00
60-1710-210-000	Living In the Great Depression	0.00	0.00	0.00	0.00	0.00
60-1710-211-000	Classic Sports & Games	0.00	0.00	0.00	530.00	(530.00)
60-1710-212-000	Pint Sized & Published	0.00	0.00	0.00	0.00	0.00
60-1710-213-000	Geo Caching Camp	0.00	0.00	0.00	0.00	0.00
60-1710-213-001	Outdoor Camp - Survival	0.00	0.00	0.00	870.00	(870.00)
60-1710-213-002	Outdoor Camp - Boating	0.00	0.00	0.00	150.00	(150.00)
60-1710-214-000	Mommy & Me	0.00	0.00	0.00	0.00	0.00
60-1710-215-100	STEAM Camp	0.00	0.00	0.00	420.00	(420.00)
60-1711-000-000	Admissions - School Functions	0.00	0.00	0.00	0.00	0.00
60-1715-000-000	Luau Fund Raiser	0.00	0.00	0.00	0.00	0.00
60-1750-100-000	Bridal Show Revenues	0.00	0.00	0.00	0.00	0.00
60-1750-100-100	Bridal Show Revenues	0.00	0.00	0.00	0.00	0.00
60-1780-000-000	Public Programming	0.00	0.00	0.00	0.00	0.00
60-1780-100-000	Girl Scout Programs	0.00	0.00	0.00	0.00	0.00
60-1790-000-000	Other activities - Grant	0.00	0.00	0.00	0.00	0.00
60-1791-000-000	Other Activities - School	0.00	0.00	0.00	0.00	0.00
60-1910-000-000	Rutherford Hall Rentals	0.00	0.00	0.00	2,230.00	(2,230.00)
60-1910-000-105	Allamuchy Country Fair	0.00	0.00	0.00	14,237.00	(14,237.00)
60-1910-100-000	Warren Cty First Night	0.00	0.00	0.00	0.00	0.00
60-1910-100-100	Warren Cty First Night Parking	0.00	0.00	0.00	0.00	0.00
60-1910-101-000	Ruth Hall Fireworks Rm Rentals	0.00	0.00	0.00	0.00	0.00
60-1911-000-000	School - Mt. Villa Rentals	0.00	0.00	0.00	0.00	0.00
60-1920-000-000	Private Contris & Donations	0.00	0.00	0.00	58.00	(58.00)

60-1920-000-100 Adopt a Chair Donations	0.00	0.00	0.00	0.00	0.00
60-1920-100-000 Donations for Fireworks	0.00	0.00	0.00	2,150.00	(2,150.00)
60-1920-102-000 Fireworks Parking Fees	0.00	0.00	0.00	770.00	(770.00)
60-1920-103-000 Fireworks Vendor Fees	0.00	0.00	0.00	275.00	(275.00)
60-1920-104-000 Fireworks Bus/Entry Fee	0.00	0.00	0.00	564.00	(564.00)
60-1921-000-000 Public Contribs & Donations	0.00	0.00	0.00	0.00	0.00
60-1921-100-000 Earmarked Donations	0.00	0.00	0.00	0.00	0.00
60-1921-100-101 Donations E.M Under Priv Camp	0.00	0.00	0.00	0.00	0.00
60-1922-000-000 NJ Historical TRUST Grant	0.00	0.00	0.00	0.00	0.00
60-1922-100-000 NJ Historical COMM Grant	0.00	0.00	0.00	0.00	0.00
60-1922-100-100 NJ Historical COMM Grant	0.00	0.00	0.00	0.00	0.00
60-1980-000-000 Refund of Prior Yr Expenditure	0.00	0.00	0.00	0.00	0.00
60-1990-000-000 Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
60-1990-100-000 TIX Service Fees	0.00	0.00	0.00	265.50	(265.50)
Grand Totals	0.00	863.22	863.22	95,444.50	(94,581.28)

**Minimum Expense General Ledger Report**

## Fund 60 (Rutherford Hall Budget)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
60-990-320-181	Salaries - Operations Manager	0.00	0.00	0.00	18,895.03	0.00	(18,895.03)	0.00
60-990-320-182	Salaries - Office & Clerical	0.00	0.00	0.00	7,416.56	0.00	(7,416.56)	0.00
60-990-320-183	Salaries - Custodial	0.00	0.00	0.00	1,968.40	0.00	(1,968.40)	0.00
60-990-320-184	Salaries - Summer Camp	0.00	0.00	0.00	23,227.00	0.00	(23,227.00)	0.00
60-990-320-185	Bus Driver Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Salaries		0.00	0.00	0.00	51,506.99	0.00	(51,506.99)	0.00
60-990-320-220	FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-270	Employee Health Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-331	Legal Expenses	0.00	0.00	0.00	825.00	0.00	(825.00)	0.00
60-990-320-332	Audit Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-333	R.H. Prof Fees NJ Hist COMM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-334	R.H. Prof Fees NJ Hist Trust	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-335	Haunted Hall Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-337	Professional Musician Services	0.00	0.00	0.00	4,330.00	1,550.00	(5,880.00)	0.00
60-990-320-338	Concert Management Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-339	Other Prof Services	0.00	0.00	0.00	312.60	0.00	(312.60)	0.00
60-990-320-340	Purchased Technical Services	0.00	150.00	150.00	696.00	0.00	(546.00)	0.00
Administrative Costs		0.00	150.00	150.00	6,163.60	1,550.00	(7,563.60)	0.00
60-990-320-420	Cleaning & Repair Services	0.00	728.00	728.00	547.10	500.00	(319.10)	0.00
60-990-320-450	Construction Services	0.00	0.00	0.00	5,027.00	0.00	(5,027.00)	0.00
Purchased Services		0.00	728.00	728.00	5,574.10	500.00	(5,346.10)	0.00
60-990-320-510	Purch Svcs - Program Director	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-520	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-530	Telephone/Communications	0.00	0.00	0.00	1,000.00	5,000.00	(6,000.00)	0.00
60-990-320-580	Travel Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-592	Warren Cty First Night Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Purchased Services		0.00	0.00	0.00	1,000.00	5,000.00	(6,000.00)	0.00
60-990-320-610	General Supplies	0.00	0.00	0.00	7,532.72	846.10	(8,378.82)	0.00
60-990-320-611	Function Supplies	0.00	600.00	600.00	4,115.81	0.00	(3,515.81)	0.00
60-990-320-622	RH Electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-624	R H Fuel Oil	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies		0.00	600.00	600.00	11,648.53	846.10	(11,894.63)	0.00
60-990-320-890	Miscellaneous Expense	0.00	0.00	0.00	1,052.65	787.35	(1,840.00)	0.00
60-990-320-891	Transfirst Cr Cd Chgs-Grant	0.00	0.00	0.00	1,296.74	6,633.22	(7,929.96)	0.00
60-990-320-892	Tix,Inc. Ticket Cgs - Grant	0.00	0.00	0.00	279.00	2,221.00	(2,500.00)	0.00
Other Expenses		0.00	0.00	0.00	2,628.39	9,641.57	(12,269.96)	0.00
Grand Totals for fund 60:		0.00	1,478.00	1,478.00	78,521.61	17,537.67	(94,581.28)	0.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

James Schlessinger, Business Administrator

Date

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
30530	8/30/19	Freedman, Eric reimb for summer supplies	Check voided on 9/19/2019 (666.01)	P202000177	60-990-320-610-400-000
30533	9/6/19	[REDACTED] OOD Tuition #03031612019	8,946.00	P202000158	11-000-100-569-000-000
30534	9/6/19	Celebration Fireworks, Inc. County Fair Fireworks	4,527.00	P202000214	60-990-320-450-500-001
30535	9/6/19	Cube Corp. The Nerds County Fair	3,250.00	P202000213	60-990-320-611-200-000
30536	9/6/19	Integrated Therapeutics Group, LLC Educational Services Tuition	1,540.00 9,400.00	P202000215 P202000215	11-000-100-562-000-000 11-000-100-562-000-000
Total Check Amount:			10,940.00		
30549	9/6/19	Jersey Mail Systems, LLC postage for meter	250.00	P202000247	11-000-230-530-000-000
30537	9/11/19	UNUM LIFE INS CO. Disability Ins Disability Ins	2,129.05 2,129.95	P202000221 P202000221	11-000-291-270-000-000 11-000-291-270-000-000
Total Check Amount:			4,259.00		
30538	9/11/19	Horizon BCBSNJ Health Cobra Heath POS Health Omnia	1,836.27 35,346.07 45,475.69	P202000004 P202000004 P202000004	11-000-291-270-000-000 11-000-291-270-000-000 11-000-291-270-000-000
Total Check Amount:			82,658.03		
30539	9/11/19	Realtime Information Technology, Inc. Evaluations in 4th grade	350.00	P202000201	11-000-240-340-000-000
30540	9/11/19	Atlantic, Tomorrows Office PO201900022 to replace void ck30334	4,059.53	10 - 499	OTHER CURR LIAB
30541	9/11/19	Phlegar, Kaitlin Literacy Curric & Common Core	1,777.75	P202000224	11-000-291-280-000-000
30542	9/11/19	Serraino, Nicholas Life Guard/First Aide/AED reimb summer camp supplies	350.00 214.06	P202000211 P202000211	11-000-223-500-000-000 60-990-320-611-100-000
Total Check Amount:			564.06		
30543	9/11/19	Carducci, Anthony piano tuner	125.00	P202000225	60-990-320-337-000-000
30544	9/11/19	Muhlenbruch, Frances reimb summer supplies	34.36	P202000226	11-000-223-500-000-000



<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
30545	9/12/19	ZUKOSKI, CHARLES motor oil & filters	38.98	P202000232	11-000-262-610-000-000
30546	9/13/19	Gallegly, Jennifer Tuition reimb 19-20	3,206.25	P202000234	11-000-291-280-000-000
30547	9/13/19	Sabol, Melissa tuition reimb	3,206.25	P202000235	11-000-291-280-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
N0913	9/13/19	PAYROLL			
		FICA	10,007.27	10 - 141	STATE A/R
		Pre K/Kindergarten Sals	9,258.02	P202000001	11-110-100-101-000-002
		Summer K Sal of Teachers	1,400.00	P202000001	11-110-100-101-003-002
		Summer K Sal of Teachers	250.00	P202000001	11-110-100-101-003-002
		Grades 3-5 Teacher Sals	33,933.56	P202000001	11-120-100-101-000-001
		Grades 1-2 - Teachers Sals	25,127.26	P202000001	11-120-100-101-000-002
		Permanent Substitute Salary	933.75	P202000001	11-125-100-104-000-001
		Grades 6-8 Teacher Sals	30,046.11	P202000001	11-130-100-101-000-001
		Substitutes Salary	0.00	P202000001	11-190-100-104-000-000
		MH Dis Teach Sal ATS	2,414.80	P202000001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,461.05	P202000001	11-212-100-101-000-002
		Resource Center Sal ATS	5,979.60	P202000001	11-213-100-101-000-001
		Resource Center Sal MV	1,417.02	P202000001	11-213-100-101-000-002
		RC Aide ATS	4,932.50	P202000001	11-213-100-106-000-001
		RC Aides MVS	2,422.25	P202000001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202000001	11-215-100-101-000-002
		PSD Aide Salary	1,103.75	P202000001	11-215-100-106-000-002
		Health Salaries ATS	3,268.55	P202000001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202000001	11-000-213-100-000-002
		Health Salaries MVS	0.00	P202000001	11-000-213-100-000-002
		Speech Sal ATS	1,876.27	P202000001	11-000-216-100-000-001
		Speech Sal MVS	1,876.28	P202000001	11-000-216-100-000-002
		Pers Aid Therapy Serv Supplies	4,712.50	P202000001	11-000-217-106-000-001
		Pers Aide Sal MVS	0.00	P202000001	11-000-217-106-000-002
		Pers Aide Sal MVS	3,138.75	P202000001	11-000-217-106-000-002
		Guidance Salary	2,232.26	P202000001	11-000-218-104-000-001
		Guidance Salary MVS	2,466.82	P202000001	11-000-218-104-000-002
		CST Prof Salaries ATS	1,820.77	P202000001	11-000-219-104-000-001
		CST Prof Salaries MVS	1,820.78	P202000001	11-000-219-104-000-002
		CST Secty Salary ATS	835.98	P202000001	11-000-219-105-000-001
		Imp of Inst Srvc Salary	140.00	P202000001	11-000-221-104-000-000
		Library Salaries ATS	1,716.03	P202000001	11-000-222-100-000-001
		Library Salaries MVS	1,716.02	P202000001	11-000-222-100-000-002
		School Princ Salary	4,609.25	P202000001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,911.96	P202000001	11-000-240-103-000-002
		School Secty Salary ATS	3,033.69	P202000001	11-000-240-105-000-001
		Sal of Secretary MVS	1,563.15	P202000001	11-000-240-105-000-002
		Business Office Salary	5,924.50	P202000001	11-000-251-100-000-000
		Plant Maint Salaries	2,609.50	P202000001	11-000-261-100-000-000
		Custodial Srvc Salaries ATS	1,547.00	P202000001	11-000-262-100-000-001
		Custodial Srvc Salaries ATS	2,942.46	P202000001	11-000-262-100-000-001
		PT Custidial Sal ATS	1,144.00	P202000001	11-000-262-100-004-001
		PT Custidial Sal ATS	3,326.61	P202000001	11-000-262-100-004-001
		PT Custidial Sal MVS	4,077.80	P202000001	11-000-262-100-004-002
		Grounds Salaries ATS	1,960.75	P202000001	11-000-263-100-000-001
		Transportation Administration	2,137.00	P202000001	11-000-270-105-000-000
		Trans Sal Pupil Home to School	7,952.94	P202000001	11-000-270-160-000-000
		Trans Sal Pupil Spec Ed	2,510.91	P202000001	11-000-270-161-000-000
		Trans Sal - Pupil Other	2,430.22	P202000001	11-000-270-162-000-000
		FICA	5,398.25	P202000002	11-000-291-220-000-000
		DCRP Employer contributions	174.34	P202000002	11-000-291-249-000-000
		Personal Services - Salaries	1,315.40	P202000001	20-231-100-100-000-000
		Salaries - Oper. Mgr. Grant	2,500.00	P202000001	60-990-320-181-100-000
		Salaries-Custodial Non-Grant	1,389.00	P202000001	60-990-320-183-200-000
		Salaries-Custodial Non-Grant	264.20	P202000001	60-990-320-183-200-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
Total Check Amount:			224,147.21		
30548	9/16/19	WARREN CO SPEC SVCS SC D 70% Shared services	52,500.00	P202000010	11-000-230-320-001-000
N0817	9/16/19	NJ HEALTH BEN FUND Health Benefits for retiree	302.22	P202000081	11-000-291-270-000-000
N0818	9/16/19	Jersey Mail Systems, LLC postage for meter	250.00	P202000247	11-000-230-530-000-000
N0819	9/16/19	Depository Trust Co./JP Morgan Chase/BAN Bond Interest due	161,400.00	P202000008	40-701-510-834-000-000
30550	9/18/19	American Outlets, Inc. Master Lock 1525 Comb w/key	157.45	P202000143	11-000-262-610-000-000
30551	9/18/19	Accurate Tank Testing LLC inspection of auto tank gauge	275.00	P202000254	11-000-261-420-002-000
30552	9/18/19	American Coachwerks, LLC Bus #15 #11 #13 Bus #1 Bus #3 Bus gvan Bus #10 Bus #21 Bus #20 Bus #1 Bus #14	325.95 273.02 214.97 216.00 1,842.90 443.13 1,047.87 574.45 570.47	P201900615 P201900615 P201900615 P201900615 P201900615 P201900615 P201900615 P201900615 P201900615	11-000-270-420-000-000 11-000-270-420-000-000 11-000-270-420-000-000 11-000-270-420-000-000 11-000-270-420-000-000 11-000-270-420-000-000 11-000-270-420-000-000 11-000-270-420-000-000 11-000-270-420-000-000
Total Check Amount:			5,508.76		
30553	9/18/19	Atlantic, Tomorrows Office copiers and supplies	2,198.17	P202000222	11-190-100-500-000-000
30554	9/18/19	Abcode Security, Inc. Burg alarm security & serv Burg alarm security & serv Burg alarm sys	885.00 593.00 800.00	P202000074 P202000074 P202000074	12-000-400-710-000-000 12-000-400-710-000-000 12-000-400-710-000-000
Total Check Amount:			2,278.00		
30555	9/18/19	Busch Law Group, LLC Legal Services #14891	2,320.00	P202000070	11-000-230-331-000-000
30556	9/18/19	BLUE RIDGE LUMBER building supplies etc building supplies etc building supplies etc building supplies etc building supplies etc	134.21 123.60 274.53 77.64 857.00	P202000245 P202000245 P202000245 P202000245 P202000245	11-000-263-600-000-000 11-000-263-600-000-000 11-000-263-600-000-000 11-000-263-600-000-000 11-000-263-600-000-000
Total Check Amount:			1,466.98		

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
30557	9/18/19	Brown, Michael			
		maintenance supplies	218.54	P202000095	11-000-261-610-000-000
		maintenance supplies	26.29	P202000095	11-000-261-610-000-000
		maintenance supplies	69.11	P202000095	11-000-261-610-000-000
		Total Check Amount:	313.94		
30558	9/18/19	Cintas			
		Cust serv - paper goods etc	833.41	P202000244	11-000-262-300-000-000
		Cust serv - paper goods etc	1,704.67	P202000244	11-000-262-300-000-000
		Total Check Amount:	2,538.08		
30559	9/18/19	CPI			
		NCI 4 day classroom instructor cert	3,249.00	P202000163	11-000-223-500-000-000
30560	9/18/19	Coyne Enterprises, Inc.			
		Jazz concert 8-25-19	155.00	P202000210	60-990-320-337-000-000
30561	9/18/19	Second Step			
		Second Step k-5 toolkit & supplies	2,774.00	P202000062	20-280-100-600-000-000
30562	9/18/19	DELTA DENTAL			
		Employee Dental Insurance	4,774.08	P202000069	11-000-291-270-000-000
		Employee Dental Insurance	128.60	P202000069	11-000-291-270-000-000
		Total Check Amount:	4,902.68		
30563	9/18/19	Distinctive Promotions			
		Service pins	197.30	P202000193	11-000-230-610-000-000
30564	9/18/19	Eurofins QC, Inc.			
		Treatment plant testings	151.35	P202000088	11-000-262-300-000-000
		Treatment plant testings	151.35	P202000088	11-000-262-300-000-000
		Total Check Amount:	302.70		
30565	9/18/19	EZ Dock			
		Dock for Boating Area	6,745.00	P202000089	60-990-320-610-400-000
30566	9/18/19	Fibar Systems			
		Bulk wood fibre	1,094.00	P202000180	11-000-262-610-000-000
30567	9/18/19	Fuller Paper Company			
		cleaning supplies, paper products etc.	91.58	P202000184	11-000-262-610-000-000
		cleaning supplies, paper products etc.	573.69	P202000184	11-000-262-610-000-000
		Total Check Amount:	665.27		
30568	9/18/19	GMCJSCA			
		19-20 Membership & event	175.00	P202000185	11-402-100-500-000-000
		19-20 cross country grade	140.00	P202000185	11-402-100-500-000-000
		Total Check Amount:	315.00		

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
30569	9/18/19	Gramon Family of Schools OOD HS Tuition 0204080819	8,105.79	P202000160	11-000-100-566-000-000
30570	9/18/19	Stefankiewicz, Gretchen summer eval & meetings	565.00	P202000236	11-000-219-320-000-000
30571	9/18/19	Home Towne Hardware, LLC plumbing supplies	99.86	P202000094	11-000-262-610-000-000
30572	9/18/19	Houghton Mifflin Harcourt 3 - science dimensions equipment kit	569.78	P202000199	11-190-100-610-000-000
		Social studies	585.90	P202000022	11-190-100-640-000-000
		Social studies	210.30	P202000022	11-190-100-640-000-000
		Social studies	812.70	P202000022	11-190-100-640-000-000
Total Check Amount:			2,178.68		
30573	9/18/19	HOBBIE HEAT & POWER INC. plumbing services	300.51	P202000252	11-000-261-420-001-000
30574	9/18/19	HWASBO membership fee	195.00	P202000258	11-000-230-890-000-000
30575	9/18/19	IGS Solar Solar electrical	4,230.98	P202000071	11-000-262-622-100-001
		Solar electrical	4,072.03	P202000071	11-000-262-622-100-001
Total Check Amount:			8,303.01		
30576	9/18/19	IXL Learning Learning Library	149.00	P202000206	11-190-100-500-000-000
30578	9/18/19	Jersey Central Power & Light Electric ATS	6.20	P202000017	11-000-262-622-000-001
		Electric ATS	1,008.80	P202000017	11-000-262-622-000-001
		Electric ATS	6.20	P202000017	11-000-262-622-000-001
		Electric ATS	37.80	P202000017	11-000-262-622-000-001
		Electric MVS	108.44	P202000017	11-000-262-622-000-002
		Electric MVS	5,105.66	P202000017	11-000-262-622-000-002
		Electric RH	738.46	P202000017	11-000-262-622-000-002
		Electric MVS	4,196.58	P202000017	11-000-262-622-000-002
Total Check Amount:			11,208.14		
30579	9/18/19	JDM Group Tech services	4,216.67	P202000014	11-190-100-340-000-000

