**BERGEN COUNTY ASSOCIATION SCHOOL BUSINESS OFFICIALS**

**January 18, 2018**

**AGENDA**

**REMINDER: Transfers - February 1** - Any transfers you want reflected in your budget software must be made prior to February 1.

**ESSA-NCLB, IDEA and PERKINS –** Please submit your grant reimbursement request for amounts incurred. This should be done monthly. Based on a review of audits, this has greatly improved. Just be reminded that NJQSAC fiscal management indicator 3 requires school districts to analyze fiscal year cash flow on a monthly basis and “to ensure that reimbursement for federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.”

**Budget Software and Guidelines** – The Guidelines and first download should be available on or about January 17th. Information will be in January 16th Broadcast. There is currently no information on State Aid.

**2017-2018 Budget Calendar -** Was sent out in December and is currently on the DOE website. Governor's Address tentatively scheduled for February 23rd

**April Election**

March 8 - Last day to submit budget to County Office

March 18 - Last day to advertise earliest public hearing

March 22 - Last day for Executive County Approval

March 22 - Earliest day first public hearing

March 25 - Last day to advertise public hearing

March 29 - Last Date for public hearing

March 30 - Last day to adopt budget

April 17 - School Board Election

**November Election**

March 20 - Last day adoption and filing budget with ECS

April 20 - Last day to advertise earliest public hearing

April 24 - Last day for ECS to approve budget

April 24 - Earliest public hearing date

May 3 – Last day to advertise public hear

May 7 - Last day for public hearing

May 14 - Last day to adopt budget

May 21 - Last day for Type II to certify amount to be assessed, levied and collected to County Board of Taxation

**Emergency Reserve Use**

**PL 2016, c.100** allows use of emergency reserve to finance school security improvements. Withdrawal for school security improvements can be included in original budget or done any time during the year. Commissioner approval is not needed for withdrawals to fund school security improvements. As defined in the law, “school security improvements” includes improvements to school facilities which are limited to safety and security measures involving building monitoring and communication technology designed to address school crime and the safety of students, staff and visitors to school facilities. School security improvements may include, but need not be limited to: security cameras to monitor the school; an electronic notification system that automatically notifies parents in case of a school-wide emergency, an automatic door locking system for access control, and a badge system for employees.

Emergency Reserve can continue to be used to offset increases in total health care costs in excess of four percent for which the district did not use an adjustment for health care costs pursuant to ***N.J.A.C. 6A:23A-11.4.***  This reserve use can only be done through the budget process.

**Maintenance Reserve Use**

Can only be used for required maintenance

Maintenance Reserve withdrawal cannot be greater than Line Item Total for 261.

Reference chart of what is Required Maintenance - **Comprehensive Maintenance Plan** **Documents.** Also, reference pages 35-36 of the Chart of Accounts Manual

If you use Maintenance Reserve, you cannot transfer out of 11-000-261 any available dollars funded by use of the reserve.

**Ethics Reporting and Financial Disclosure Statements**

New Board members and new administrators must file within 30 days of appointment

By February 1st Board Secretaries must submit the names and email address of newly elected and/or newly appointed board members and administrators.

Make sure new members are instructed about the electronic ethics reporting and that they can expect to receive an email. This should not be deleted as junk mail.

* [School Ethics Commission website](http://www.state.nj.us/education/ethics/fds/index.html)

**Semi Projections**

Information on Semi is scheduled to be in the January 16th Broadcast. Information will be sent out as soon as possible.

Deadline for requesting a waiver is 45 days before budget is due. If your board meeting occurs after due date, the letter requesting the waiver should include date of Board Meeting and a certified resolution should be sent within 48 hours of meeting.

**December 31st Financial Reports including Monthly Transfer Report**

December Board Secretary's Report and Treasurer's (Cash) Reports are due to county office by March 1st. Board resolution to accompany reports. Reports are to be reconciled and signed. **Originals only, please do not email.**

**Open and Close Times April Election -** Bill S2453 passed both houses and was signed by the Governor. This bill requires April Election polls to open and close to be the same as the November election. Therefore, the polls must close at 8:00 p.m.

**Audsum Certification -** Please review your FY 16/17 actual expenditures for accuracy. If anything is incorrect, i.e., expenditures on the incorrect line, excess surplus incorrect, etc., they should be corrected as soon as possible. The auditor must go in and decertify the Audsum, make the correction and recertify it. Then you must go in and recertify the numbers. Once you recertify, your budget should be corrected almost immediately. You may have to exit the software and reenter.

**BUDGET POWER POINT and STATE POWER POINT IS ATTACHED. PLEASE BRING WITH YOU AS I WILL NOT BE USING OVERHEAD PROJECTOR.**