

**BCASBO**  
**County BA Notes**  
**February 2022**

**1. 2020-2021 Annual Comprehensive Financial Report (ACFR) Submission Due Date**

**Broadcast Link**

<https://www.nj.gov/education/broadcasts/2022/jan/26/2020-2021AnnualComprehensiveFinancialReportSubmissionDueDate.pdf>

Therefore, be advised that submission of an ACFR after the statutory deadline, but before Tuesday, **March 15, 2022**, will not result in any adverse findings by the NJDOE. Specifically, applicable to school districts, the NJDOE will not:

1. Penalize any school district score for purposes of the New Jersey Quality Single Accountability Continuum (NJQSAC).
2. Consider a school district to have violated N.J.S.A. 18A:7A-55 a. (8) late audit submission as a factor in the appointment of a State monitor

**2. 2022-2023 Budget**

- **Important Steps January/February Prior to Budget Update after Release of State Aid**  
**Revise the preloaded 2021-22 amounts to reflect the budget as of February 1, 2022**
- **Governor's address is scheduled for **March 8<sup>th</sup>**. State Aid released with 48 hours**  
Revised calendar is due shortly
- **2022-2023 Budget Statement Software**
  - [Memorandum to Districts - 2022-23 Budget Software](#)
  - Memorandum to Districts - 2022-23 Budget Software Update– Coming Late February 2022
- **Budget Guidelines and Electronic Data Collection Manual 2022-23**  
Main Link: <https://www.nj.gov/education/finance/fp/dwb/guidelines/>

**Additional Links:**

- [Budget Guidelines and Electronic Data Collection Manual 2022-23\(PDF\)](#)
- [Appendix A - Explanatory Notes Per Pupil Cost Calculations](#) (PDF)
- Appendix B - 2022-23 Edit Messages (PDF) - **Coming February 2022**
- [Appendix C - Minimum Chart of Accounts](#) (PDF)
- Appendix D – County Review Checklist
  1. [Appendix D – Budget Submission Listing](#)(Word) )
  2. [Appendix D-1 – 2022-23 Budget Review Checklist](#) (Word)
  3. [Appendix D-2 – Executive County Superintendent/Education Specialist Review](#) (Word)
  4. [Appendix D-3 – Additional Spending Proposal Checklist](#) (Word)
- Budget Software Link:  
<https://homeroom4.doe.state.nj.us/budget22/login.jsp>
- Budget Website (NJDOE)

**Black Bold**=Initial Documents

**Blue Bold**=Post Governors Speech

### 2022-2023 Budget Statement - Other Items

- [SEMI Broadcast FY 2023 Reimbursement Revenue Projections.pdf](#)
- [SEMI Broadcast Attachment A for FY2023](#)
- [SEMI Broadcast Attachment B for FY2023](#)
- [Sample Statement of Priorities](#)
- [Tuition Revenue and Appropriation Worksheets](#) -Coming mid-January 2022
- [Budget Statement Defeated Budget Information](#) - Coming April 2022
- [Election Calendar](#)
- [Clarification for Board Reorganization Meetings](#)
- [Board of Education Vacancy After June Primary](#)
- [Budget Preparation Q&A](#) – Coming mid-January 2022

### SEMI Notes

- Waiver requests and alternate revenue projection requests are due no later than 45 days prior to the submission of the district proposed budget.
- Action plans must be submitted with the proposed budget. Approval of the action plan takes place as part of the approval for the district's budget.

### 3. School Ethics / Personal Disclosure Forms

<https://www.nj.gov/education/broadcasts/2022/jan/19/Filingof2022Personal-RelativeandFinancialDisclosureStatements.pdf>

#### Key Deadlines

- **January 19, 2022:** Opening of February list of school officials.
- **February 2, 2022:** Deadline for February list of school officials to be populated.
- Thirty (30) days after the opening of the February list of school officials: Deadline for new school officials to file their Disclosure Statements.
- **April 30, 2022:** 1 Deadline for Board Secretaries and charter and Renaissance school designees to complete their review of Disclosure Statements.
- **May 13, 2022:** Deadline for Board Secretaries and charter and Renaissance school designees to submit certification and report to the SEC.
- **June 1, 2022:** Opening of June list of school officials (new school officials only). • June 15, 2022: Deadline for June list of school officials to be populated.
- **November 1, 2022:** Deadline for Board Secretaries and charter and Renaissance school designees to complete their review of Disclosure Statements.
- **November 15, 2022:** Deadline for Board Secretaries and charter and Renaissance school designees to submit certification and report to the SEC.

If you have any questions, please contact the Offices of School Ethics and Compliance at (609) 376-9115 or email them at [school.ethics@doe.nj.gov](mailto:school.ethics@doe.nj.gov).

### 4. December Financials - Due to County no later than March 1<sup>st</sup>

**5. Special Education Medicaid Initiative Fiscal Year 2023 Reimbursement Revenue Projections**

- Broadcast Link
- <https://www.nj.gov/education/broadcasts/2022/jan/26/SpecialEducationMedicaidInitiativeFY2023ReimbursementRevenueProjections.pdf>

**6. Charter and Renaissance School Project Emergent and Capital Maintenance Funds**

Broadcast Link

<https://www.nj.gov/education/broadcasts/2022/feb/02/CharterandRenaissanceSchoolProjectEmergentandCapitalMaintenanceFunds.pdf>

- Upon submission of the Certification of Assurance and Attachment A Form through Homeroom, the *Office of Charter and Renaissance Schools (OCRS) will review the project(s) identified by the charter or renaissance school project on Attachment A to confirm that the scope represents an eligible emergent project and/or a capital maintenance project.* After such confirmation, the NJDOE will provide the identified funds to the charter or renaissance school project through electronic transfer.

# Other Items of Interest

## 1. QSAC

- o This is a full “normal” QSAC year for Cohort 3. We will do as much remotely as possible.

## 2. Office of Facilities

- o **Non-Educational projects** are routed to the County ECBO for review and approval.
  - **Note:** Projects received in March & April will be handled in Trenton. County will resume review/approval in May.

## 3. Comprehensive Maintenance Plan

- o We are ~80% complete and Janise is following up directly with the remaining districts.

## 4. Security Grant Update

- Reimbursement – Must complete a Grant Acceptance Certificate for reimbursement.  
<https://www.nj.gov/education/grants/resources/faqs/>
- 3<sup>rd</sup> round application due date not yet announced. The 3rd round applications will be open to any public school district with a remaining School Security Grant allowance, including those that did not yet submit a grant application.

Email [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov) with any questions about your grant(s)