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30580	9/18/19	Kurtz Bros.			
		Stem supplies	201.15	P202000122	11-190-100-610-000-000
		1st grade supplies	757.30	P202000113	11-190-100-610-000-000
		Middle school supplies	287.66	P202000114	11-190-100-610-000-000
		5/6 class supplies	299.27	P202000115	11-190-100-610-000-000
		Middle school supplies	255.28	P202000116	11-190-100-610-000-000
		RC class supplies	300.66	P202000117	11-190-100-610-000-000
		RC supplies	150.80	P202000112	11-213-100-610-000-000
		PSD supplies	150.49	P202000111	11-215-100-610-000-002
		Total Check Amount:	2,402.61		
30581	9/18/19	Cablevision Lightpath Inc.			
		optimum online	5,092.79	P202000055	11-000-230-530-000-000
30582	9/18/19	Lightcap, Paula			
		CST Meeting LD Teacher Consult	60.00	P202000165	11-000-219-320-000-000
30583	9/18/19	Learning A-Z			
		Raz-Plus	1,759.50	P202000203	11-190-100-890-000-000
30584	9/18/19	LICON LIGHTING CORP			
		lighting supplies	156.00	P202000150	11-000-262-610-000-000
		lighting supplies	13.00	P202000150	11-000-262-610-000-000
		Total Check Amount:	169.00		
30585	9/18/19	Mayberry Sales & Services, Inc.			
		mower parts tune ups etc	391.23	P202000023	11-000-263-600-000-000
30586	9/18/19	Medco Supply Company			
		MVS - Health supplies	4.96	P202000153	11-000-213-600-000-000
		MVS - Health supplies	38.26	P202000153	11-000-213-600-000-000
		MVS - Health supplies	8.42	P202000153	11-000-213-600-000-000
		Total Check Amount:	51.64		
30587	9/18/19	Medco Supply Company			
		ATS - Health supplies	18.29	P202000155	11-000-213-600-000-000
		ATS - Health supplies	150.04	P202000155	11-000-213-600-000-000
		ATS - Health supplies	10.38	P202000155	11-000-213-600-000-000
		ATS - Health supplies	170.43	P202000155	11-000-213-600-000-000
		ATS - Health supplies	20.89	P202000155	11-000-213-600-000-000
		Total Check Amount:	370.03		
30588	9/18/19	McGraw-Hill Education			
		2/3/4 Wonderworks	137.58	P202000137	11-190-100-610-000-000
		2/3/4 Wonderworks	164.70	P202000137	11-190-100-610-000-000
		Total Check Amount:	302.28		
30589	9/18/19	Municipal Capital Corp.			
		copiers lease/purchase	1,757.00	P202000063	11-190-100-340-000-000

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30590	9/18/19	New Jersey Schools Insurance Group Workers comp ins.	5,182.58	P202000009	11-000-291-260-000-000
30591	9/18/19	NJASA NJ Consortium for Excellence & Equity 19/20 m	7,500.00	P202000249	11-000-230-890-000-000
30592	9/18/19	NJSBA L.Strutin - Seminar	149.00	P202000207	11-000-230-890-000-000
30593	9/18/19	NJPSA HIB & Changing Legal Landscape	40.00	P202000181	11-000-230-890-000-000
30594	9/18/19	PAINTPOURRI paint & supplies	164.95	P202000243	11-000-262-610-000-000
30595	9/18/19	Pan Metro Services Boiler Rm Cert	225.00	P202000239	11-000-262-300-000-000
30596	9/18/19	Phonak Roger Touchscreen Mic	914.99	P202000179	11-000-219-600-000-000
30597	9/18/19	Phoenix Advisors, LLC Disclosure agent servcies	850.00	P202000257	11-000-230-339-000-000
30598	9/18/19	QUILL CORPORATION toner	189.69	P202000175	11-000-230-610-000-000
30599	9/18/19	R&L DataCenters, Inc. Payroll services	1,362.00	P202000097	11-000-230-339-000-000
30600	9/18/19	RK Environmental RTK & Hazardous labeling	716.80	P202000238	11-000-262-300-000-000
30601	9/18/19	ReadyRefresh by Nestle Drinking water	98.00	P202000051	60-990-320-890-200-000
30602	9/18/19	Renaissance Learning, Inc. Star Math Star Reading etc	2,245.50	P202000021	11-190-100-340-000-000
		Star Math Star Reading etc	1,250.00	P202000021	11-190-100-340-000-000
		Star Math Star Reading etc	5,394.50	P202000021	11-190-100-340-000-000
Total Check Amount:			8,890.00		
30603	9/18/19	SCHOOL SPECIALTY Wordly Wise 3000 workbooks 5/6/7/8	2,146.37	P202000141	11-190-100-610-000-000
30604	9/18/19	Sadlier - Oxford, Inc. Phonics - Grammar	3,254.17	P202000144	11-190-100-610-000-000
30605	9/18/19	Sussex-Warren Association Dir. of Special Servi CST Association dues 19-20	200.00	P202000161	11-000-219-890-000-000

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30606	9/18/19	Shaeffer, Stephanie Auditory-Verbal Therapist 2019006esy	465.00	P202000242	11-000-219-320-000-000
30607	9/18/19	Scientific Learning Fast Forward 15	3,780.00	P202000202	11-190-100-610-000-000
30608	9/18/19	SCHOOL HEALTH SUPPLY ATS - Health Supplies	172.14	P202000156	11-000-213-600-000-000
		MVS - Health supplies	114.17	P202000154	11-000-213-600-000-000
		Total Check Amount:	286.31		
30609	9/18/19	Shred-it USA Shredding services	135.44	P202000058	11-000-262-420-000-000
30610	9/18/19	Sussex County Regional Cooperative ESY Trans HS2419	2,624.00	P202000256	11-000-270-518-000-000
		Gramon school trans HS	6,832.80	P202000250	11-000-270-518-000-000
		Total Check Amount:	9,456.80		
30611	9/18/19	Staples Advantage office supplies	535.75	P202000030	11-000-230-610-000-000
30612	9/18/19	Kurtz Bros. 2 - classroom supplies	327.09	P202000166	11-190-100-610-000-000
		RC class supplies	155.43	P202000125	11-190-100-610-000-000
		3 class supplies	374.59	P202000124	11-190-100-610-000-000
		Middle school supplies	291.14	P202000123	11-190-100-610-000-000
		4/5 class supplies	67.01	P202000121	11-190-100-610-000-000
		Middles school supplies	296.26	P202000120	11-190-100-610-000-000
		4 - class supplies	290.89	P202000119	11-190-100-610-000-000
		PE supplies	252.00	P202000118	11-190-100-610-000-000
		magnetic whiteboard	326.25	P202000191	11-190-100-610-000-000
		Total Check Amount:	2,380.66		
30613	9/18/19	Tickner's Inc. lawn - animal supplies	29.98	P202000052	11-000-262-610-000-000
30614	9/18/19	Teacher Created Resources 3 - Reading/Lang/Writing	66.96	P202000142	11-190-100-610-000-000
30615	9/18/19	Trainello, Donna Workshop for Principals	150.00	P202000208	11-000-230-890-000-000
		DEF Fuel for buses	130.00	P202000208	11-000-270-600-000-000
		Constant contact serv RH	546.00	P202000208	60-990-320-340-000-000
		Total Check Amount:	826.00		
30616	9/18/19	UNUM LIFE INS CO. Disability Ins	2,129.95	P202000221	11-000-291-270-000-000
30618	9/18/19	United Site Services Temp restrooms	254.54	P202000164	11-000-261-420-001-000



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30619	9/18/19	VIKING TERMITE & PEST			
		Pest control	47.61	P202000045	11-000-262-420-000-000
		Pest control	249.85	P202000045	11-000-262-420-000-000
		Pest control	228.22	P202000045	11-000-262-420-000-000
		Total Check Amount:	525.68		
30620	9/18/19	Warren County Association of School Administ Assoc dues	175.00	P202000255	11-000-230-890-000-000
30621	9/18/19	WIRE'S ELEC SHOP INC electrical services	1,622.21	P202000090	11-000-261-420-001-000
30622	9/18/19	Washinton Twsp Board of Education tables & chairs	1,080.00	P202000159	11-190-100-890-000-000
30623	9/18/19	WARREN CO SPEC SVCS SC D			
		Spec ed summer	2,051.35	P202000011	11-000-270-514-000-000
		Spec Ed transportation 19-20	8,385.05	P202000011	11-000-270-518-000-000
		Total Check Amount:	10,436.40		
30624	9/18/19	WARREN CO SPEC SVCS SC D 3 point seat belts hack	291.11	P202000237	11-000-270-600-000-000
30625	9/18/19	WageWorks, Inc. cobra	57.00	P202000240	11-000-291-270-000-000
30626	9/18/19	WRNJ			
		Commercials etc	500.00	P202000075	60-990-320-530-000-000
		Commercials etc	500.00	P202000075	60-990-320-530-000-000
		Total Check Amount:	1,000.00		
30627	9/18/19	WILLOWGLEN ACADEMY INC			
		OOD Tuition HS #2419	7,125.16	P202000151	11-000-100-566-000-000
		OOD Tuition HS #2419	8,143.04	P202000151	11-000-100-566-000-000
		OOD Tuition HS Sept	7,634.10	P202000151	11-000-100-566-000-000
		Total Check Amount:	22,902.30		
30628	9/18/19	Yudichak, Kenneth Treatment Plant Serv inv626	700.00	P202000082	11-000-262-300-000-000
30629	9/18/19	Zonar Systems			
		Home base service	315.00	P202000182	11-000-270-600-000-000
		Home base service	315.00	P202000182	11-000-270-600-000-000
		Total Check Amount:	630.00		
30630	9/18/19	Rymon, Karen OT Services	1,551.25	P202000126	20-250-200-300-000-000

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30631	9/18/19	Kurtz Bros.			
		4 - classroom supplies	283.33	P202000172	11-190-100-610-000-000
		YMCA - class supplies	225.92	P202000173	11-190-100-610-000-000
		Math classroom supplies	286.15	P202000171	11-190-100-610-000-000
		class supplies	183.54	P202000170	11-190-100-610-000-000
		3 - classroom supplies	300.08	P202000169	11-190-100-610-000-000
		Reading spec	304.29	P202000168	11-190-100-610-000-000
		PE - class supplies	299.45	P202000167	11-190-100-610-000-000
		PE - class supplies	2.04	P202000167	11-190-100-610-000-000
		K - supplies	600.67	P202000260	11-190-100-610-000-000
Total Check Amount:			<u>2,485.47</u>		
30632	9/18/19	WARREN CO SPEC SVCS SC D			
		HILLS House	4,400.00	P202000263	11-212-100-300-000-000
30633	9/18/19	CDW Government			
		belkin notebook sleeves	645.50	P202000233	11-190-100-610-000-000
30634	9/18/19	Phonak			
		cleaning	50.00	P202000179	11-000-219-600-000-000
		Renew warranty	675.00	P202000179	11-000-219-600-000-000
Total Check Amount:			<u>725.00</u>		
30635	9/19/19	Bollinger Specialty Group			
		Student Accident Ins	3,590.00	P202000269	11-000-230-590-000-000
30636	9/19/19	Duke's Landscape Management, Inc.			
		Mowing, treaments etc	1,278.75	P202000130	11-000-263-300-000-000
30637	9/19/19	Trumpore Plumbing & Heating Inc.			
		pump repair at MVS	390.00	P202000265	12-000-400-710-000-000
30638	9/19/19	United Site Services			
		Temp restrooms	1,824.00	P202000164	11-000-261-420-001-000
30639	9/19/19	Coughlin Duffy LLP			
		renewal of trademark RH	825.00	P202000272	60-990-320-331-000-000

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30640	9/20/19	SYNCB/AMAZON			
		class supplies stem	65.94	P202000054	11-190-100-610-000-000
		class supplies stem	98.31	P202000054	11-190-100-610-000-000
		class supplies stem	44.26	P202000054	11-190-100-610-000-000
		class supplies stem	158.37	P202000054	11-190-100-610-000-000
		3 - class supplies	70.72	P202000067	11-190-100-610-000-000
		3 - class supplies	47.84	P202000067	11-190-100-610-000-000
		class supplies	14.73	P202000054	11-190-100-610-000-000
		MD - classroom supplies	79.04	P202000065	11-212-100-610-000-000
		MD - classroom supplies	45.13	P202000065	11-212-100-610-000-000
		MD - class supplies	146.18	P202000066	11-212-100-610-000-000
		MD - class supplies	106.42	P202000066	11-212-100-610-000-000
		MD - class supplies	3.94	P202000066	11-212-100-610-000-000
		supplies floor savers	1,710.72	P202000246	11-000-262-610-000-000
		Waterproff floating 2way radios	247.19	P202000246	11-000-262-610-000-000
		supplies megaphone speaker alarm siren	389.78	P202000246	11-000-262-610-000-000
		dock anchor rope	71.39	P202000054	11-000-262-610-000-000
		floor coverings	44.98	P202000054	11-000-262-610-000-000
Total Check Amount:			3,344.94		
30577	9/27/19	WARREN CO SPEC SVCS SC D			
		Spec Ed transportation 19-20	12,723.91	P202000011	11-000-270-518-000-000

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N0930	9/27/19	PAYROLL			
		STATE A/R	10,007.27	10 - 141	STATE A/R
		Pre K/Kindergarten Sals	9,258.02	P202000001	11-110-100-101-000-002
		Grades 3-5 Teacher Sals	33,933.56	P202000001	11-120-100-101-000-001
		Grades 1-2 - Teachers Sals	25,127.26	P202000001	11-120-100-101-000-002
		Permanent Substitute Salary	933.75	P202000001	11-125-100-104-000-001
		Grades 6-8 Teacher Sals	30,046.11	P202000001	11-130-100-101-000-001
		Substitutes Salary	421.00	P202000001	11-190-100-104-000-000
		MH Dis Teach Sal ATS	2,414.80	P202000001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,461.05	P202000001	11-212-100-101-000-002
		Resource Center Sal ATS	5,979.60	P202000001	11-213-100-101-000-001
		Resource Center Sal MV	1,292.02	P202000001	11-213-100-101-000-002
		RC Aide ATS	4,932.50	P202000001	11-213-100-106-000-001
		RC Aides MVS	2,943.36	P202000001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202000001	11-215-100-101-000-002
		PSD Aide Salary	1,103.75	P202000001	11-215-100-106-000-002
		Co-Curric Salary	1,015.00	P202000001	11-401-100-100-000-000
		Health Salaries ATS	3,268.55	P202000001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202000001	11-000-213-100-000-002
		Speech Sal ATS	1,876.27	P202000001	11-000-216-100-000-001
		Speech Sal MVS	1,876.28	P202000001	11-000-216-100-000-002
		Pers Aid Therapy Serv Supplies	4,502.50	P202000001	11-000-217-106-000-001
		Pers Aide Sal MVS	3,138.75	P202000001	11-000-217-106-000-002
		Guidance Salary	2,232.26	P202000001	11-000-218-104-000-001
		Guidance Salary MVS	2,552.93	P202000001	11-000-218-104-000-002
		CST Prof Salaries ATS	1,820.77	P202000001	11-000-219-104-000-001
		CST Prof Salaries MVS	1,820.78	P202000001	11-000-219-104-000-002
		CST Summer Sal	2,525.00	P202000001	11-000-219-104-003-002
		CST Secty Salary ATS	835.98	P202000001	11-000-219-105-000-001
		Library Salaries ATS	1,716.03	P202000001	11-000-222-100-000-001
		Library Salaries MVS	1,716.02	P202000001	11-000-222-100-000-002
		School Princ Salary	4,609.25	P202000001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,911.96	P202000001	11-000-240-103-000-002
		School Secty Salary ATS	3,658.69	P202000001	11-000-240-105-000-001
		Sal of Secretary MVS	1,563.15	P202000001	11-000-240-105-000-002
		Business Office Salary	5,924.50	P202000001	11-000-251-100-000-000
		Plant Maint Salaries	2,609.50	P202000001	11-000-261-100-000-000
		Custodial Srvc Salaries ATS	2,942.46	P202000001	11-000-262-100-000-001
		Custodial Srvc Salaries ATS	1,547.00	P202000001	11-000-262-100-000-001
		Custodial Srvc Sal MVS	86.25	P202000001	11-000-262-100-000-002
		PT Custodial Sal ATS	2,345.80	P202000001	11-000-262-100-004-001
		PT Custodial Sal MVS	2,613.43	P202000001	11-000-262-100-004-002
		Grounds Salaries MVS	240.02	P202000001	11-000-263-100-000-002
		Grounds Salaries MVS	1,538.50	P202000001	11-000-263-100-000-002
		Transportation Administration	2,137.00	P202000001	11-000-270-105-000-000
		Trans Sal Pupil Home to School	7,278.84	P202000001	11-000-270-160-000-000
		Trans Sal Pupil Spec Ed	2,510.91	P202000001	11-000-270-161-000-000
		Trans Sal - Pupil Other	2,076.38	P202000001	11-000-270-162-000-000
		PERS FICA	312.80	P202000002	11-000-291-220-000-000
		PERS FICA	5,055.48	P202000002	11-000-291-220-000-000
		DCRP Employer Contribution	105.91	P202000002	11-000-291-249-000-000
		Employee Benefits	10.95	P202000001	11-000-291-290-000-000
		Employee Benefits	26.14	P202000001	11-000-291-290-000-000
		Personal Services - Salaries	1,315.40	P202000001	20-231-100-100-000-000
		Salaries-Oper. Mgr. Non-Grant	2,500.00	P202000001	60-990-320-181-200-000
		Salaries-Office&Cler Non-Grant	2,634.62	P202000001	60-990-320-182-200-000
		Salaries-Custodial Non-Grant	264.20	P202000001	60-990-320-183-200-000

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Total Check Amount:			223,686.64		
N1017	9/30/19	Jersey Mail Systems, LLC			
		postage for meter	250.00	P202000247	11-000-230-530-000-000
		postage for meter	250.00	P202000247	11-000-230-530-000-000
Total Check Amount:			500.00		
N1018	9/30/19	First Data Global Leasing - Transfirst			
		CC on-site scanner rental (34.98/mo + 10.20 ann	34.98	P202000190	60-990-320-891-100-000
N1019	9/30/19	Tix, Inc			
		CC processing charges	30.00	P202000188	60-990-320-892-200-000
		CC processing charges	25.50	P202000188	60-990-320-892-200-000
		CC processing charges	42.00	P202000188	60-990-320-892-200-000
		CC processing charges	30.00	P202000188	60-990-320-892-200-000
Total Check Amount:			127.50		
N1020	9/30/19	Transfirst			
		CC processing charges	120.05	P202000189	60-990-320-891-100-000
N1022	9/30/19	ALLAMUCHY CAFETERIA ACCT			
		Transfer P2P overpay to cafeteria acct	3.00	10 - 402	INTFUND ACT PAY
The Grand Total of all Checks from Fund 10 is:			24,077.07		
The Grand Total of all Checks from Fund 11 is:			779,411.61		
The Grand Total of all Checks from Fund 12 is:			2,668.00		
The Grand Total of all Checks from Fund 20 is:			6,956.05		
The Grand Total of all Checks from Fund 40 is:			161,400.00		
The Grand Total of all Checks from Fund 60 is:			26,653.60		
<b>The Grand total of all checks for this period is:</b>			<b>1,001,166.33</b>		

We the undersigned board members certify that we have approved the expenditures represented by the above list of checks.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Allamuchy Board of Education 2019 - 2020 Cash Receipts Report for all Funds  
From 9/1/2019 to 9/30/2019

<u>Date</u>	<u>Dep Num</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comments</u>
09/01/19	20200901	60-1710-104-000	Admis-Grant Funct.	76.00		7/4
	20200901	60-1920-000-000	Private Contribs & Do	36.00		7/4
	20200901	60-1710-103-101	Jazz Concert Admissi	75.00		tickets - cash
	20200901	60-1632-000-000	Gift Shop Sales	50.00		misc
		The total of Deposit Number 20200901 is:		237.00		
09/04/19	20200904	60-1632-000-000	Gift Shop Sales	2.00		postcards (x2)
	20200904	60-1910-000-105	Allamuchy Country F	2,500.00		Johnson Dodge
	20200904	60-1910-000-105	Allamuchy Country F	500.00		Village Family Chiropractic
	20200904	60-102	Cash on Hand	600.00		balance for 8/3 event (Chemi)
	20200904	60-102	Cash on Hand	150.00	Harrison, Jessica	deposit - 10/20/19 party
		The total of Deposit Number 20200904 is:		3,752.00		
09/06/19	20200906	10-121	TAX LEVY RECVB	756,256.00	Township of Allamuchy	Aug tax levy
	20200906	10-121	TAX LEVY RECVB	756,257.00	Township of Allamuchy	Sep tax levy
	20200906	40-121	TAX LEVY RECVB	161,400.00	Township of Allamuchy	Sep tax levy - debt service
	20200906	60-1910-000-105	Allamuchy Country F	2,000.00	Township of Allamuchy	donation
	20200906	60-1920-100-000	Donations for Firewor	2,000.00	Township of Allamuchy	donations
		The total of Deposit Number 20200906 is:		1,677,913.00		
09/10/19	20200910	60-1710-104-000	Admis-Grant Funct.	320.00		bus tour
09/11/19	20200911	10-499	OTHER CURR LIAB	4,059.33	Atlantic, Tomorrows Office	Voiding prior year check 30334
09/15/19	20200915	60-1710-102-000	Admis Grant Fuct.-M	50.00		8/21, 8/28, 9/4 hours
	20200915	60-1920-000-000	Private Contribs & Do	22.00		donation for lecture
	20200915	60-1910-000-105	Allamuchy Country F	140.00		wristbands - day of
		The total of Deposit Number 20200915 is:		212.00		
09/16/19	20200916	10-1500-000-000	Miscellaneous Revenu	157.50		book fines
	20200916	10-1500-000-000	Miscellaneous Revenu	75.93		book fines
	20200916	60-1920-100-000	Donations for Firewor	150.00	Chef's	
	20200916	60-1910-000-105	Allamuchy Country F	600.00		food vendor - Carachilo
	20200916	60-1910-000-105	Allamuchy Country F	250.00		food vendor - Ralph Elpin
	20200916	60-1910-000-105	Allamuchy Country F	300.00		food vendor - Chefs
		The total of Deposit Number 20200916 is:		1,533.43		
09/17/19	20200917	10-1500-000-000	Miscellaneous Revenu	50.00		chromebook insurance
	20200917	60-1910-000-105	Allamuchy Country F	40.00		wristband
		The total of Deposit Number 20200917 is:		90.00		
09/19/19	20200919	10-1500-000-000	Miscellaneous Revenu	275.00		chromebook insurance - cash
	20200919	10-1500-000-000	Miscellaneous Revenu	2,148.00		chrombook insurance (s/b \$2,150)
		The total of Deposit Number 20200919 is:		2,423.00		

Allamuchy Board of Education 2019 - 2020 Cash Receipts Report for all Funds  
From 9/1/2019 to 9/30/2019

<u>Date</u>	<u>Dep Num</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comments</u>
09/20/19	20200920	60-1710-102-000	Admis Grant Fuct.-M	30.00		9/7, 9/18
	20200920	60-1910-000-105	Allamuchy Country F	2,157.00		revenue from rides
	20200920	60-1910-000-105	Allamuchy Country F	600.00		food vendor - Carachilo
	20200920	60-1910-000-105	Allamuchy Country F	250.00		donations - C.Alegria
	20200920	60-1910-000-105	Allamuchy Country F	50.00		dunk tank
	20200920	60-1910-000-105	Allamuchy Country F	80.00		dunk tank
	20200920	60-1910-000-105	Allamuchy Country F	300.00		food vendor - sweet concessions
	20200920	60-1910-000-105	Allamuchy Country F	3,250.00		donation for concert - Anviro
	20200920	60-1910-000-105	Allamuchy Country F	250.00		David's Country Inn
	20200920	60-1910-000-105	Allamuchy Country F	250.00		Scala Mamorial Home
	20200920	60-1910-000-105	Allamuchy Country F	0.00		Income from rides
	20200920	60-102	Cash on Hand	490.00		rental balance
	The total of Deposit Number 20200920 is:			7,707.00		
09/26/19	20200926	10-1730-000-000	Stud. Org. Memb. Due	550.00		Pay to play (band) - checks
	20200926	10-1730-000-000	Stud. Org. Memb. Due	25.00		Pay to play (band) - cash
	20200926	10-1730-000-000	Stud. Org. Memb. Due	1,150.00		Pay to pay (chorus) - checks
	20200926	10-1730-000-000	Stud. Org. Memb. Due	425.00		Pay to play (chorus) - cash
	20200926	10-1730-000-000	Stud. Org. Memb. Due	375.00		Chromebook insurance - checks
	20200926	10-1730-000-000	Stud. Org. Memb. Due	100.00		Chromebook insurance - cash
	20200926	10-1730-000-000	Stud. Org. Memb. Due	300.00		Pay to play (XC) - checks
	20200926	10-1730-000-000	Stud. Org. Memb. Due	75.00		Pay to play (XC) - cash
	20200926	10-102	Cash on Hand	175.00	Pulver, Danielle	tuition
	20200926	10-102	Cash on Hand	4,404.42	Midland School	16-17 tuition adj
	20200926	10-102	Cash on Hand	1,000.00	Mullins-Montane, Kerry	tuition
	20200926	10-102	Cash on Hand	175.00	Pulver, Danielle	tuition
	20200926	11-000-291-270-000-000	Employee Health Be	126.06	WageWorks	reimb
	The total of Deposit Number 20200926 is:			8,880.48		
09/27/19	20200927	10-1730-000-000	Stud. Org. Memb. Due	75.00		Chomebook insurance - checks
	20200927	10-102	Cash on Hand	670.00	Hall, Chris & Danielle	tuition
	The total of Deposit Number 20200927 is:			745.00		

Allamuchy Board of Education 2019 - 2020 Cash Receipts Report for all Funds  
From 9/1/2019 to 9/30/2019

<u>Date</u>	<u>Dep Num</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comments</u>
09/30/19	20200930	10-102	Cash on Hand	670.00	Hall, Chris & Danielle	tuition
09/30/19	20200991	60-1710-103-101	Jazz Concert Admissi	122.50		Transfirst - Sept
	20200991	60-1710-104-000	Admis-Grant Funct.	90.00		Transfirst - Sept
	20200991	60-1710-109-000	YOGA	20.00		Transfirst - Sept
	20200991	60-1710-208-100	Art Camp - School Ye	20.00		Transfirst - Sept
	20200991	60-1910-000-105	Allamuchy Country F	460.00		Transfirst - Sept
	20200991	60-102	Cash on Hand	2,210.00	Fernandez - Martinez	Wedding (10/5/19) balance
		The total of Deposit Number 20200991 is:		2,922.50		
09/30/19	20200992	60-1710-103-101	Jazz Concert Admissi	630.00		Tix - Sept
	20200992	60-1710-104-000	Admis-Grant Funct.	210.00		Tix - Sept
	20200992	60-1710-109-000	YOGA	235.00		Tix - Sept
	20200992	60-1710-208-100	Art Camp - School Ye	475.00		Tix - Sept
	20200992	60-1910-000-105	Allamuchy Country F	140.00		Tix - Sept
	20200992	60-1990-100-000	TIX Service Fees	120.00		Tix - Sept
	20200992	60-421	ACCTS PAYABLE	75.00	Rutherfurd Hall Foundation	Tix - Sept (Cornhole Tourney fees)
		The total of Deposit Number 20200992 is:		1,885.00		
09/30/19	20200993	10-1510-000-000	Interest From Investm	1,172.13		General account interest
	20200993	10-1510-000-000	Interest From Investm	34.37		other account interest
	20200993	10-1510-000-000	Interest From Investm	11.47		other account interest
		The total of Deposit Number 20200993 is:		1,217.97		
09/30/19	20200994	10-102	Cash on Hand	100.00	Ricci, Michelle	tuition from p/r
	20200994	10-102	Cash on Hand	100.00	Ricci, Michelle	tuition from p/r
	20200994	10-153	OTHER ACC RECB	7,288.38		EE healcare contributions - 9/15
	20200994	10-153	OTHER ACC RECB	7,288.38		EE healcare contributions - 9/30
		The total of Deposit Number 20200994 is:		14,776.76		
09/30/19	20200995	10-141	STATE A/R	33,012.00	STATE OF NJ	State aid payment 01
	20200995	10-141	STATE A/R	33,012.00	STATE OF NJ	State aid payment 02
	20200995	10-141	STATE A/R	959.36	STATE OF NJ	TPAF FICA - 8/31
	20200995	10-141	STATE A/R	10,007.27	STATE OF NJ	TPAF FICA - 9/15
	20200995	10-141	STATE A/R	53,303.00	STATE OF NJ	Extraordinary aid (18/19)
	20200995	11-000-230-530-000-000	Admin Commun/Tel	5,709.44	STATE OF NJ	erate rebate
	20200995	20-142	FEDERAL A/R	4,000.00	STATE OF NJ	REAP reimbursement
	20200995	40-141	STATE A/R	13,204.00	STATE OF NJ	State aid - debt service
		The total of Deposit Number 20200995 is:		153,207.07		
		Total Cash Receipts on 9/30/2019:		174,679.30		
The Total of Cash Receipts to Fund 10 is:				1,681,572.04		
The Total of Cash Receipts to Fund 20 is:				4,000.00		
The Total of Cash Receipts to Fund 40 is:				174,604.00		
The Total of Cash Receipts to Fund 60 is:				22,375.50		
Total of All Cash Receipts during this period:				1,882,551.54		



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[See POLICY ALERT No. 218]

## 1642 EARNED SICK LEAVE LAW

All persons holding any office, position, or employment in local school districts, regional school districts, or county vocational schools of the State who are steadily employed by the Board of Education or who are protected by tenure in their office, position, or employment under the provisions of N.J.S.A. 18A:30-2 or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes, shall be allowed sick leave with full pay for a minimum of ten school days in any school year in accordance with the provisions of N.J.S.A. 18A:30-2.

However, a Board of Education may determine some persons holding an office, position, or employment are not eligible for sick leave in accordance with N.J.S.A. 18A:30-2. These persons shall be covered under the provisions of the New Jersey Earned Sick Leave Law (Act), N.J.S.A. 34:11D-1 through 34:11D-11. Policy and Regulation 1642 outline the provisions of the Act for those persons the Board of Education determines are not eligible for sick leave in accordance with the provisions of N.J.S.A. 18A:30-2 or any rule or law of New Jersey other than the Act.

For the purposes of Policy and Regulation 1642, “employer” means a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

For the purposes of Policy and Regulation 1642, “employee” means an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

In accordance with the provisions of N.J.S.A. 34:11D-2, for every thirty hours worked, an employee eligible to accrue earned sick leave under the Act shall accrue one hour of earned sick leave commencing no later than October 29, 2018.



# POLICY GUIDE

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The employer [☒ will ☐ will not] provide an employee with the full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the provisions of N.J.S.A. 34:11D-2.a.

The employer [☐ will ☒ will not] permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.

Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning February 26, 2019 after the employee commences employment.

If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave

**Select one option below:**

☒ **Option 1** - beginning on the 120<sup>th</sup> calendar day after the employee commences employment.

**OR**

☐ **Option 2** - \_\_\_\_\_ days after employment commences, but no longer than 120 calendar days after employment commences.]

The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully-paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.

The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.



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The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the reasons outlined in N.J.S.A. 34:11D-3.a.

No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer's own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.

In accordance with N.J.S.A. 34:11D-5, failure of the employer to comply with the provisions of the Act shall be regarded as a failure to meet the wage payment requirements of the "New Jersey State Wage and Hour Law."

The employer shall retain records documenting hours worked and earned sick leave taken by employees covered under the Act in accordance with the provisions of N.J.S.A. 34:11D-6.

The employer shall provide notification, in a form issued by the Commissioner of Labor and Workforce Development, to employees of their rights under the Act; post the notification; and provide a copy of the notification to employees eligible to accrue earned sick leave under the Act in accordance with the provisions of N.J.S.A. 34:11D-7.

N.J.S.A. 34:11D-1 through 34:11D-11

Adopted:





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[See POLICY ALERT No. 218]

## R 1642 EARNED SICK LEAVE LAW

### A. Definitions Relative to Policy and Regulation 1642 and the New Jersey Earned Sick Leave Law (Act)

“Act” means the New Jersey Earned Sick Leave Law – N.J.S.A. 34:11D-1. through 34:11D-11.

“Benefit year” means the period of twelve consecutive months, July 1 through June 30, as established by an employer in which an employee shall accrue and use earned sick leave as provided pursuant to N.J.S.A. 34:11D-2, provided that once the starting date of the benefit year is established by the employer it shall not be changed unless the employer notifies the Commissioner of Labor and Workforce Development of the change in accordance with regulations promulgated pursuant to the Act. The Commissioner shall impose a benefit year on any employer the Commissioner determines is changing the benefit year at times or in ways that prevent the accrual or use of earned sick leave by an employee.

“Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.

“Child” means a biological, adopted, or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.

“Civil union” means a civil union as defined in N.J.S.A. 37:1-29.

“Commissioner” means the Commissioner of Labor and Workforce Development.

“Department” means the Department of Labor and Workforce Development.



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“Designated domestic violence agency” means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.

“Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19, and N.J.S.A. 17:29B-16.

“Domestic partner” means a domestic partner as defined in N.J.S.A. 26:8A-3.

“Employee” means, for the purposes of Policy and Regulation 1642, an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided with sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

“Employer” means, for the purposes of Policy and Regulation 1642, a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

“Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of an employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

“Health care professional” means any person licensed under Federal, State, or local law, or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional, including but not limited to doctors, nurses, and emergency room personnel.



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“Parent” means a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or of the employee’s spouse, domestic partner, or civil union partner, or a person who stood in loco parentis of the employee or the employee’s spouse, domestic partner, or civil union partner when the employee, spouse or partner was a minor child.

“Retaliatory personnel action” means denial of any right guaranteed under the Act and any threat, discharge, including a constructive discharge, suspension, demotion, unfavorable reassignment, refusal to promote, disciplinary action, sanction, reduction of work hours, reporting or threatening to report the actual or suspected immigrant status of an employee or the employee’s family, or any other adverse action against an employee.

“Sibling” means a biological, foster, or adopted sibling of an employee.

“Spouse” means a husband or wife.

## B. Provision of Earned Sick Leave – N.J.S.A. 34:11D-2

1. The employer shall provide earned sick leave in accordance with the Act for each employee working for the employer.
2. For every thirty hours worked, the employee shall accrue one hour of earned sick leave. The employer [☒ will ☐ will not] provide an employee their full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the Act.
3. The employer [☐ will ☒ will not] permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.
  - a. Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning on February 26, 2019 after the employee commences employment.



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- b. If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave

**Select one option below:**

☒ **Option 1** - beginning on the 120<sup>th</sup> calendar day after the employee commences employment.

**OR**

☐ **Option 2** - \_\_\_\_\_ days after employment commences, but no longer than 120 calendar days after employment commences.]

4. The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.
5. The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.
6. Upon the mutual consent of the employee and employer, an employee may voluntarily choose to work additional hours or shifts during the same or following pay period, in lieu of hours or shifts missed, but shall not be required to work additional hours or shifts or use accrued earned sick leave. The employer may not require, as a condition of an employee using earned sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned sick leave.





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7. If an employee is transferred to a separate division, entity, or location, but remains employed by the same employer, then the employee shall be entitled to all earned sick leave accrued at the prior division, entity, or location, and shall be entitled to use the accrued earned sick leave as provided in the Act.
8. If an employee is terminated, laid off, furloughed, or otherwise separated from employment with the employer, any unused accrued earned sick leave shall be reinstated upon the re-hiring or reinstatement of the employee to that employment, within six months of termination, being laid off or furloughed, or separation, and prior employment with the employer shall be counted towards meeting the eligibility requirements set forth in N.J.S.A. 34:11D-2.
9. The employer may choose the increments in which its employees may use earned sick leave, provided that the largest increment of earned sick leave an employee may be required to use for each shift for which earned sick leave is used shall be the number of hours the employee was scheduled to work during that shift.

## C. Permitted Usage of Earned Sick Leave – N.J.S.A. 34:11D-3

1. The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the following:
  - a. Time needed for diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
  - b. Time needed for the employee to aid or care for a family member of an employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
  - c. Absence necessary due to circumstances resulting from the employee, or a family member of an employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical attention needed to recover from



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physical or psychological injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;

- d. Time during which the employee is not able to work because of a closure of the employee's workplace, or the school or place of care of a child of an employee, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others; or
  - e. Time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.
2. If an employee's need to use earned sick leave is foreseeable, the employer [will ~~X~~ may] require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and shall make a reasonable effort to schedule the use of earned sick leave in a manner that does not unduly disrupt the operations of the employer. If the reason for the leave is not foreseeable, the employer will require an employee to give notice of the intention as soon as practicable, if the employer has notified the employee of this requirement.



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- a. The employer may prohibit employees from using foreseeable earned sick leave on certain dates provided reasonable notice of these dates is provided to employees and the employer will require reasonable documentation if sick leave that is not foreseeable is used during those dates.
- b. For earned sick leave of three or more consecutive days, the employer will require reasonable documentation that the leave is being taken for the purpose permitted under N.J.S.A. 34:11D-3.a. and C.1. above.
- c. If the leave is permitted under N.J.S.A. 34:11D-3.a.(1) and C.1.a. above or N.J.S.A. 34:11D-3.a.(2) and C.1.b. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, number of days of leave, shall be considered reasonable documentation.
- d. If the leave is permitted under N.J.S.A. 34:11D-3.a.(3) and C.1.c. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence: medical documentation; a law enforcement agency record or report; a court order; documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense; certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
- e. If the leave is permitted under N.J.S.A. 34:11D-3.a.(4) and C.1.d. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.



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- f. If the leave is permitted under N.J.S.A. 34:11D-3.a.(5) and C.1.e. above, tangible proof of the reasons outlined in N.J.S.A. 34:11D-3.a.(5) and C.1.e. above shall be considered reasonable documentation.
- 3. Nothing in the Act shall be deemed to require the employer to provide earned sick leave for an employee's leave for purposes other than those identified in N.J.S.A. 34:11D-3, or prohibit the employer from taking disciplinary action against an employee who uses earned sick leave for purposes other than those identified in N.J.S.A. 34:11D-3.

## Option – Must Select One Option Below

- 4. **[Option 1 - \_\_\_\_** The employer will not pay an employee for unused earned sick leave at the end of the benefit year pursuant to N.J.S.A. 34:11D-3.c.]  
**[Option 2 - ~~X~~** The employer will provide an offer to an employee for payment of unused earned sick leave in the final month of the employer's benefit year. The employee shall choose, no later than ten calendar days from the date of the employer's offer, whether to accept a payment or decline a payment. If the employee does not accept the employer's offer within ten calendar days from the date of the employer's offer, the employee is deemed to have declined the employer's offer.
  - a. If the employee agrees to receive a payment, the employee shall choose a payment for the full amount of unused earned sick leave or for fifty percent of the amount of unused earned sick leave. The payment amount shall be based on the same rate of pay that the employee earns at the time of the payment.
  - b. If the employee declines a payment for unused earned sick leave, or agrees to a payment for fifty percent of the amount of unused sick leave, the employee shall be entitled to carry forward any unused or unpaid earned sick leave to the proceeding benefit year as provided pursuant to N.J.S.A. 34:11D-2.a. and B.1., B.2., and B.3. above.



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- c. If the employee agrees to a payment for the full amount of unused earned sick leave, the employee shall not be entitled to carry forward any earned sick leave to the proceeding benefit year pursuant to N.J.S.A. 34:11D-2.a. and B.1, B.2., and B.3. above.]

**[Option – Required Only if the Employer Provides an Employee with their Full Complement of Earned Sick Leave for a Benefit Year is Selected in Option B.2. Above.]**

5. If the employer provides an employee with the full complement of earned sick leave for a benefit year on the first day of each benefit year as indicated in B.2. above, then the employer shall

**Must Select Option 1 Below if Option C.4. – Option 1 Above is Selected.**

**Must Select Option 2 Below if Option C.4. – Option 2 Above is Selected.**

**Option 1** - \_\_\_ permit the employee to carry forward any unused sick leave to the next benefit year.

**Option 2** - ☒ provide to the employee a payment for the full amount of unused earned sick leave in the final month of the employer's benefit year in accordance with C.4. above. The employer may pay the employee the full amount of unused earned sick leave in the final month of a benefit year pursuant to B.2. above and N.J.S.A. 34:11D-3 only if the employer forgoes, with respect to that employee, the accrual process for earned sick leave during the next benefit year.]

6. Unless the employer's policy or a collective bargaining agreement provides for the payment of accrued earned sick leave upon termination, resignation, retirement, or other separation from employment, an employee shall not be entitled under N.J.S.A. 34:11D-3 to payment of unused earned sick leave upon the separation from employment.



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7. Any information the employer possesses regarding the health of an employee or any family member of the employee or domestic or sexual violence affecting an employee or employee's family member shall be treated as confidential and not disclosed except to the affected employee or with the written permission of the affected employee.

## D. Retaliation, Discrimination Prohibited – N.J.S.A. 34:11D-4

1. No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer's own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.
  - a. The employer shall not count earned sick leave taken under the Act as an absence that may result in the employee being subject to discipline, discharge, demotion, suspension, a loss or reduction of pay, or any other adverse action.
2. There shall be a rebuttable presumption of an unlawful retaliatory personnel action under N.J.S.A. 34:11D-4 whenever the employer takes adverse action against an employee within ninety days of when that employee:
  - a. Files a complaint with the Department or a court alleging a violation of any provision of N.J.S.A. 34:11D-4;
  - b. Informs any person about the employer's alleged violation of N.J.S.A. 34:11D-4;
  - c. Cooperates with the Department or other persons in the investigation or prosecution of any alleged violation of N.J.S.A. 34:11D-4;
  - d. Opposes any policy, practice, or act that is unlawful under N.J.S.A. 34:11D-4; or
  - e. Informs any person of his or her rights under N.J.S.A. 34:11D-4.



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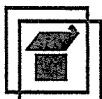
3. Protections of N.J.S.A. 34:11D-4 shall apply to any person who mistakenly but in good faith alleges violations of the Act.
4. Any violator of the provisions of N.J.S.A. 34:11D-4 shall be subject to relevant penalties and remedies provided by the "New Jersey State Wage and Hour Law," N.J.S.A. 34:11-56a et seq., including the penalties and remedies provided by N.J.S.A. 34:11-56a24, and relevant penalties and remedies provided by N.J.S.A. 2C:40A-2, for discharge or other discrimination.

## E. Violations; Remedies, Penalties, Other Measures – N.J.S.A. 34:11D-5

1. Any failure of the employer to make available or pay earned sick leave as required by the Act, or any other violation of the Act, shall be regarded as a failure to meet the wage payment requirements of the "New Jersey State Wage and Hour Law," N.J.S.A. 34:11-56a et seq., or other violation of the New Jersey State Wage and Hour Law, as the case may be, and remedies, penalties, and other measures provided by the New Jersey State Wage and Hour Law, N.J.S.A. 34:11-58, and N.J.S.A. 2C:40A-2 for failure to pay wages or other violations of the New Jersey State Wage and Hour Law shall be applicable, including, but not limited to, penalties provided pursuant to N.J.S.A. 34:11-56a22 and 34:11-56a24, and civil actions by employees pursuant to N.J.S.A. 34:11-56a25, except that an award to an employee in a civil act shall include, in addition to the amount provided pursuant to N.J.S.A. 34:11-56a25, any actual damages suffered by the employee as the result of the violation plus an equal amount of liquidated damages.

## F. Retention of Records, Access – N.J.S.A. 34:11D-6

1. The employer shall retain records documenting hours worked by employees and earned sick leave accrued/advanced, used, paid, and paid out and carried over by/to employees, for a period of five years, and shall, upon demand, allow the Department access to those records to monitor compliance with the requirements of the Act.



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- a. If an employee makes a claim the employer has failed to provide earned sick leave required by the Act and the employer has not maintained or retained adequate records documenting hours worked by the employee and earned sick leave taken by the employee or does not allow the Department access to the records, it shall be presumed the employer has failed to provide the earned sick leave, absent clear and convincing evidence otherwise.
2. In addition, the penalties provided by the “New Jersey State Wage and Hour Law,” N.J.S.A. 34:11-56a et seq. for violations of the requirements of the New Jersey State Wage and Hour Law regarding the maintaining and disclosure of records shall apply to violations of the requirements of N.J.S.A. 34:11D-6.

## G. Notification to Employees – N.J.S.A. 34:11D-7

1. The employer shall provide notification, in a form issued by the Commissioner, to employees of their rights under the Act, including the amount of earned sick leave to which they are entitled and the terms of its use and remedies provided by the Act to employees if the employer fails to provide the required benefits or retaliates against employees exercising their rights under the Act.
  - a. The employer shall conspicuously post the notification in a place or places accessible to all employees in each of the employer’s workplaces.
  - b. The employer shall also provide each employee with a written copy of the notification: not later than thirty days after the form of the notification is issued; at the time of the employee’s hiring, if the employee is hired after the issuance; and at any time, when first requested by the employee.
  - c. The Commissioner shall make the notifications available in English, Spanish, and any other language that the Commissioner determines is the first language of a





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significant number of workers in the State and the employer shall use the notification in English, Spanish, or any other language for which the Commissioner has provided notifications and which is the first language of a majority of the employer's workforce.

## H. Provisions Preemptive; Construction of Act – N.J.S.A. 34:11D-8

1. No provision of the Act, or any regulations promulgated to implement or enforce the Act, shall be construed as:
  - a. Requiring the employer to reduce, or justifying the employer in reducing, rights or benefits provided by the employer pursuant to the employer's policy or a collective bargaining agreement which are more favorable to employees than those required by the Act or which provide rights or benefits to employees not covered by the Act;
  - b. Preventing or prohibiting the employer from agreeing, through a collective bargaining agreement or employer policy, to provide rights or benefits which are more favorable to employees than those required by the Act or to provide rights or benefits to employees not covered by the Act;
  - c. Prohibiting the employer from establishing a policy whereby an employee may donate unused accrued earned sick leave to another employee or other employees; or
  - d. Superseding any law providing collective bargaining rights for employees, or in any way reducing, diminishing, or adversely affecting those collective bargaining rights, or in any way reducing, diminishing, or affecting the obligations of the employer under those laws.
2. Employees or employee representatives may waive the rights or benefits provided under the Act during the negotiation of a collective bargaining agreement.



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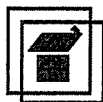
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3. With respect to employees covered by a collective bargaining agreement in effect on October 29, 2018, no provision of the Act shall apply until the stated expiration of the collective bargaining agreement.

## I. Severability – N.J.S.A. 34:11D-9

1. The provisions of the Act shall be deemed to be severable and if any section, subsection, paragraph, sentence or other part of the Act is declared to be unconstitutional, or the applicability thereof to any person is held invalid, the remainder of the Act shall not thereby be deemed to be unconstitutional or invalid.

Adopted:



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TEACHING STAFF MEMBERS

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Teaching Staff Member/School District

Reporting Responsibilities

Aug 19

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[See POLICY ALERT Nos. 186, 209 and 218]

## 3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

The Board of Education and All certificate holders shall adhere to the reporting requirements outlined in N.J.A.C. 6A:9B-4.3 and N.J.S.A. 18A:16-1.3. ~~their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3.~~ For the purposes of this pPolicy, "certificate holders" shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the New Jersey State Board of Examiners. For purposes of this Policy, the term "certificate" shall include all standard, emergency and provisional certificates, all credentials, and all CE and CEASs issued by the New Jersey State Board of Examiners.

All certificate holders shall report an arrest or indictment for any crime or offense to the Superintendent within fourteen calendar days of their arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3. The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charge within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for revocation or suspension of certification pursuant to N.J.A.C. 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent of Schools shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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### Teaching Staff Member/School District Reporting Responsibilities

3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to N.J.A.C. 6A:9B for the holder to serve in a position;
4. The Superintendent of Schools becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ; or
5. The Superintendent has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.

**The school district shall cooperate with the New Jersey State Board of Examiners in any proceeding arising from an order to show cause issued by the New Jersey State Board of Examiners and based on information about the certificate holder that the school district provided. In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.**

The Superintendent of Schools shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent of Schools will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent of Schools notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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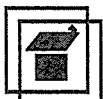
### Teaching Staff Member/School District Reporting Responsibilities

**In the event the Board of Education determines, pursuant to a tenure charge finding under N.J.S.A. 18A:6-10 or a disorderly person conviction under N.J.S.A. 9:6-8.14, that a teaching staff member has failed to report an allegation of child abuse in accordance with State law or regulations, the Board shall submit a report to the New Jersey State Board of Examiners that outlines its findings. The New Jersey State Board of Examiners shall review the certification of the teaching staff member to determine if the teaching staff member's failure to report warrants the revocation or suspension of his/her certificate. In accordance with N.J.S.A. 9:6-8.14, any person failing to report an act of child abuse, having reasonable cause to believe that an act of child abuse has been committed, may be deemed a disorderly person.**

N.J.S.A. 9:6-8.14; 18A:6-10; 18A:6-38.5; 18A:16-1.3

N.J.A.C. 6A:9B-4.3; 6A:9B-4.4

Adopted:





# POLICY GUIDE

TEACHING STAFF MEMBERS

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Use, Possession, or Distribution of Substances Abuse

Aug 19

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[See POLICY ALERT Nos. 125, 133, 205 and 218]

## 3218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

The Board of Education recognizes a teaching staff member who reports to work under the influence of a **substance** ~~drugs or alcohol~~ poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. ~~A teaching staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.~~

For the purposes of this Policy, “substance” or “substances” **as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a)** means alcoholic beverages;; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2;; ~~or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4;;~~ and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

~~Any teaching staff member who reports to work or attends a school-sponsored function where the teaching staff member has assigned job responsibilities under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.~~

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

member has been assigned job responsibilities. Refusal by of a teaching staff member to consent to the medical examination **including a** and substance test will be **deemed** determined to be a positive test result for substances. **In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive test result for substances and the teaching staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.**

~~In the event a teaching staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The teaching staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the teaching staff member.~~

**In the event the Board physician determines the teaching staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the teaching staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured teaching staff member, and/or filing tenure charges for a tenured teaching staff member in accordance with law. The teaching staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the teaching staff member.**

**In the event a teaching staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the teaching staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the teaching staff member shall be returned to their position unless the Superintendent has a reason the teaching staff member should not be returned to their position.**





# POLICY GUIDE

## TEACHING STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any ~~teaching~~ staff member who, in the course of their employment, has reason to believe a ~~school~~ staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, **the Principal's designee** ~~to the staff member~~ responsible at the time of the alleged violation. Either the Principal or **designee** ~~the staff member~~ shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a ~~teaching~~ staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the ~~teaching~~ staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a ~~teaching~~ staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

**A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.**

#### [Option

**A teaching staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the**



# POLICY GUIDE

TEACHING STAFF MEMBERS

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**Use, Possession, or Distribution of Substances Abuse**

**recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.]**

42 CFR Part 2

**N.J.S.A. 18A:16-3; 18A:40A-9**

**N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5 ~~6A:32-6.3~~**

Adopted:



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TEACHING STAFF MEMBERS

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Use, Possession, or Distribution of Substances Abuse

Aug 19

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[See POLICY ALERT Nos. 125, 133, 205 and 218]

## R 3218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

### A. Definition

1. **“Board physician” means a physician currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and appointed by the Board of Education.**
21. **“Principal or designee” means the teaching staff member’s Principal or a staff member designated by the Principal to be responsible at the time of the alleged violation or the teaching staff member’s supervisor or a staff member designated by the teaching staff member’s supervisor to be responsible at the time of the alleged violation.**
32. **“Substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages;; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2;; or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4;; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.**
43. **“Substance test” means a test conducted by a Board-approved State-licensed clinical laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument’s manufacturer.**
54. **“Under the influence” means the presence of a substance as defined in Policy 3218 and this Regulation as confirmed in a medical examination and substance test.**



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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Use, Possession, or Distribution of Substances Abuse

B. Procedures to be Followed When a Teaching Staff Member has Unlawfully Possessed or has been Involved in the Distribution of a Controlled Dangerous Substance ~~is Suspected to be Under the Influence of a Substance~~

1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal or designee in accordance with the provisions of Policy 3218 and N.J.A.C. 6A:16-6.3(a).
  - a. In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)1, upon receiving a report, the Principal or designee shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
  - b. In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)2, the Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter including the identity of the staff member involved.
  - c. A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall be subject to appropriate discipline, which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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## Use, Possession, or Distribution of Substances Abuse

### C. Procedures to be Followed When a Teaching Staff Member is Suspected to be Under the Influence of a Substance

1. The following procedures shall be used when a teaching staff member is suspected of being under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.
  - a. The Principal or designee, upon receiving a report or information a teaching staff member may be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities will:
    - (1) Immediately notify the Superintendent of Schools;
    - (2) Immediately meet with the teaching staff member;
      - (a) The Principal or designee may include another staff member in this meeting; and
      - (b) The teaching staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.
  - b. The Principal or designee shall present to the teaching staff member the report or information supporting the suspicion the teaching staff member may be under the influence of a substance.
  - c. The teaching staff member shall be provided an opportunity to respond to the report or information presented by the Principal or designee.
  - d. In the event the Principal or designee believes the teaching staff member may be under the influence of a substance after meeting with the teaching staff member, the Principal or designee will arrange for an immediate medical examination by the Board physician. The medical examination shall include a substance test administered by the Board physician or a Board-approved laboratory.



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## TEACHING STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

- e. The teaching staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the Principal or designee.
  - f. The teaching staff member, prior to the medical examination and substance test, will be informed by the **Board** physician or ~~the physician's~~ designee on the type of testing to be completed and the substances that will be tested.
  - g. The teaching staff member may, prior to being examined **or** and tested, disclose to the **Board** physician **or designee** any prescription medicine, over-the-counter medicine or supplements, or any other reason why the teaching staff member's test results may be positive.
  - h. **Refusal by a** A teaching staff member's refusal to **consent to the medical examination which includes a substance test** ~~be examined or tested in accordance with the provisions of Policy 3218 and this Regulation~~ will be deemed as a positive **test result** test for substances.
2. The **results of the** medical examination and substance test shall be used by the **Board** physician to determine if the teaching staff member is under the influence of any substance as defined in Policy 3218 and this Regulation. The substance test procedures will provide for a **confirmation** ~~confirming~~ test using acceptable confirmation test procedures.
- a. **Any specimen determined by the Board physician or Board-approved laboratory to have been adulterated by the teaching staff member will be deemed a positive test result for substances.**
3. ~~The physician shall receive the results of the substance test~~ **shall be provided to the Superintendent and Board physician** within twenty-four hours of the test being administered **or** ~~. If the results of the substance test are not available within twenty-four hours, the~~



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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## Use, Possession, or Distribution of Substances Abuse

~~physician shall report the results to the Superintendent and the teaching staff member as soon as the test results are available. The Superintendent shall provide the teaching staff member with these results.~~

- a. **In the event the results of the medical examination and substance test are not provided to the Superintendent, it will be deemed a positive test result for substances.**
4. If the **Board** physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was not under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, ~~the physician will notify the Superintendent of such results and the teaching staff member shall return to their position in the school district unless the Superintendent has a reason the teaching staff member should not be returned to their position. Any records or documentation related to the incident shall not be included in the teaching staff member's personnel file.~~
5. If the **Board** physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the **Board** physician will:
  - a. Discuss the results of the examination and substance test with the teaching staff member and provide the teaching staff member an opportunity to present any medical or other reasons for the **Board** physician's determination.
  - b. Provide the teaching staff member an opportunity to have the substance test results confirmed by a ~~State-licensed clinical~~ laboratory selected by the **teaching** staff member and approved by the **Board** physician and **Superintendent**.



# REGULATION GUIDE

## TEACHING STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

- (1) The **Board** physician will schedule and coordinate the **confirmation** ~~confirming~~ test procedures, including the acceptable time period for the **confirmation** ~~confirming~~ test to be conducted based on the existing test results, and the time in which a **confirmation** ~~confirming~~ test result would be valid. **This confirmation test shall be paid for by the teaching staff member.**
  - (2) The **confirmation** ~~confirming~~ substance test results must be provided to the **Board** physician and **Superintendent** within the time period required by the **Board** physician.
  - (3) Any **confirmation** ~~confirming~~ test results provided to the **Board** physician and **Superintendent** not within the time period required by the **Board** physician shall not be accepted and the teaching staff member shall be determined to have waived their right to have **the results of a confirmation** ~~confirming~~ ~~substance~~ test considered by the physician.
- c. After completing the requirements in 5. a. and b. above, the **Board** physician shall make a final determination whether the teaching staff member was under the influence of a substance during the work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities.
- (1) If the **Board** physician makes a final determination the teaching staff member was not under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the **Board** physician will report **a final determination** ~~these results~~ to the Superintendent and the teaching staff member shall return to their position in the school district **unless the Superintendent has a reason the teaching staff member should not be returned to their position.** ~~and Any records or~~





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## Use, Possession, or Distribution of Substances Abuse

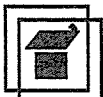
documentation **regarding a negative medical examination or substance test related to the incident** shall not be included in the teaching staff member's personnel file.

- (2) If the **Board** physician makes a final determination the teaching staff member was under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the **Board** physician will report a **final determination** ~~these results~~ to the Superintendent of Schools and the teaching staff member ~~will be required to meet with the Superintendent.~~

### DE. Procedures to be Followed When a Teaching Staff Member is Determined to be Under the Influence of a Substance

1. Any teaching staff member ~~who has been~~ determined by the **Board** physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities shall be required to meet with the Superintendent.
  - a. The teaching staff member may include a staff member or a representative of their choice in this meeting.
2. The Superintendent will provide the teaching staff member an opportunity to respond to the **Board** physician's determination.
3. A teaching staff member ~~who has been~~ determined to ~~be have been~~ under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities will be subject to appropriate discipline which may include, **but not be limited to:**
  - a. **Withholding an increment;**
  - b. **Terminating** ~~termination of~~ a non-tenured teaching staff member;; **and/or**
  - c. ~~the F~~iling of tenure charges for a tenured teaching staff member.

Issued:





# POLICY GUIDE

SUPPORT STAFF MEMBERS

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Use, Possession, or Distribution of Substances Abuse

Aug 19

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[See POLICY ALERT Nos. 125, 133, 205 and 218]

## 4218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

The Board of Education recognizes a support staff member who reports to work under the influence of ~~a substance~~ **drugs or alcohol** poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. ~~A support staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours.~~

For the purposes of this Policy, “substance” or “substances” **as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a)** means alcoholic beverages;; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2;; ~~or~~ any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4;; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

~~Any support staff member who reports to work under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination or the filing of tenure charges for a tenured support staff member in accordance with law.~~

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member’s supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours **or at a school-sponsored function where the support staff member has been assigned job responsibilities**. Refusal ~~by~~ of a support staff member to consent to the medical examination **including a** and substance test will be **deemed** ~~determined to be~~ a positive result **for substances**. **In the event the results of the medical examination and substance test are not**



# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive result for substances and the support staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.

~~In the event a support staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The support staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the support staff member.~~

In the event the Board physician determines the support staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the support staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured support staff member, and/or filing tenure charges for a tenured support staff member in accordance with law. The support staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the support staff member.

In the event a support staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the support staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the support staff member shall be returned to their position unless the Superintendent has a reason the support staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any support staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or



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### Use, Possession, or Distribution of Substances Abuse

drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member's **supervisor** responsible at the time of the alleged violation. Either the Principal or the staff member's **supervisor responsible at the time of the alleged violation** shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a support staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the support staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a support staff member in response to questioning initiated by the Principal or Superintendent's designee or following the discovery by the Principal or Superintendent's designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

**A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured support staff member or the filing of tenure charges for a tenured support staff member in accordance with law.**

#### [Option

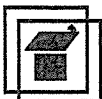
**A support staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.]**

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5 ~~6A:32-6.3~~

Adopted:





# REGULATION GUIDE

SUPPORT STAFF MEMBERS

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Use, Possession, or Distribution of Substances Abuse

Aug 19

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[See POLICY ALERT Nos. 125, 133, 205 and 218]

## R 4218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

### A. Definition

1. **“Board physician” means a physician currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and appointed by the Board of Education.**
21. **“Substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages;; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2;; or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4;; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.**
32. **“Substance test” means a test conducted by a Board-approved State-licensed-clinical laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument’s manufacturer.**
43. **“Support staff member’s supervisor” or “supervisor” means the building or district administrative staff member who is responsible for supervising the support staff member. For the purposes of this Policy and Regulation, the support staff member’s supervisor shall be the support staff member’s Principal, School Business Administrator/Board Secretary, district Director or Supervisor, or any other administrative staff member responsible at the time of the alleged violation or as designated by the Superintendent.**
54. **“Under the influence” means the presence of a substance as defined in Policy 4218 and this Regulation as confirmed in a medical examination and substance test.**



# REGULATION GUIDE

SUPPORT STAFF MEMBERS

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Use, Possession, or Distribution of Substances Abuse

- B. **Procedures to be Followed When a Support Staff Member has Unlawfully Possessed or has been Involved in the Distribution of a Controlled Dangerous Substance is Suspected to be Under the Influence of a Substance**
1. **Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the staff member's supervisor in accordance with the provisions of Policy 4218 and N.J.A.C. 6A:16-6.3(a).**
    - a. **In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)1, upon receiving a report, the supervisor shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.**
    - b. **In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)2, the Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter including the identity of the staff member involved.**
    - c. **A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall be subject to appropriate discipline, which may include, but not be limited to, termination of a non-tenured support staff member or the filing of tenure charges for a tenured support staff member in accordance with law.**





# REGULATION GUIDE

## SUPPORT STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

#### C. Procedures to be Followed When a Support Staff Member is Suspected to be Under the Influence of a Substance

1. The following procedures shall be used when a support staff member is suspected of being under the influence of a substance during work hours **or at a school-sponsored function where the support staff member has been assigned job responsibilities.**
  - a. The support staff member's supervisor, upon receiving a report or information a support staff member may be under the influence of a substance during work hours **or at a school-sponsored function where the support staff member has been assigned job responsibilities** will:
    - (1) Immediately notify the Superintendent of Schools;
    - (2) Immediately meet with the support staff member;
      - (a) The support staff member's supervisor may include another staff member in this meeting; and
      - (b) The support staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.
  - b. The support staff member's supervisor shall present to the support staff member the report or information supporting the suspicion the support staff member may be under the influence of a substance.
  - c. The support staff member shall be provided an opportunity to respond to the report or information presented by the supervisor.
  - d. In the event the supervisor or designee believes the support staff member may be under the influence of a substance after meeting with the support staff member, the supervisor will arrange for an immediate medical examination **by the Board physician. The medical examination shall to include a substance test administered by the Board physician or a Board-approved laboratory.**



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## SUPPORT STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

- e. The support staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the support staff member's supervisor or designee.
  - f. The support staff member, prior to the medical examination and substance test, will be informed by the **Board** physician or the physician's designee on the type of testing to be completed and the substances that will be tested.
  - g. The support staff member may, prior to being examined ~~or~~ and tested, disclose to the **Board** physician ~~or designee~~ any prescription medicine, over-the-counter medicine or supplements, or any other reason why the support staff member's test results may be positive.
  - h. **Refusal by a** A support staff member's refusal to **consent to the medical examination which includes a substance test** ~~be examined or tested in accordance with the provisions of Policy 4218 and this Regulation~~ will be deemed as a positive **result** test for substances.
2. The **results of the** medical examination and substance test shall be used by the **Board** physician to determine if the support staff member is under the influence of any substance as defined in Policy 4218 and this Regulation. The substance test procedures will provide for a **confirmation** ~~confirming~~ test using acceptable confirmation test procedures.
- a. **Any specimen determined by the Board physician or Board-approved laboratory to have been adulterated by the support staff member will be deemed a positive result for substances.**
3. The ~~physician shall receive the results of the substance test~~ **shall be provided to the Superintendent and Board physician** within twenty-four hours of the test being administered ~~or~~ . ~~If the results of the substance test are not available within twenty-four hours, the physician shall report the results to the Superintendent and the support staff member as soon as the test results are available. The Superintendent shall provide the support staff member with these results.~~



# REGULATION GUIDE

## SUPPORT STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

- a. **In the event the results of the medical examination and substance test are not provided to the Superintendent, it will be deemed a positive result for substances.**
4. If the **Board** physician determines, based upon the medical examination and the results of the substance test, that the support staff member was not under the influence of a substance during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities**, ~~the physician will notify the Superintendent of such results and the support staff member shall return to their position in the school district unless the Superintendent has a reason the support staff member should not be returned to their position. Any records or documentation related to the incident shall not be included in the support staff member's personnel file.~~
5. If the **Board** physician determines, based upon the medical examination and the results of the substance test, that the support staff member was under the influence of a substance during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities**, the **Board** physician will:
  - a. Discuss the results of the examination and substance test with the support staff member and provide the support staff member an opportunity to present any medical or other reasons for the **Board** physician's determination.
  - b. Provide the support staff member an opportunity to have the substance test results confirmed by a ~~State-licensed clinical~~ laboratory selected by the **support** staff member and approved by the **Board** physician and **Superintendent**.
    - (1) The **Board** physician will schedule and coordinate the **confirmation** ~~confirming~~ test procedures, including the acceptable time period for the **confirmation** ~~confirming~~ test to be conducted based on the existing test results, and the time in which a **confirmation** ~~confirming~~ test result would be valid. **This confirmation test shall be paid for by the support staff member.**



# REGULATION GUIDE

SUPPORT STAFF MEMBERS

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## Use, Possession, or Distribution of Substances Abuse

- (2) The **confirmation** ~~confirming substance~~ test results must be provided to the **Board physician and Superintendent** within the time period required by the **Board physician**.
  - (3) Any **confirmation** ~~confirming~~ test results provided to the **Board physician and Superintendent** not within the time period required by the **Board physician** shall not be accepted and the support staff member shall be determined to have waived their right to a have **the results of a confirmation** ~~confirming substance~~ test considered ~~by the physician~~.
- c. After completing the requirements in 5. a. and b. above, the **Board physician** shall make a final determination whether the support staff member was under the influence of a substance during the work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities**.
- (1) If the **Board physician** makes a final determination the support staff member was not under the influence during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities**, the **Board physician** will report a **final determination** ~~these results~~ to the Superintendent and the support staff member shall return to their position in the school district **unless the Superintendent has a reason the support staff member should not be returned to their position.** and Any records or documentation **regarding a negative medical examination or substance test related to the incident** shall not be included in the support staff member's personnel file.



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## SUPPORT STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

- (2) If the **Board** physician makes a final determination the support staff member was under the influence during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities**, the **Board** physician will report a **final determination** ~~these results to the Superintendent of Schools and the support staff member will be required to meet with the Superintendent.~~

#### DE. Procedures to be Followed When a Support Staff Member is Determined to be Under the Influence of a Substance

1. Any support staff member ~~who has been~~ determined by the **Board** physician to be under the influence of a substance during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities** shall be required to meet with the Superintendent.
  - a. The support staff member may include a staff member or a representative of their choice in this meeting.
2. The Superintendent will provide the support staff member an opportunity to respond to the **Board** physician's determination.
3. A support staff member ~~who has been~~ determined to **be have been** under the influence of a substance during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities** will be subject to appropriate discipline which may include, **but not be limited to:**
  - a. **Withholding an increment;**
  - b. **Terminating termination of a non-tenured support staff member; and/or**
  - c. ~~the F~~ filing of tenure charges for a tenured support staff member.

Issued:





# POLICY GUIDE

SUPPORT STAFF MEMBERS

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Commercial Driver's License Controlled Substance  
and Alcohol Use Testing

Aug 19

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[See POLICY ALERT Nos. 130, 162, 217 and 218]

## 4219 COMMERCIAL DRIVER'S LICENSE CONTROLLED SUBSTANCE AND ALCOHOL USE TESTING

The Board of Education is committed to a safe, efficient, alcohol and drug-free workplace that protects the district's students as well as the health and safety of its employees and the general public.

**Select One Option Below:**

**[Option 1 - For School Districts That Contract All Transportation Services and Have No School Buses, Bus Drivers, or Employees Who Operate a School Vehicle Requiring a Commercial Driver's License (CDL)]**

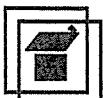
The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the CDL requirements to be tested for controlled substances and alcohol. Federal regulations of the United States Department of Transportation require that any employee using a CDL be required to submit to alcohol and controlled substance testing in accordance with 49 CFR 40 et seq.

In the event the Board contracts with a service provider for transportation, the \_\_\_\_\_ (designated official) will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.

The school district shall maintain and retain all records as required by Federal regulation.]

\* **[Option 2 - For School Districts That Have School Buses, Bus Drivers, or Employees Who Operate a School Vehicle Requiring a Commercial Driver's License]**

The Board requires all employees of the Board performing any safety-sensitive function to be free of drugs and alcohol and will test those employees who operate a commercial motor vehicle in accordance with 49 CFR 382 et seq. and 49 CFR 40 et seq. For the purpose of this Policy "employee" means a person



# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

required to have a Commercial Driver's License (CDL) in the performance of their job responsibilities. Safety-sensitive functions as defined by 49 CFR 382.107 means any time from the time an employee begins to work or is required to be in readiness to work until the time the employee is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at the terminal, facility, other property, or on any public property, waiting to be dispatched, unless relieved from duty;
2. All time inspecting equipment as required by Federal law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle, at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon the commercial motor vehicle except time spent resting in an area defined as a sleeping berth;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded and unloaded; and
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the CDL requirements to be tested for controlled substances and alcohol. Federal regulations of the U.S. Department of Transportation require that any employee using a CDL be required to submit to alcohol and controlled substance testing in accordance with 49 CFR 40.

The Board designates the Superintendent (designated official) as the Designated Employer Representative (DER) of the Board of Education. The Board may contract with a service agent to provide the testing services as required by Federal law. In the event the Board contracts with a service provider for transportation, the Board designee will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.





# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

No employee at any work site will possess, manufacture, use, sell, or distribute any quantity of any controlled substance, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances administered by or under the instructions of a physician. No employee shall perform safety-sensitive functions within four hours after using alcohol and the district will not permit an employee that used alcohol within four hours of performing safety-sensitive functions to perform such functions if the district has actual knowledge of the use, in accordance with 49 CFR 392.5.

#### Violations

Any violation of this Policy may result in discipline, up to and including termination.

#### Prohibited Substances

The presence of any of the controlled substances, listed in 49 CFR 40.87, in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in this Policy, is prohibited for any employee assigned to a classification covered by this Policy. All cutoff concentrations shall be in accordance with 49 CFR 40.87. All test results shall be measured against the cutoff concentrations outlined in 49 CFR 40.87.

#### Testing Procedures

All testing for controlled substances will be conducted in accordance with 49 CFR 40, Subparts A, B, C, D, E, F, G, H and I. The district will only test for drugs or classes of drugs in accordance with 49 CFR 40.85. Testing for alcohol will be conducted in accordance with 49 CFR 40, Subparts J, K, L, M and N.

#### Definitions

"Alcohol use" means the drinking or swallowing of any beverage, liquid mixture or preparation (including medication), containing alcohol.

"Aliquot" means a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

"Confirmatory drug test" means a second analytical procedure performed on an aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.



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Commercial Driver's License Controlled Substance  
and Alcohol Use Testing

"Confirmed drug test" means a confirmation test result received by a Medical Review Officer (MRO) from a laboratory.

"Controlled substances" means those substances identified in 49 CFR 40.85.

"CCF" means the Federal Drug Testing Custody and Control Form.

"Designated Employer Representative (DER)" is an employee of the district authorized to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER shall receive test results and other communications for the employer consistent with the requirements of this Policy and 49 CFR 40. Service agents cannot act as a DER.

"FMCSA" means Federal Motor Carrier Safety Administration.

"Initial drug test (also known as a "Screening drug test")" means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

"Initial specimen validity test" means the first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

"Medical Review Officer (MRO)" is a licensed physician responsible for receiving and reviewing laboratory results generated by the district's drug testing program and evaluating medical explanations for certain drug test results.

"Possess" includes, but is not limited to, either in or on the driver's person, personal effects, motor vehicle, or areas substantially entrusted to the control of the driver.

"Service agent" is any person or entity, other than an employee of the Board, who provides services specified under 49 CFR 40 to the Board.

"Substance Abuse Professional (SAP)" is a person who evaluates employees who have violated a Federal or State drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. An individual permitted to act as a SAP must possess the credentials as outlined in 49 CFR 40.281.



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

"Work Site" means any motor vehicle, office, building, yard, or other location at which the driver is to perform work or any other school district property or at any school district event.

#### Categories of Testing

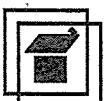
For the purpose of this Policy, the occurrence of the following circumstances/instances shall require an employee to submit to a controlled substance and alcohol screening:

##### 1. Pre-Employment Testing

An individual who has applied for and has been selected to operate a Board vehicle shall, before beginning employment with the Board, submit to a controlled substance screening in conjunction with any required physical examination as per Policy 4160. Such screening shall be conducted in accordance with the procedures set forth in this Policy and 49 CFR 40. No individual receiving a positive confirmed test result will be employed by the Board.

An employer is not required to administer a controlled substances test required by 49 CFR 382.301(a) if:

- a. The employee has participated in a controlled substances testing program that met the requirements of 49 CFR 382 et seq. within the previous thirty days; and
- b. The employee while participating in that program either:
  - (1) Was tested for controlled substances within the past six months (from the date of application with the employer); or
  - (2) Participated in the random controlled substances testing program for the previous twelve months (from the date of application with the employer.)
- c. The DER must ensure that no prior employer, to the DER's knowledge, has records of a violation of a controlled substances testing program within the previous six months.



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

If an individual is so exempted, the DER shall contact the controlled substances testing programs in which the individual participated and shall obtain and retain from the testing program(s) the following information in accordance with 49 CFR 382.301(c):

- a. Name and address of the program;
- b. Verification of the individual's participation;
- c. Verification that the program conforms to Federal guidelines;
- d. Verification the individual qualified under the law and did not refuse to be tested for controlled substances;
- e. The date the individual was last tested for controlled substances; and
- f. The results of any tests taken within the previous six months and any other violations.

#### **[Optional for Districts that Conduct Pre-Employment Alcohol Tests]**

In accordance with 49 CFR 382.301(d), the Board will conduct pre-employment alcohol tests before the first performance of safety-sensitive functions by a new employee or someone who has transferred to a position involving the performance of safety-sensitive functions. The alcohol test will be conducted after making a contingent offer of employment or transfer, subject to the employee passing the pre-employment alcohol test. All alcohol testing will be completed in accordance with 49 CFR 40 et seq. An employee will:

#### **[Select one of the following:**

\_\_\_ not begin working unless the result of the test indicates an alcohol concentration of less than 0.04.

\_\_\_ not be offered employment and/or the transfer unless the result of the test indicates an alcohol concentration of less than 0.04.]



# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

An employee who has applied for and has been selected to operate a Board vehicle or any existing employee transferring into a new position requiring the employee to operate a Board vehicle, shall submit a written consent authorizing the Board to obtain the following information from other employers who have employed the employee during any period during the two years before the date of the employee's application or transfer into the new position. The written consent from the employee will permit the DER to obtain the following information from previous Division of Transportation (DOT)-regulated employers:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- b. Verified positive drug tests;
- c. Refusals to be tested (including verified adulterated or substituted drug test results);
- d. Other violations of DOT agency drug and alcohol testing regulations; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If this information is not available from the previous employer, the DER must seek to obtain this information from the employee.

The DER will obtain and review this information before the employee first performs safety-sensitive functions. If this is not feasible, the DER will not permit the employee to perform safety-sensitive functions after thirty days from the date the employee first performed safety-sensitive functions, unless the DER has obtained or made and documented a good faith effort to obtain this information.



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

#### 2. Random Testing

Every employee shall submit to random alcohol and controlled substance testing on an unannounced and random basis resulting from the selection by a random generation methodology in accordance with 49 CFR 383.305(i). Random testing will be spread reasonably throughout any given calendar year.

The minimum annual percentage rate for random alcohol testing shall be ten percent of the average number of driver positions. The minimum annual percentage rate for random controlled substances testing shall be twenty-five percent of the average number of driver positions. The minimum annual percentage rates may be adjusted as determined by the FMCSA Administrator in accordance with 49 CFR 382.305.

Employees shall only be random tested when performing safety-sensitive functions or immediately prior to or immediately following the performance of safety-sensitive functions.

#### 3. Post-Accident Testing

The involvement by an employee in a motor vehicle collision while operating a Board vehicle when such accident results in property damage or personal injury, may trigger a post-accident drug and alcohol test.

As soon as practical following an occurrence, the DER will require post-accident alcohol screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
  - (1) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

- (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the alcohol test is not administered within two hours following the accident, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the accident, the DER shall cease attempts to administer the alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

As soon as possible following an occurrence, the district will require post-accident controlled substance screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
  - (1) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
  - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the controlled substance test is not administered within thirty-two hours following the accident, the DER shall cease attempts to administer the controlled substance test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

An employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit for testing. (An employee who is injured in an accident and requires medical care, shall submit to post-accident drug and controlled substance testing by the medical care facility providing the treatment or a designee of the Board if the facility is unable to provide the testing.) Nothing herein shall be construed to prevent the employee from leaving the scene of the accident for the period required to obtain necessary assistance or to obtain emergency medical care.

#### 4. Reasonable Suspicion Testing

The DER shall require an employee to submit to an alcohol and/or controlled substance test when the employee is observed by a supervisor or school official who is trained in accordance with 49 CFR 382.603 and causes the observer to have reasonable suspicion to believe the employee has violated 49 CFR 382 et seq. Reasonable suspicion must exist to require the employee to undergo a test and must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Reasonable suspicion alcohol testing is authorized only if the required observations are made during, just preceding, or just after the period of the work day the employee is required to be in compliance with the testing requirements of 49 CFR 382 et seq.

Reasonable suspicion testing may be required of an employee while the employee is performing, just before the employee will perform, or just after the employee has ceased performing safety-sensitive functions.

If the alcohol test is not administered within two hours following the determination a reasonable suspicion test is required, the DER will prepare and maintain on file a record stating the reasons the





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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

test was not promptly administered. If the alcohol test is not administered within eight hours following the determination, the DER shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test.

No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse. The employee will also not be able to perform or continue to perform safety-sensitive functions until an alcohol test is administered and the employee's concentration measures less than 0.02 or twenty-four hours have elapsed following the determination that reasonable suspicion existed to require an alcohol test.

A written record of the observations leading to a reasonable suspicion test shall be made and signed by the supervisor and/or school official that made the observations. This record shall be made within twenty-four hours of the observed behavior or before the results of the test are released, whichever is earlier.

#### 5. Return to Duty Testing

The district is not required to return an employee to a safety-sensitive position upon receipt of a confirmed drug and/or alcohol test.

The DER may recommend to the Superintendent of Schools the employee's employment be terminated depending on the circumstances.

The DER shall ensure that before an employee returns to duty requiring the performance of a safety-sensitive function, the employee shall undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 and a controlled substances test with a result indicating a verified negative result for controlled substances use as required in 49 CFR 40.305.



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Commercial Driver's License Controlled Substance  
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Employees permitted to return to duty are required to take return-to-duty tests and shall be evaluated by a SAP. These employees must participate in an assistance program prescribed by the SAP and as required in 49 CFR 40 Subpart O.

The SAP will determine a written follow-up testing plan for any employee who has been permitted to return to work and has successfully complied with the SAP's recommendations for education and/or treatment. Such employees are subject to a minimum of six unannounced, follow-up drug screenings and alcohol tests over the following twelve months. The testing shall not exceed forty-eight additional months. Alcohol follow-up testing shall be performed only when the employee is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions. All follow-up testing will be completed in accordance with 49 CFR 40.307. The SAP will comply with all reporting requirements of 49 CFR 40.311.

The Board shall make the ultimate determination to return or not return an employee to a safety-sensitive position subject to any collective bargaining agreements, if any, or other legal requirements.

## Medical Review Officer (MRO) Notifications

The Board shall employ or contract with a MRO who is a licensed physician (M.D. or D.O.) and shall designate the MRO as the individual responsible for receiving laboratory results generated by the testing program. The MRO shall have knowledge of controlled substances abuse disorders and have appropriate medical training to interpret and evaluate the employee's confirmed drug test results together with his/her medical history and other biomedical data. The MRO will perform all functions and responsibilities as required in 49 CFR 40.121.



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Commercial Driver's License Controlled Substance  
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## Employer Notification

The MRO may report controlled substances test results to the DER by any means of communication; however, a signed, written notification must be forwarded within three business days of the completion of the MRO's evaluation. The MRO must report all drug test results to the employer. The MRO may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF to report test results or a written report that must include, at a minimum, the information required in 49 CFR 40.163.

## Split Specimen Tests

Split specimen testing will be conducted in accordance with 49 CFR 40 Subpart H. The MRO will notify the Superintendent of Schools or designee if split specimen testing is requested by the employee.

## Designated Collection Facility

The Board shall designate the facility to be used for the collection of the specimen; provided, however, that the designated facility shall possess all required licenses and permits. The collection site will take place in a facility meeting the requirements of 49 CFR 40 Subpart D. The DER will ensure the collection site meets the security requirements of 49 CFR 40.43.

## Designated Screening Laboratory

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening. Drug testing laboratories must be certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) for all testing required under 49 CFR 40. The laboratory will perform all responsibilities as required in accordance with 49 CFR 40 Subpart F.

## Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a trained representative of the Board with appropriate documentation at a site designated and approved by the Board. The presence of alcohol will be determined by an Alcohol Screening Device (ASD) or an Evidential Breath Testing Device administered by an individual certified in accordance with 49 CFR 40.211 and 49 CFR 40.213.



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Commercial Driver's License Controlled Substance  
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## Refusal to Submit

An employee will be deemed as refusing to take a drug test as described in 49 CFR 40.191. As per 49 CFR 40.191, an employee refuses to take a drug test if he/she:

1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the DER, consistent with applicable DOT agency regulations, after being directed to do so by the DER;
2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
3. Fails to provide a urine specimen for any drug test required by this Policy. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
4. Fails to permit the observation or monitoring of providing a specimen in the case of a directly observed or monitored collection in a drug test;
5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take an additional drug test the DER or collector has directed the employee to take;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 49 CFR 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

8. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector);
9. Fails to follow the collection observer(s) instructions of which could be used to interfere with the collection process;
10. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process; or
11. Admits to the collector or MRO he/she has adulterated or substituted the specimen.

If the MRO reports the employee had a verified adulterated or substituted test result, the result will be deemed refusal to take a drug test.

If an employee refuses to participate in a part of the testing process, the collector or MRO, must terminate the portion of the testing process, document the refusal on the CCF (including in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the refusal notification is immediately received. A referral physician (e.g., physician evaluating a "shy bladder" condition or a claim of a legitimate medical explanation in a validity testing situation) must notify the MRO, who in turn will notify the DER. In addition, the collector must note the refusal in the "Remarks" line (Step 2), and sign and date the CCF. The MRO must note the refusal by checking the "Refused to Test" box (Step 6) on Copy 2 of the CCF, and add the reason on the "Remarks" line. The MRO must then sign and date the CCF. When the employee refuses to take a non-DOT test or to sign a non-DOT form, the employee has not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.

#### Record of Negative Screening

An employee required to submit to an alcohol and/or controlled substance screening as provided in this Policy and whose screening results are negative may, at their option, have their personnel file documented to reflect the negative result.



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Commercial Driver's License Controlled Substance  
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## Prescription Drugs

All bus drivers shall notify the DER of the use of any prescription drugs. The Board may require certification from the prescribing physician that the use of the prescription drug will not have an adverse effect on the driver's ability to properly perform safety-sensitive functions.

## Consequences to Employees Engaging in Prohibited Conduct

An employee whose screening produces a positive result for a prohibited substance who is permitted to return to work:

1. Shall not be permitted to perform safety-sensitive functions;
2. Shall be advised by the DER of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;
3. Shall be evaluated by a SAP who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;
4. Undergo, before returning to duty, a return to duty alcohol test indicating a breath level of less than 0.02 if the conduct involved alcohol or a controlled substance test with a verified negative result;
5. If assistance was required, the employee must be evaluated by a SAP to determine that the employee has followed the rehabilitation program prescribed;
6. Be subject to unannounced follow-up alcohol and/or controlled substance abuse testing; and
7. Be subject to the disciplinary Policy and Regulations of the Board.



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## Return-to-Work Agreement

An employee who has been permitted to return to work and who fails to comply with any of the terms of a Return to Work Agreement, if provided at the employer's discretion, shall be subject to disciplinary action which may include termination.

## Maintenance and Retention of Records

The DER shall maintain and retain all records as required by Federal regulation. Records shall include at least the following:

1. Records Related to the Collection Process
  - a. Collection logbooks (if used);
  - b. Documents related to the random selection process;
  - c. Calibration documentation for Evidential Breath Testing Devices (EBT's);
  - d. Documentation of Breath Alcohol Technician (BAT) training;
  - e. Documentation of reasoning for reasonable suspicion testing;
  - f. Documentation of reasoning for post-accident testing;
  - g. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and
  - h. Consolidated annual calendar year summaries.
2. Records Related to the Employee's Test Results
  - a. Employer's copy of the alcohol test form, including results;
  - b. Employer's copy of the controlled substance test chain of custody and control form;



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- c. Documents sent to the employer by the MRO;
  - d. Documentation of any employee's refusal to submit to a required alcohol or controlled substance test; and
  - e. Documents provided by an employee to dispute results of test.
3. Documentation of any Other Violations of Controlled Substance Use or Alcohol Misuse Policies
4. Records Related to Evaluations and Training
- a. Records pertaining to the SAP's determination of an employee's need for assistance;
  - b. Records concerning an employee's compliance with the SAP's recommendations, and records related to education and training;
  - c. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse;
  - d. Documentation of compliance with the requirement to provide employees with educational material, including an employee's signed receipt of materials;
  - e. Documentation of supervisor training; and
  - f. Certification that training conducted under this Policy complies with all requirements of the Policy.
5. Records Related to Drug Testing
- a. Agreements with collection site facilities, laboratories, MROs, and consortia;
  - b. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program;





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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

- c. Monthly statistical summaries of urinalysis; and
- d. The employer's drug testing policy and procedures.

#### 6. Required Period of Retention

Document to be maintained	Period required to be maintained
Alcohol test results indicating a breath alcohol concentration of 0.02 or greater	5 Years
Verified positive controlled substance test results	5 Years
Documentation of refusals to submit to required alcohol or controlled substance tests	5 Years
Calibration documentation	5 Years
Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations	5 Years
Driver evaluations and referrals	5 Years
A copy of each annual calendar year summary	5 Years
Records obtained from previous employers concerning alcohol and drug testing	3 Years
Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices)	2 Years
Records related to negative and canceled controlled substance test results	1 Year



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

Document to be maintained	Period required to be maintained
Alcohol test results indicating a breath alcohol concentration less than 0.02	1 Year
Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the employer while the individual performs the functions which require the training and for two years after ceasing to perform those functions	Indefinite time period

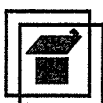
Other specific types of records shall be maintained in accordance with 49 CFR 382.401.

#### 7. Location of Records

All required records shall be maintained in accordance with Policy 8320. Records shall be made available for inspection at the Board Offices within two business days after a request has been made by an authorized representative of the FMCSA.

#### 8. Annual Calendar Year Summary

The DER shall prepare and maintain an annual calendar year summary of the results of its alcohol and substance abuse testing programs. The summary shall be completed no later than March 15 of each year covering the previous calendar year. The DER upon request of the FMCSA will provide the annual summary to that agency in the required format.



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Commercial Driver's License Controlled Substance  
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## 9. Employee Information Program

The Board will provide an employee information program. The DER will be responsible for implementing the program and shall ensure that each employee receives information in the manner specified below:

- a. By receiving a copy of this Policy and any subsequent revisions.
- b. The DER will provide written notice to employees of the following information:
  - (1) The identity of the person designated by the employer to answer employee questions about the materials;
  - (2) Which employees are subject to the alcohol misuse and controlled substance requirements;
  - (3) Explanation of what constitutes a safety-sensitive function, so as to make clear what period of the workday the employee is required to be in compliance;
  - (4) Specific information concerning employee conduct that is prohibited;
  - (5) The circumstances under which an employee will be tested for alcohol and/or controlled substances;
  - (6) The procedures that will be used to test for the presence of alcohol and controlled substances;
  - (7) The requirement that an employee submit to alcohol and controlled substance tests;
  - (8) An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

- (9) The consequences for employees found to have violated the prohibitions of this Policy, including the immediate removal of the employee from safety-sensitive functions;
- (10) The consequences for employees found to have an alcohol concentration level of 0.02 or greater but less than 0.04; and
- (11) Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life. Signs and symptoms of an alcohol or controlled substances problem, and available methods of intervening when an alcohol or a control substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.]

Omnibus Transportation Employee Testing Act of 1991

49 CFR 40 et seq.

49 CFR 382 et seq.

49 CFR 395.2

Adopted:



# POLICY GUIDE (OUT)

STUDENTS

5517/page 1 of 2

School District Issued Student Identification Cards

Aug 19

[See POLICY ALERT Nos. 162 and 218]

## 5517 SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS

The Board of Education recognizes school building security measures are important for the safety and welfare of all students, staff, parents, and community members in school buildings. In recognizing this important responsibility, the **Principal or designee** ~~Board may~~ requires all students to carry school district issued identification cards (**Identification Card**). ~~at all times while in school. A student must present the card to any school staff member upon request. Students who fail to have the card in their possession or to produce it when asked to do so may be disciplined.~~

~~An~~ The school district issued Identification Card will be issued to all students in

**Choose one or more of the following:**

- ☐ all school buildings,
- ☐ elementary schools,
- ☐ middle schools,
- ☐ high schools.

**The Principal or designee may require a student to present their Identification Card and may be presented for:** ~~at any time during the school day or at any time during a school-sponsored activity on school grounds.~~

- ~~1. Identification at school district activities on school district property other than the school attended by the student;~~
- ~~2. Admission to school dances and other school-related activities;~~
- ~~3. Identification for library media services to include library book, periodical and other resource check-out;~~
- ~~4. Entrance for Scholastic Aptitude Tests, State Standardized Tests and other testing programs administered on school district property;~~
- ~~5. Identification for transportation services offered by the district including the use of activity and/or late buses;~~



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## School District Issued Student Identification Cards

6. ~~Identification for admission to certain school-related and school district-sponsored functions; and~~
7. ~~Other purposes and activities as determined by the Building Principal.~~

Notwithstanding any provision of this Policy, the Principal or designee may also require students carry an Identification Card at any school-sponsored, off-campus activity, including but not limited to, field trips or interscholastic sports programs pursuant to N.J.S.A. 18A:36-43a. The provisions of this Policy shall not be construed to require a student to carry the Identification Card while participating in an athletic contest or competition, an activity involving fine arts or performing arts, or any other activity that the Commissioner of Education determines does not require the physical possession of an Identification Card. An Identification Card used in accordance with N.J.S.A. 18A:36-43a shall include, but need not be limited to, the following information: the student's name; an up-to-date photograph; and the current school year.

Any student who fails to have the Identification Card in their possession or fails to present it when required may be denied access to an event or activity and may be subject to appropriate discipline.

An Identification Card issued in accordance with this Policy shall not be considered a government record pursuant to P.L. 1963, c.73 (N.J.S.A. 47:1A-1 et seq.), P.L. 2001, c.404 (N.J.S.A. 47:1A-5), or the common law concerning access to government records.

Students will be issued \_\_\_\_\_ card(s) every \_\_\_\_\_. A replacement fee will be charged, at the cost equal to the reproduction cost, for all lost identification cards.

**N.J.S.A. 18A:36-43**

Adopted:



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[See POLICY ALERT Nos. 190 and 218]

## 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under **the Every Student Succeeds Act (ESSA) Titles I, II-A, II-D, III, III Immigrant, IV and V of the No Child Left Behind Act (NCLB), the Individuals with Disabilities Education Act (IDEA), and the Carl D. Perkins Career and Technical Education Improvement Act of 2006, and any other program designated by the NJDOE** shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. ~~Reimbursement requests shall be made for individual titles and awards and~~ Only one reimbursement request per month may be submitted for an individual title, ~~or award, or subgrant.~~ Reimbursement requests may only be for expenditures that have already occurred or will occur **within three business days of receipt of funds** ~~by the last calendar day of the month in which the request is made.~~

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures **within three business days of receipt of funds** ~~by the last calendar day of the~~



# POLICY GUIDE

## FINANCES

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### Reimbursement of Federal and Other Grant Expenditures

~~month in which the request is made and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant. Reimbursement requests must be in accordance with approved grant applications.~~

The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award or \$50,000 for IDEA, Perkins, and NCLB (per title); whichever is less. **The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.**

**Reimbursement requests must be in accordance with approved grant applications.** A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent of Schools or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the **Federal Uniform Grant Guidance** applicable Federal Office of Management and Budget Circular: A-21, "Cost Principles for Educational Institutions;" A-87, "Cost Principles for State, Local, and Indian Tribal Governments;" A-122, "Cost Principles for Non-Profit Organizations;" and Education Department General Administrative Regulations (EDGAR). Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.





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### Reimbursement of Federal and Other Grant Expenditures

The NJDOE staff will review reimbursement requests to determine **that** they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended **within three business days of receipt of funds** ~~according to the requirements of the CMIA.~~

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – **March 2014** ~~July 2008~~

Adopted:





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[See POLICY ALERT Nos. 190 and 218]

## R 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The State of New Jersey and school districts must assure certain Federal and other grant funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government. In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment **for grant awards**. The procedures outlined in this Regulation are to be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under **the Every Student Succeeds Act (ESSA) Titles I, II-A, II-D, III, III Immigrant, IV and V of the No Child Left Behind Act (NCLB)**, the Individuals with Disabilities Education Act (IDEA), and the Carl D. Perkins Career and Technical Education Improvement Act of 2006, **and any other program designated by the NJDOE** shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

### A. Definitions

1. "Cost objective" means a function, organizational subdivision, contract, grant, or other activity for which cost data are needed and for which costs are incurred.
2. "Grant" means an award of financial assistance by the Federal government to the State of New Jersey, Department of Education or funds NJDOE receives from the State legislature to be awarded to eligible subgrantees.
3. "Grantee" means the State of New Jersey, Department of Education, to which a grant is awarded by the Federal government.
4. "Subgrant" means an award of financial assistance to an eligible subgrantee, in this case, awards by the State of New Jersey, Department of Education to local education agencies or other eligible entities.
5. "Subgrantee" means the local education agency, ~~school district~~, or other legal entity to which a subgrant is awarded and which is accountable to the State of New Jersey, Department of Education for the use of funds provided.



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Reimbursement of Federal and Other  
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### B. Procedures

#### 1. Functionality

- a. The School Business Administrator/Board Secretary or designee will submit reimbursement requests using the payment functionality of the EWEG system.
- b. The payment functionality ~~is will be~~ enabled upon final NJDOE approval of the subgrant application through the EWEG system.

#### 2. Submission of Reimbursement Requests

- a. The School Business Administrator/Board Secretary or designee will make reimbursement requests for individual titles and awards. Therefore, reimbursement requests for ~~ESSA NCLB~~ will be made for each individual title. Reimbursement requests for IDEA must be made separately for Basic and Preschool as well as for the Perkins Secondary and Perkins Post-Secondary grant funds. Only one reimbursement request per month may be submitted for an individual title, ~~or award, or subgrant~~.
- b. Reimbursement requests may only be for expenditures that have already occurred or will occur **within three business days of receipt of funds** ~~by the last calendar day of the month in which the request is made~~. The following examples are based upon the schedule in Section C. below.
  - (1) The school district has ordered and received supplies and has paid the vendor. The school district may request reimbursement.
  - (2) The school district has ordered and received equipment but has not yet paid the vendor. The school district expects payment to be made on the ~~last day~~ **seventh** of the **following** month, following the monthly Board meeting. The school district may request reimbursement **since the school district will make payment within three business days of receipt of funds**.



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### Reimbursement of Federal and Other Grant Expenditures

- (3) The school district makes salary payments on the **first and** ~~fifteenth and last~~ day of each month. In a given month, the school district may request reimbursement for payroll expenditures actually made during the month and for the payroll scheduled for the **first** last day of the **following** month **because the school district will make payroll expenditure within three business days of receiving the funds.** The school district may not request reimbursement in anticipation of subsequent pay dates, **that is, those occurring more than three business days after receiving funds in the following month.**
- (4) The school district is responsible for payment of health benefits to its provider on a quarterly basis. The subgrantee may request reimbursement prospectively if payment to the provider will be made **within three business days of receipt of funds** ~~during the calendar month in which reimbursement is requested.~~ **If payment to the provider is made at the end of the month; however, the school district must request reimbursement during the month following payment.**
- (5) The school district is responsible for reimbursing the State of New Jersey for pension and social security payments made on behalf of employees paid with Federal funds. For members of the Teachers' Pension and Annuity Fund (TPAF), school districts shall reimburse the State no later than November. The request for reimbursement for pension and social security contributions for members of TPAF should be made at the time the school district will make payment to the State. For members of the Public Employees Retirement System or other State pension systems, the school



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### Reimbursement of Federal and Other Grant Expenditures

district should request reimbursement at the time payments are due to the State for pension contributions and to the Internal Revenue Service for Social Security contributions. The school district should not include fringe benefit calculations in their regular salary reimbursement requests.

- c. The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures **within three business days of receipt of funds** ~~by the last calendar day of the month in which the request is made.~~ The submission of a reimbursement request also constitutes a certification that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.
- d. Reimbursement requests must be in accordance with approved grant applications.
  - (1) The Superintendent ~~of Schools~~ or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created.
  - (2) The Superintendent ~~of Schools~~ or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award ~~or \$50,000 for IDEA, Perkins, and NCLB (per title), whichever is less.~~ The Superintendent ~~of Schools~~ or designee is responsible for monitoring the cumulative ten percent level of fiscal change.



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## C. Processing Timelines

1. Reimbursement requests may be submitted at any time after the subgrant has received final NJDOE approval. No more than one reimbursement request may be submitted per month for any one subgrant. ~~Reimbursement may be made for expenditures that have already occurred or will occur by the last calendar day of the month in which the request is submitted.~~
2. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

## D. Content of Reimbursement Requests

1. Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed.
  - a. Example - \$8,750 is being requested in the 100 function code. The description is "salaries and instructional supplies."
2. Expenditures must be supported by documentation at the school district level. This documentation should not be submitted to the NJDOE with a reimbursement request. The Superintendent of Schools or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request.
3. Documentation for salary expenditures is subject to the requirements of the **Federal Uniform Grant Guidance** applicable ~~Federal Office of Management and Budget Circular: A-21, "Cost Principles for Educational Institutions," A-87, "Cost Principles for~~



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~~State, Local, and Indian Tribal Governments;~~ A-122, “Cost Principles for Non Profit Organizations;” and Education Department General Administrative Regulations (EDGAR). Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant’s cost objectives.

## E. Review and Approval of Reimbursement Requests

1. NJDOE staff will review reimbursement requests to determine that they meet the subgrant’s criteria, including but not limited to the following:
  - a. Adequate description of the expenditures is provided;
  - b. No new budget category has been created; and
  - c. The reimbursement request does not exceed the allowable threshold for an amendment as a result of cumulative transfers among expenditure categories.
2. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system.
3. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant’s cost objectives. Approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary **or designee** assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended **within three business days of receipt of funds according to the requirements of the CMIA.**

Issued:





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[See POLICY ALERT Nos. 96, 214, 217 and 218]

## 7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. **The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.**

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

**The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.**

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

**Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.**



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The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

**In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.**

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;  
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12; 18A:41-13  
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted:



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[See POLICY ALERT Nos. 96, 214, 217 and 218]

## R 7440 SCHOOL DISTRICT SECURITY

### A. Definitions

“Access” means authorized access to a school building or school grounds through the use of a Board-approved key control system.

“Key control system” means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.

**“Panic alarm” means a silent security system signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from law enforcement.**

“School buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities such as playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

### B. Access to School Buildings and School Grounds

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school, all authorized school staff members, and visitors pursuant to Policy and Regulation 9150.



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2. Access to school buildings and grounds before and after the school day will be permitted to:
  - a. Members of the Board of Education;
  - b. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;
  - c. Other school staff members in the performance of their professional responsibilities;
  - d. Students involved in interscholastic athletics, co-curricular or extra-curricular activities, and authorized spectators;
  - e. Members of organizations granted the use of school premises pursuant to Policy and Regulation 7510;
  - f. Police officers, fire fighters, health inspectors, and other agents of Federal, State, and local government in the performance of their official duties;
  - g. Members of the public present to attend a public Board of Education or public school-related function; and
  - h. Others authorized by the Superintendent or designee and/or by Board Policy.
3. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy and Regulation 9150. The school's registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.
4. Signs will be conspicuously posted to inform visitors of the requirement to register their presence into the building.



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## C. Key Control System for Access to School Buildings and Facilities

1. School staff members will be provided access to a school building using the school's key control system as follows:
  - a. Teaching staff members and support staff members will be provided access using the school's key control system to the school building and to other facilities on school grounds to which they require access for the performance of their professional duties.
    - (1) The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.
    - (2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.
2. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Principal or designee for school staff members, or the Superintendent or designee for district staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person unless prior approval is obtained from the Principal or designee at the building level and Superintendent or designee at the district level or in the event of an emergency.
3. A staff member's loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Principal or Superintendent or designee. The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.



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**D. School Building Panic Alarm or Emergency Mechanisms (N.J.S.A. 18A:41-10 through 13)**

1. Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation.
2. The alarm shall be directly linked to local law enforcement authorities or, in the case of a school building located in a municipality in which there is no municipal police department, a location designated by the Superintendent of the New Jersey State Police.
3. The alarm shall be capable of immediately transmitting a signal or message to such authorities outlined in D.2. above upon activation.
4. The alarm shall not be audible within the school building.
5. Each panic alarm required under N.J.S.A. 18A:41-11 and Policy and Regulation 7440 shall:
  - a. Adhere to nationally recognized industry standards, including the standards of the National Fire Protection Association and Underwriters Laboratories; and
  - b. Be installed solely by a person licensed to engage in the alarm business in accordance with the provisions of N.J.S.A. 45:5A-27.
6. The school district may equip its elementary and secondary school buildings with an emergency mechanism that is an alternative to a panic alarm if the mechanism is approved by the New Jersey Department of Education.

**ED. Staff Member Responsibilities**

1. Staff members should not bring to school valuable personal items that cannot be in the staff member's personal possession at all times. The Board of Education is not responsible for a staff member's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed.



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2. In the event a staff member observes a student has a valuable item in school, the staff member will report it to the Principal or designee. A valuable item may include, but is not limited to, an unusually large amount of money, expensive jewelry or electronic equipment, or any item that is determined by the Principal or designee to be valuable to a student based on the student's age.
  - a. The Principal or designee may contact the student's parent and request the parent come to school to retrieve the valuable item;
  - b. The Principal or designee may secure the valuable item and return it to the student at the end of the school day and inform the student and the parent not to bring the valuable item to school in the future; or
  - c. The Principal or designee will permit the student to maintain the valuable item and inform the student and the parent not to bring the valuable item to school in the future.
  - d. The Board of Education is not responsible for a student's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed when in the possession of the student.
3. Teaching staff members shall close classroom windows and shut and lock classroom doors when leaving at the end of the school day; shut and lock classroom doors during the school day when the room is not going to be in use after their assignment, and report immediately to the Principal or designee any evidence of tampering or theft.
4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for persons with access.
5. Office personnel shall take all reasonable precautions to ensure the security of all school and district records and documents against unauthorized access, deterioration, and destruction.



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## FE. School Safety Specialist

1. The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3.
2. The School Safety Specialist shall:
  - a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district;
  - b. Ensure that these policies and procedures are in compliance with State law and regulations; and
  - c. Provide the necessary training and resources to school district staff in matters relating to school safety and security.
3. The School Safety Specialist shall also serve as the school district's liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.
4. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist Certification in accordance with the provisions of N.J.S.A. 18A:17-43.2.

## GF. Summoning Law Enforcement Authorities

1. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy and Regulation 9320; or for any other reason there is concern about the health, safety, and welfare of persons on school grounds or school property.





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2. **Anytime** ~~A call to law enforcement agents~~ **are summoned in accordance with G.1. above,** ~~will be reported to the Superintendent~~ **will be notified** as soon as possible, ~~along with the reason(s) for which the call was made and the outcome of the incident.~~

Issued:





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[See **POLICY ALERT** Nos. 106, 109, 125, 140, 149, 156 and 218]

## 8600 STUDENT TRANSPORTATION

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic (and charter, if applicable) school students, authorized school staff members, and adults serving as approved chaperones.

**Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.**

**Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.**

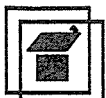
### **Optional**

#### **[Only Required for School Districts that Provide Courtesy Busing**

**The Board may provide transportation to and from school for public school students less than remote** ~~The Board will provide transportation to and from school for public school students less than remote from their school in grades \_\_\_\_\_ who live more than \_\_\_\_\_ miles from the school they attend and in grades \_\_\_\_\_ who live more than \_\_\_\_\_ miles from the school they attend.]~~

#### **[Optional for School Districts Limiting Time a Student is Riding on a School Bus**

The Board has determined that no public school student in grades \_\_\_\_\_ to \_\_\_\_\_ ~~or classified as \_\_\_\_\_~~ shall be required to ride a school bus more than \_\_\_\_\_ miles or \_\_\_\_\_ minutes one way per day. ~~The Board has determined that no nonpublic and/or charter school student shall be required to ride a school bus more than \_\_\_\_\_ minutes one way per day.]~~



# POLICY GUIDE

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Student Transportation

## **[Optional for School Districts Limiting a Student's Walking Distance to Bus Stops**

Students in grades \_\_\_\_\_ shall not be required to walk more than \_\_\_\_\_ miles to the bus stop to which they have been assigned.]

### **Optional**

~~[The Board may decide to enter into a contract to provide transportation to and from school for public and nonpublic school students less than remote from their school with the parent or legal guardian paying costs in accordance with N.J.S.A. 18A:39-1.3. Students will not be excluded from receiving these transportation services if it is determined the parent/legal guardian cannot pay the cost in accordance with N.J.S.A. 18A:39-1.4. Such transportation shall be provided in accordance with Policy and Regulation No. 8611, Subscription Busing.]~~

## **[Optional for School Districts that Provide Transportation to a Student with a Temporary Disability**

The Board will transport students certified by a physician as temporarily disabled regardless of the distance between their home and school.]

~~The Board will transport disabled students in accordance with N.J.S.A. 18A:46-1 et seq. and Policy No. 8670.~~

**Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.**

The Board will approve all bus routes by \_\_\_\_\_ of each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated **and approved by the Board**. The Board **may** will consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes."



# POLICY GUIDE

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The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for **homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5** children for whom the district is determined to be the district of residence and for homeless children enrolled in this district when no district of residence has been determined.

~~The Board will transport resident children who attend a nonpublic or charter school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of students enrolled in the schools of this district. Pursuant to N.J.A.C. 6A:27-2.2, students living more than twenty miles from their nonpublic school are eligible for transportation services when other students living within the district, whose residence is less than twenty miles from school, are transported to the same nonpublic school.~~

## Optional

**[Only required for any school district located in a county of the third class with a population of not less than 80,000 and not more than 120,000. A third class county is defined as a county that does not border the Atlantic Ocean and has a population between 50,000 and 200,000.]**

Transportation services will be provided in accordance with N.J.A.C. 6A:27-2.2(c)12, and this Policy to a nonpublic school located outside the State not more than twenty miles from the student's home.]

~~Aid in lieu of transportation will be provided to a parent(s) or legal guardian(s) of nonpublic and charter students pursuant to N.J.S.A. 18A:39-1. When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, and/or charter school, and/or renaissance school.~~

~~When the Board provides transportation of students to and from:~~

~~\_\_\_\_\_ county vocational schools and/or~~

~~\_\_\_\_\_ schools classified pursuant to Chapter 46 of N.J.S.A. 18A of the New Jersey Statutes~~



# POLICY GUIDE

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and/or

~~\_\_\_\_\_ when the Board has in the prior year provided payments in lieu of transportation for any nonpublic schools pursuant to N.J.S.A. 18A:39-1 or the Board cannot provide transportation in the ensuing school year~~

~~The Board shall will utilize \_\_\_\_\_ for providing cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize will attempt to use one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the cooperative/coordinated transportation services \_\_\_\_\_ any unique limitations or restrictions of the required transportation.~~

~~When the costs to provide transportation in cooperation with \_\_\_\_\_ is less than the aid in lieu of payments, the Board will contract with the \_\_\_\_\_ to provide transportation. The Board will make the determination on the manner in which transportation services shall be provided in accordance with N.J.S.A. 18A:39-11.1 and shall notify the nonpublic school and the parent(s) or legal guardian(s) of the nonpublic school by August 1 prior to the beginning of the school year.~~

~~Transportation in cooperation with \_\_\_\_\_ will not be required when the district can provide transportation at a lower cost than the \_\_\_\_\_ or the transportation provided by \_\_\_\_\_ does not fall within the policies of the Board regarding length of ride and assignment of students to a route based on student age or classification.~~

~~Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Departments of Education (NJDOE), and the New Jersey Motor Vehicle Commission (NJMVC), Transportation and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE Department of Education Policy and Procedures Manual for Pupil Transportation.~~



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**In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.**

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

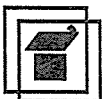
N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;

6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;

6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;

6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:







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Aug 19

[See POLICY ALERT No. 149, 156, and 218]

## R 8600 STUDENT TRANSPORTATION

### General Requirements - Students Remote From School

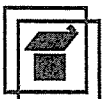
#### A. The Board will transport:

1. Students who reside remote, as defined in N.J.S.A. 18A:39-1. and N.J.A.C. 6A:27-1.24(a)1. and (a)2., from their assigned district school of attendance;
2. Nonpublic school students who reside remote from their school of attendance and meet the eligibility criteria of N.J.A.C. 6A:27-2.1 et seq.2;
3. Charter school **or renaissance school** students pursuant to N.J.A.C. 6A:27-3.1 et seq.;
4. **Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq. and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1** ~~Special education students who reside remote from their assigned school and students who require transportation services in accordance with their Individualized Educational Program (IEP);~~
5. School choice students pursuant to N.J.A.C. 6A:27-4.1 et seq.;  
**and**
6. **Special population students pursuant to N.J.A.C. 6A:27-6.2 through 6.5.**

#### Optional

**[Optional for School Districts Limiting Time a Student is Riding on a School Bus For all districts that provide transportation)**

- B. The Board has determined that no public school student **in grades** \_\_\_\_\_ **to** \_\_\_\_\_ ~~transported within the school district or student~~  
~~classified as~~ \_\_\_\_\_ shall be required to ride a school bus more than  
\_\_\_\_\_ minutes one way per day.]



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## [Optional for School Districts Limiting a Student's Walking Distance to Bus Stops

- C. Students in grades \_\_\_\_\_ shall not be required to walk more than \_\_\_\_\_ miles to the bus stop to which they have been assigned.]

### Optional

[The Board has determined that no student in grades \_\_\_\_\_ to \_\_\_\_\_ or classified as \_\_\_\_\_ shall be required to ride a school bus more than \_\_\_\_\_ miles or \_\_\_\_\_ minutes one way per day.]

## Nonpublic and Charter School Transportation

- A. ~~The Board will transport resident children who attend a nonpublic or charter school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of students enrolled in the schools of this district.~~
- B. ~~Students living more than twenty miles from their nonpublic or charter school are eligible for transportation services when other students living within the district, whose residence is less than twenty miles from school, are transported to the same nonpublic school.~~

### Optional

- ~~[These students living more than twenty miles from the school (maybe or are) required to utilize existing bus routes and stops established for students living within the district and within twenty miles of the nonpublic school.]~~
- C. ~~Aid in lieu of transportation will be provided to a parent(s) or legal guardian(s) pursuant to N.J.S.A. 18A:39-1.~~
- D. ~~The Board has determined that no nonpublic and/or charter school student shall be required to ride a school bus more than \_\_\_\_\_ minutes one way per day.~~

### Optional



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**[Only required for districts located in a county of the third class with a population of not less than 80,000 and not more than 120,000. A third class county is defined as a county that does not border the Atlantic Ocean and has a population between 50,000 and 200,000.]**

DE. Transportation services will be provided in accordance with this N.J.A.C. 6A:27-2.2(c)12, to a nonpublic school located outside the State not more than twenty miles from the student's home.]

## **Optional**

### **[Non-Remote Courtesy Transportation]**

~~The Board will provide transportation to and from school for public school students less than remote from their school in grades \_\_\_\_\_ who live more than \_\_\_\_\_ miles from the school they attend and in grades \_\_\_\_\_ who live more than \_\_\_\_\_ miles from the school they attend.~~

**[Only required for school districts that provide less than remote/courtesy busing services for students who must walk to and from school on a hazardous route.]**

### **Hazardous Routes**

The Board will approve all bus routes by \_\_\_\_\_ of each school year. ~~These B~~bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated **and approved by the Board. The Board will approve a list of hazardous routes in the district requiring the courtesy busing of students and the criteria used in designating the hazardous routes. In adopting Policy and Regulation 8600 and the list of hazardous routes, t**The Board will **may** consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 ~~in determining "Hazardous Routes"~~ as follows:

1. Population density;
2. Traffic volume;
3. Average vehicle velocity;
4. Existence or absence of sufficient sidewalk space;
5. Roads and highways that are winding or have blind curves;



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6. Roads and highways with steep inclines and declines;
7. Drop-offs that are in close proximity to a sidewalk;
8. Bridges or overpasses that must be crossed to reach the school;
9. Train tracks or trestles that must be crossed to reach the school;  
and
10. Busy roads or highways that must be crossed to reach the school.

A school district shall work in conjunction with municipal officials in determining the criteria necessary for the designation of a hazardous route.]

## Charter School Transportation

- A. ~~The Board will provide transportation or aid in lieu of transportation to charter school students pursuant to N.J.S.A. 18A:39-1.~~
- B. ~~The Board is responsible for to and from charter school transportation for the students that reside within the district.~~
- C. ~~Students residing within the district that live less than remote from the charter school are eligible for transportation in accordance with the school district's policies for public school students.~~
- D. ~~Students who reside in the district or region of residence in which the charter school is located shall be provided with transportation in the same manner as transportation is provided to other public school students residing in the district and in accordance with N.J.S.A. 18A:39-1 and N.J.A.C. 6A:27-3.1.~~
- E. ~~The expenditure for charter school student transportation who reside outside of the district or region of residence in which the charter school is located is limited to the annual nonpublic maximum expenditure per student in accordance with N.J.S.A. 18A:39-1.~~
- F. ~~When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any other public school, charter school, and/or nonpublic school.~~



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Student Transportation

## ~~{Optional for Districts that Provide Subscription Busing~~

### ~~Subscription Busing~~

~~Subscription busing shall be provided in accordance with Policy and Regulation No. 8611.~~

### Cooperative/**Coordinated** Transportation Services

- A. **The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C 6A:27-10.1 et seq.**

~~When the Board provides transportation of students to and from the county vocational schools and/or students classified pursuant to Chapter 46 of N.J.S.A. 18A of the New Jersey Statutes and/or when the Board has in the prior year provided payments in lieu of transportation for any nonpublic schools pursuant to N.J.S.A. 18A:39-1 or the Board cannot provide transportation in the ensuing school year the Board will utilize \_\_\_\_\_ for providing cooperative transportation services in accordance with N.J.S.A. 18A:39-11.1.~~

- B. ~~The Board will attempt to use the cooperative services provided by \_\_\_\_\_ prior to determining to pay aid in lieu of transportation.~~
- C. ~~The Board will provide \_\_\_\_\_ with any unique limitations or restrictions of the required transportation. When the costs to provide transportation by one of the agencies is less than the aid in lieu of payments, the Board will contract with the agency to provide transportation.~~
- D. ~~The Board will make the determination on the manner in which transportation services shall be provided in accordance with N.J.S.A. 18A:39-11.1 and shall notify the nonpublic school and the parent(s) or legal guardian(s) of the nonpublic school by August 1 prior to the beginning of the school year.~~
- E. ~~Transportation by one of these agencies will not be required when the local district can provide transportation at a lower cost than the \_\_\_\_\_ or the transportation provided by \_\_\_\_\_ does not fall within the policies of the Board regarding length of ride and assignment of students to a route based on student age or classification.~~



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## School Bus Use and Standards

- A. ~~The Board requires that~~ **All school buses bid or purchased shall be equipped with seat belts in accordance with the requirements of N.J.S.A. 39:3B-10 – School Bus Safety Equipment.**
- B. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport students wear seat belts in the same manner.
- C. **There shall be displayed on every bus subject to the provisions of N.J.S.A. 39:3B-1, signs or legends which will, insofar as practicable, inform the driver of any vehicle concerning the duty imposed upon him/her by law with respect to passing a bus, while it is loading or unloading. The signs or legends shall be in a color, form, and design as will meet the requirements prescribed by the State Board of Education.**

**An agency, Board of Education, nonpublic school, or school bus contractor operating a school bus subject to the provisions of N.J.S.A. 39:3B-1 shall display across the rear of the school bus a telephone number, website address, or other identifying information which shall allow the public to report a bus driver's misconduct while operating the school bus to the Board of Education or nonpublic school for which the school bus provides transportation. The lettering shall be of a color that contrasts with the color of the school bus.**

**The Board of Education or nonpublic school shall comply with New Jersey Department of Education (NJDOE) regulations regarding: the appropriate Board of Education or nonpublic school official or designee to address and respond to a complaint of school bus driver misconduct; the appropriate actions which a Board of Education or nonpublic school may take to respond to a complaint of school bus driver misconduct; and the time period during which a Board of Education or nonpublic school may act to respond to a complaint of school bus driver misconduct in accordance with the provisions of N.J.S.A. 39:3B-2.1.**



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- DC. The Board requires every school bus bid or purchased that is used to transport public, non-public, ~~and/or~~ charter, **and/or renaissance** school students will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.
- ED. School bus purchase, use, and standards must meet Federal and State standards and must be in accordance with N.J.A.C. 6A:27-7.1 et seq. **and N.J.S.A. 18A:18A-1 et seq. – Public School Contracts Law.**

## Operation and Management of Transportation System

- A. The \_\_\_\_\_ shall
1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;
  2. Prepare and promulgate procedures to be followed in the event of a bus emergency, bus safety, bus driver training and rules governing the conduct of all students transported by the Board in accordance with N.J.A.C. 6A:27-11.1 **et seq.** and 6A:27-12.1 et seq.;
  3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and
  4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board in accordance with N.J.A.C. 6A:27-9.1 et seq.
- B. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the **NJDOE Department of Education Policy and Procedures Manual for Pupil Transportation.**

Issued:







# POLICY GUIDE

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Bus Driver/Bus Aide Responsibility

Aug 19

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[See POLICY MEMO No. 67]

[See POLICY ALERT Nos. 164, 205, 209, 214 and 218]

## 8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 20, N.J.A.C. 6A, and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

“Employer” for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the “employer” for school district employed school bus drivers and bus aides shall be the Board of Education and the “employer” for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1(c) and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

**In addition to the medical examination required of every holder of a special license issued for the transporting of children to and from schools pursuant to N.J.S.A. 39:3-10.1 et seq., any school bus driver who is seventy years of age or older shall annually furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any school bus driver**



# POLICY GUIDE

## OPERATIONS

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### Bus Driver/Bus Aide Responsibility

who is seventy-five years of age or older shall every six months furnish, to the employer for review by the NJMVC at the NJMVC's biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any person applying for a special license and any person who is the holder of a special license for the transporting of children to and from schools, pursuant to N.J.S.A. 18A:39-1 et seq., shall comply with the provisions of Section 2 of N.J.S.A. 39:3-10.1a and Section 6 of N.J.S.A. 18A:39-19.1. The Chief Administrator of the NJMVC may suspend or revoke a license pursuant to N.J.S.A. 39:3-10.1.

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam for the presence of alcohol, narcotics, or habit-producing drugs within the scope of the "New Jersey Controlled Dangerous Substances Act," (N.J.S.A. 24:21-1 et seq.).

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam that includes hearing and visual acuity tests that are in accordance with the provisions of the "Motor Carrier Safety Improvement Act of 1999," 49 U.S.C. § 113.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered by the employer to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with their employer that the individual has completed the training program within five business days of its completion. The employer shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the New Jersey Department of Education (NJDOE) in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records N.J.A.C. 6A:27-12.1(j)2. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.1 et seq.



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### Bus Driver/Bus Aide Responsibility

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

**Upon notification from the NJDOE that a school bus driver employed by the Board has had his or her bus driver's license suspended or revoked, the Board, within one business day of the notification, shall provide a statement to the NJDOE verifying that the school bus driver no longer operates a school bus for the Board in accordance with N.J.S.A. 18A:39-19.6.**

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.



# POLICY GUIDE

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### Bus Driver/Bus Aide Responsibility

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular telephone or other electronic communication device while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this Policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus **pursuant to N.J.S.A. 39:3B-27.**

N.J.S.A. 18A:6-7.1 et seq.; 18A:25-2; 18A:39-17; 18A:39-18;  
18A:39-19.1; 18A:39-19.2; 18A:39-19.3; 18A:39-19.4;  
**18A:39-19.6; 18A:39-28**

**N.J.S.A. 39:3-10.1 et seq.**

N.J.S.A. 39:3B-25; **39:3B-27**

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:



# REGULATION GUIDE

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Emergency School Bus Procedures

Aug 19

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[See POLICY ALERT Nos. 164, 205, 209, 214 and 218]

## R 8630 EMERGENCY SCHOOL BUS PROCEDURES

### A. Staff Training

1. The **employer shall** ~~Board of Education will~~ administer a safety education program for all permanent and substitute school bus drivers and **school** bus aides that it employs. At a minimum, the training shall include:
  - a. Student management and discipline;
  - b. School bus accident and emergency procedures;
  - c. Conducting school bus emergency exit drills;
  - d. Loading and unloading procedures;
  - e. School bus stop loading zone safety;
  - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
  - g. The use of student's educational records, including the **employee's** ~~district's~~ responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The **employer shall** ~~Board of Education will~~ administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. **The employer shall administer the safety education program, as set forth in A.1. and 2. above, twice per calendar year to all permanent and substitute school bus drivers and school bus aides it employs in accordance with N.J.S.A. 18A:39-19.1a.**
43. The employer shall be responsible to administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 and 18A:39-19.3 for all school bus drivers and school bus aides:



# REGULATION GUIDE

## OPERATIONS

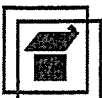
R 8630/page 2 of 12

### Emergency School Bus Procedures

- a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the employer shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;
- b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the employer shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;
- c. In accordance with the provisions of N.J.S.A. 18A:39-19.3.b., the employer shall require a school bus driver or school bus aide to file a certification with the employer that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The employer shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the **New Jersey** Department of Education (**NJDOE**); and/or
- d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3 and N.J.A.C. 6A:27-11.1 et seq.

#### B. Emergency Bus Evacuation Drills

1. The Principal or designee of each school shall organize and conduct emergency bus exit drills at least twice **within the each** school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.
2. School bus drivers and bus aides shall participate in the emergency exit drills.



# REGULATION GUIDE

## OPERATIONS

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### Emergency School Bus Procedures

3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
5. The school bus driver or supervisor of the drill shall:
  - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
  - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
  - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
  - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
  - e. Demonstrate the use of the emergency exit door;
  - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
  - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
  - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;



# REGULATION GUIDE

## OPERATIONS

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### Emergency School Bus Procedures

- i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
  - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
  - k. Provide any other training **required by Federal and State law or as deemed appropriate by the Board** that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
- a. The date of the drill;
  - b. The time the drill was conducted;
  - c. The school name;
  - d. The location of the drill;
  - e. The route number(s) included in the drill; and
  - f. The name of the Principal or assigned person(s) who supervised the drill.

#### C. Additional Precautions

- 1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the \_\_\_\_\_ **(Transportation Supervisor or Principal or designee).**





# REGULATION GUIDE

## OPERATIONS

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### Emergency School Bus Procedures

2. In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.
  - a. Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned **for whom a student information card has been completed by the parent.**
3. School bus drivers shall attend training workshops offered by the ~~NJDOE New Jersey Department of Education~~ and this school district and shall be trained in first aid.
4. Each school bus shall be equipped with:
  - a. A list of the students assigned to that bus;
  - b. A basic first aid kit;
  - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
  - d. Flags or flares or other warning devices; and
  - e. Any other equipment or supplies determined to be included on the school bus by the administration.
5. Each school bus driver shall:
  - a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;



# REGULATION GUIDE

## OPERATIONS

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### Emergency School Bus Procedures

- b. Keep aisles and passageways clear at all times;
- c. Maintain student discipline on the bus;
- d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
- e. Report promptly to the \_\_\_\_\_ (**Principal, Transportation Supervisor, Other**) any potential driving hazard on his/her route, such as construction, road work, etc.;
- f. Report promptly to the \_\_\_\_\_ (**Principal, Transportation Supervisor, Other**) any deviation in the bus route or schedule;
- g. Drive within speed limits at all times and exercise extraordinary care in inclement weather;
- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
- i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
- j. **Inspect the school vehicle for students left on board the bus at the end of a route** ~~Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and~~
- k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.



# REGULATION GUIDE

OPERATIONS

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Emergency School Bus Procedures

## D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.
3. A school bus must be evacuated when:
  - a. There is a fire in the engine or any other portion of the bus;
  - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
  - c. The bus is disabled for any reason and:
    - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;
    - (2) A potential exists for the position of the bus to shift thus endangering students; or
    - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
  - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.



# REGULATION GUIDE

## OPERATIONS

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### Emergency School Bus Procedures

4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the \_\_\_\_\_  
**(Principal of the receiving school, Transportation Supervisor, School Business Administrator/Board Secretary, Other)** of the number and location of the bus and the circumstances of the disability. The \_\_\_\_\_ **(Principal of the receiving school, Transportation Supervisor, School Business Administrator/Board Secretary, Other)** will make arrangements for the safety of the students.

#### E. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented:
  - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator/Board Secretary or designee, of the district providing the transportation.



# REGULATION GUIDE

## OPERATIONS

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### Emergency School Bus Procedures

- b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.
- c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
  - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
  - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
  - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
  - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.



# REGULATION GUIDE

## OPERATIONS

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### Emergency School Bus Procedures

- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
- f. The following notifications must be provided:
  - (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator/Board Secretary or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
  - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the **NJDOE** New Jersey Department of Education.
  - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
  - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.



# REGULATION GUIDE

## OPERATIONS

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### Emergency School Bus Procedures

2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
  - a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
  - b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
  - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
  - d. The \_\_\_\_\_ (**Principal of the receiving school, Transportation Supervisor, School Business Administrator/Board Secretary, Other**) shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
  - a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
  - b. If necessary, first aid will be administered.



# REGULATION GUIDE

OPERATIONS

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Emergency School Bus Procedures

- c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
- d. If the student's injury is ~~not serious, and:~~
  - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent;
  - (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room; or
  - (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Issued:





# POLICY GUIDE

OPERATIONS

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Transportation of **Special Needs Students** Disabled Students

Aug 19

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[See POLICY ALERT No. 147, 172 and 218]

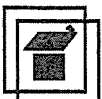
## 8670 TRANSPORTATION OF SPECIAL NEEDS STUDENTS DISABLED STUDENTS

The Board of Education shall provide transportation services for students with **special needs in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-5.1, disabilities as required by law and with their Individualized Education Program (IEP) dictated by the student's educational needs and physical welfare.** The Board will provide the transportation **in accordance with N.J.A.C. 6A:27-5.1 specified as a related service in the program of special education approved for a disabled student with special needs pursuant to N.J.A.C. 6A:14-3.9(a)7.** Such transportation will conform to the student's Individualized Education Program (IEP) and the transportation requirements described by the Child Study Team or prescribed by the school physician. Such transportation services may include, but are not limited to, special transportation equipment, transportation aides, and special arrangements for other assistance to and from school.

When an out-of-district placement for educational reasons is made, ~~t~~Transportation shall be provided consistent with ~~to a placement outside this district will conform to the school calendar of the receiving school.~~ A copy of the school calendar shall be submitted to the resident district by May 15 preceding the year in which transportation is required, or at the time of placement if it occurs after May 15.

~~The transportation of a disabled student may include such special equipment, transportation aides, and special arrangements for other assistance to and from and in and around the school.~~ When necessary for the student's welfare, the student's case manager shall ~~will~~ provide the transportation coordinator or responsible staff member and the bus driver with specific information about the student including safety concerns, mode of communication, and health and behavioral characteristics of a student for whom transportation services are to be provided.

~~For S~~students with **special needs disabilities below the age of five, shall be transported in vehicles equipped with safety belts or other child restraint systems, in accordance with applicable Federal and State regulations will be used.**



# POLICY GUIDE

OPERATIONS

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## Transportation of **Special Needs Students** ~~Disabled Students~~

The transportation of disabled students **with special needs** to special education programs approved by the Board and located outside the State will conform to guidelines established by the New Jersey State Department of Education pursuant to N.J.A.C. 6A:27-2.2(c)1. ~~Such transportation services will be dictated by the student's IEP and approved by the Child Study Team. The individual plan for a disabled student's out of State transportation will be submitted to the Office of the County Superintendent prior to its implementation. In general, transportation of out of State disabled students will be by the most economical and expeditious mode consistent with the student's special needs and will be limited to travel at the beginning and the ending of the school year.~~

State aid will be sought for the services provided in accordance with law and this Policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.S.A. 18A:39-1 et seq.; 18A:39-2.1; 18A:46-19.6; 18A:46-23

N.J.A.C. 6A:14-3.9(a)7; **6A:27-2.2**; 6A:27-5.1 et seq.

Adopted:



# POLICY GUIDE

COMMUNITY  
9210/page 1 of 1  
Parent Organizations  
Aug 19

[See POLICY ALERT No. 218]

## 9210 PARENT ORGANIZATIONS

The Board of Education will encourage and support **parent** organizations of ~~parent(s) or legal guardian(s)~~ whose objectives are to promote the educational interests of district students.

**Parent organizations are organizations independent from the Board of Education. Therefore, parent organizations shall not make any representations their organization or activities are sponsored or endorsed by the Board of Education without prior approval of the Board of Education. A parent organization shall submit a request for sponsorship or endorsement of a specific activity to the Board of Education.**

A ~~No~~ parent organization may **not** organize students, ~~or~~ sponsor school activities, or solicit moneys in the name of this school district or of any school in the district without the prior approval of the **Superintendent or designee** ~~Board~~. Such approval must be sought by written application to the Superintendent **or designee**.

Representatives of recognized parent organizations shall be treated by district employees as interested friends of the schools and as supporters of public education in the school district. **Representatives of recognized parent organizations shall comply with all applicable Board policies.**

The Board relies upon parent organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw recognition from any parent organization, **at will**, whose actions are inimical to the interests of the **school district and the** students of this district.

Adopted:





# POLICY GUIDE

COMMUNITY  
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News Media Relations  
Aug 19

[See POLICY ALERT No. 218]

## 9400 NEWS MEDIA RELATIONS

~~Representatives of the local newspapers and radio and television stations are an important link in the communications chain between the school district and the community it serves. The maintenance of a good working relationship with members of the media is essential to meeting the objectives of the school district's school and community relations program.~~

The Board of Education must give formal approval to all basic practices governing relations between ~~news~~ **the** media and the **school** district and reserves the right to negotiate, on terms most favorable to the **school** district, for the ~~radio~~ broadcasting, ~~televising~~, filming, or sound recording of any school event by an outside agency.

The \_\_\_\_\_ **Superintendent or designee** shall be the chief communications representative of the **school district** Board. ~~He/she~~ **The chief communications representative** shall be readily available to: ~~media representatives~~; provide media representatives with all appropriate and necessary information;; suggest or supply feature articles or stories;; prepare **information to be released to the media**; "press kits," assist school and parent organizations with ~~media~~ **press** relations;; meet periodically with media representatives;; ~~and~~ protect school personnel from any unnecessary demands on their time by ~~news~~ media representatives; **and provide additional information as appropriate.**

The \_\_\_\_\_ ~~(chief communications representative)~~ **Superintendent or designee** must ~~approve~~ **authorize** in advance interviews between staff members ~~or students~~ and media representatives **when the staff member is representing or speaking on behalf of the Board of Education or the school district.**

A school district staff member not designated by the Superintendent or designee to assist in any of the media responsibilities outlined in this Policy, including speaking to a representative of the media, is not prohibited from doing so on their own behalf as a private citizen provided the staff member does not indicate or imply they represent or are speaking on behalf of the Board of Education or the school district and indicate they are speaking on their own behalf as a private citizen.



# POLICY GUIDE

COMMUNITY  
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News Media Relations

A staff member who is acting on their own behalf as a private citizen should be cognizant of their obligations to protect the privacy and confidentiality of students and school operations in accordance with Federal and State laws.

The Board of Education reserves its right to regulate the exercise of school district staff members' First Amendment rights of the United States Constitution in such situations to the extent that such exercise may interfere with the safe and orderly operation of the schools and the learning environment.

The Superintendent or designee must and authorize the release of photographs, video or digital any images of district subjects, personnel, or students.

Any Photographs, video or digital images of a student with a disability of disabled children shall not be disseminated or used in print or media in any way if they are identified as a student with a disability disabled unless permission is granted by the parent(s) or legal guardian(s). Any Photographs, video or digital images of a child children placed in the district by DYFS the New Jersey Department of Children and Families, Division of Child Protection and Permanency shall not be published without permission of the Division Department case worker. Where the release of any a photograph, video or digital images may violate the privacy of a any student or staff member, the Superintendent or designee \_\_\_\_\_ (chief communications representative) must first secure the written permission of the staff member or the student's parent(s) or legal guardian(s).

Adopted:



**PROFESSIONAL DEVELOPMENT SCHOOL CLINICAL  
SITE AFFILIATION AGREEMENT**

between

**CENTENARY UNIVERSITY**

And

**ALLAMUCHY TOWNSHIP SCHOOL DISTRICT**

THIS AGREEMENT made this 28 day of October, 2019 by and between CENTENARY

UNIVERSITY, an educational institution having its place of business at 400 Jefferson Street Hackettstown New Jersey 07840, referred to as the “UNIVERSITY”, and Allamuchy Township School District, a public school in New Jersey, having its place of business at 20 Johnsonburg, PO Box J, Allamuchy, NJ 07820, hereinafter referred to as the “AGENCY”.

It being the intent of the University and the Agency to cooperate for the education of teachers, it is agreed as follows:

1. The University will assume full responsibility for planning and execution of the educational program in education, including programming, administration, curriculum content, faculty appointments, faculty administration, and the requirements for matriculation, promotion and graduation.
2. The University will provide instructors for teaching and supervision of students assigned to the Agency for clinical experience, depending on the course assignment. All faculty, instructors and supervisors provided are employees of the University.
3. The University will have responsibility for planning the schedule of student experiences and for making individual assignments. The University will notify the Agency in advance of its planned schedule of student assignments to clinical areas including the dates, number of students and instructors and type of experience. This schedule shall require approval by the Agency.
4. The University will withdraw any student from the clinical area when the student is unacceptable to the University or the Agency for reasons of health, unacceptable practices or performance.
5. The University will keep all records and reports on students’ clinical experience.
6. The University will provide orientation for the Agency staff regarding the educational program.
7. The University shall direct students and instructors to comply with the rules and regulations of the Agency, of which the Agency has advised the University in writing, insofar as they may pertain to

the activities of both while in the Agency and shall comply with all pertinent federal, state and local statutes, codes and regulations, including, the Family Educational Rights and Privacy Act of 1974 (“Buckley Amendment”).

8. The University shall direct students and instructors to respect the confidential nature of all medical or personnel information relating to the Agency. The University shall advise all students and faculty of the importance of complying with all relevant state and federal confidentiality laws, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), to the extent applicable.

9. The University shall ensure that students and faculty have professional malpractice insurance in effect.

10. The University shall ensure that students have had a health clearance prior to the start of the educational experience. The students have an ongoing obligation to update the health clearance form if there is a change in his/her medical condition.

11. The Agency will make available the clinical areas for student experience.

12. The Agency will make available to CENTENARY the facilities for clinical instruction, conferences, and locker facilities necessary for the conduct of the clinical educational program.

13. The Agency will provide orientation to participating students and University faculty relative to its facilities, and its rules, regulations and procedures if reasonable and feasible.

14. The Agency will assist with emergency health care to students and instructors who may become ill or who may be injured while at the Agency. Students and instructors will provide their own health care except in emergencies.

15. The Agency will retain full responsibility for the care of clients and will maintain administrative and professional supervision of students insofar as their presence affects the operation of the Agency and/or the direct or indirect care of clients.

16. Vendor and its contractors, employees and agents shall comply with all pertinent federal, state and local statutes, codes and regulations, including, the Family Educational Rights and Privacy Act of 1974 (“Buckley Amendment”) with respect to personally identifiable student education records, the Gramm-Leach-Bliley Act with respect to student financial information, Health Insurance Portability and Accountability Act of 1996 (HIPAA) with respect to medical records and applicable provisions of paragraphs (1) through (7) of section 202 of Executive Order 11246 relating to Equal Employment



Opportunity, section 402 of the Vietnam Era Veterans Readjustment Act of 1974, as amended and section 503 of the Rehabilitation Act of 1973. Vendor and its contractors, employees and agents shall obtain and maintain in full force and effect, all necessary permits, licenses and authorizations required by governmental and quasi-governmental agencies. Vendor shall advise CENTENARY of all permits and licenses required to be obtained in CENTENARY's own name for the services to be provided herein, and shall cooperate with CENTENARY in obtaining same.

17. Each party agrees to cooperate with each other in connection with any internal investigations by CENTENARY or Agency of possible violation of their respective policies and procedures and any third-party litigation, except that CENTENARY shall not be required to have any contact with any Union or Union representatives of Agency's employees or subcontractors or participate in any Union grievance or other proceedings relative to Agency's employees or subcontractors except as a fact witness.

18. This initial period of this Agreement covers the period September 1 through August 31 and shall be deemed automatically renewed on an annual basis thereafter upon the same terms and conditions unless terminated by any party hereto upon at least sixty (60) days written notice prior to the annual renewal date. In the event of termination, students enrolled shall not be prejudiced with respect to completion of their clinical clerkship.

**CENTENARY UNIVERSITY**

By: \_\_\_\_\_

**Denton Stargel  
Chief Financial Officer**

By: \_\_\_\_\_

**Amy D'Olive, Ph.D.  
Vice President for Academic  
Affairs**

Date: \_\_\_\_\_

**ALLAMUCHY TOWNSHIP SCHOOL DISTRICT**

By: \_\_\_\_\_

**Joseph E. Flynn  
Superintendent of Schools**

By: \_\_\_\_\_

**John Egan  
Board President**

Date: \_\_\_\_\_

**PROFESSIONAL SERVICES AGREEMENT**  
between  
**CENTENARY UNIVERSITY**  
And  
**ALLAMUCHY TOWNSHIP SCHOOL DISTRICT**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ by and between CENTENARY UNIVERSITY, an educational institution having its place of business at 400 Jefferson Street Hackettstown New Jersey 07840, referred to as the “UNIVERSITY”, and Allamuchy Township School District, a public school in New Jersey, having its place of business at 20 Johnsonburg, PO Box J, Allamuchy, NJ 07820, hereinafter referred to as the “AGENCY”.

It being the intent of the University and the Agency to enter into an agreement, the University will provide consulting to the agency for Media Specialist Services, and the individual providing the services will perform the services as follows:

1. The University will have the consultant meet the following qualifications:
  - Hold a NJ state School Library Media Specialist certification
2. The University will have the consultant be responsible for the following duties:
  - Consultation with the teacher assigned to the Media Center and assist that individual with consultation with teachers as they plan instruction to ensure the incorporation of appropriate library, media and technology materials into daily teaching, promote effective uses of technology for learning and teaching.
  - Collaborate with teachers and staff to develop curricular content that integrates library media and technology skills.
  - Collaborate on professional development activities.
  - Meet with the administrative team bi annually to review the library media program and to determine the school’s information and instructional needs.
3. The University will keep all records and reports related to the services provided.
4. The University shall direct all consultants to comply with the rules and regulations of the Agency, of which the Agency has advised the University in writing, insofar as they may pertain to the activities of both while in the Agency and shall comply with all pertinent federal, state and local statutes, codes and regulations, including, the Family Educational Rights and Privacy Act of 1974 (“Buckley Amendment”).
5. The University shall direct all consultants to respect the confidential nature of all medical and/or personnel information relating to the Agency. The University shall advise all students and faculty of the importance of complying with all relevant state and federal confidentiality laws, including

the Health Insurance Portability and Accountability Act of 1996 (HIPAA), to the extent applicable.

6. The University shall ensure that faculty have professional malpractice insurance in effect.
7. The Agency will make available to CENTENARY the facilities necessary to provide the Media Specialist Services.
8. The Agency will assist with emergency health care to the consultant who may become ill or who may be injured while at the Agency. Consultants will provide their own health care except in emergencies.
9. The University and its contractors, employees and agents shall comply with all pertinent federal, state and local statutes, codes and regulations, including, the Family Educational Rights and Privacy Act of 1974 (“Buckley Amendment”) with respect to personally identifiable student education records, the Gramm-Leach-Bliley Act with respect to student financial information, Health Insurance Portability and Accountability Act of 1996 (HIPAA) with respect to medical records and applicable provisions of paragraphs (1) through (7) of section 202 of Executive Order 11246 relating to Equal Employment Opportunity, section 402 of the Vietnam Era Veterans Readjustment Act of 1974, as amended and section 503 of the Rehabilitation Act of 1973.
10. Each party agrees to cooperate with each other in connection with any internal investigations by the University or Agency of possible violation of their respective policies and procedures and any third-party litigation, except that the University shall not be required to have any contact with any Union or Union representatives of Agency’s employees or subcontractors or participate in any Union grievance or other proceedings relative to Agency’s employees or subcontractors except as a fact witness.
11. The University agrees to provide the services to the Agency at a rate of \$8,000 (Eight Thousand per year) for 10 months with a maximum of fifteen (15) hours per month. Should additional hours be required, they will need to be approved by the agency.
12. The agency agrees to make the monthly payment to the University on the 1<sup>st</sup> of each month.
13. This initial period of this Agreement covers the period September 1, 2019 through June 30, 2020 and shall be deemed automatically renewed on an annual basis thereafter upon the same terms and conditions unless terminated by any party hereto upon at least sixty (60) days written notice prior to the annual renewal date. In the event of termination, students enrolled shall not be prejudiced with respect to completion of their clinical clerkship.

**CENTENARY UNIVERSITY**

**By:**\_\_\_\_\_

**Denton Stargell**  
Chief Financial Officer

**By:**\_\_\_\_\_

**Amy D’Olivo, Ph.D.**  
Vice President for Academic Affairs

**Date:**\_\_\_\_\_

**ALLAMUCHY TOWNSHIP SCHOOL DISTRICT**

**By:**\_\_\_\_\_

**Joseph E. Flynn**  
Superintendent of Schools

**By:**\_\_\_\_\_

**John Egan**  
Board President

**Date:**\_\_\_\_\_