

EGG HARBOR CITY PUBLIC SCHOOL DISTRICT
Egg Harbor City, New Jersey

FILE CODE: 3600

 X **Monitored**

 Mandated

 X **Other Reasons**

Policy

EVALUATION OF BUSINESS AND NONINSTRUCTIONAL OPERATIONS

The Egg Harbor City Public School District shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment.

The business administrator/board secretary shall identify processes that when performed by the same individuals are a violation of sound segregation of duties. The business administrator/board secretary shall segregate the duties of all such processes among business office staff based on available district resources, assessed vulnerability and the associated cost-benefit.

The following functions shall be segregated and completed by different employees in all districts:

- A. Human resources and payroll;
- B. Purchasing and accounts payable.

The district shall include in the Comprehensive Annual Financial Report (CAFR) detailed organizational charts for the central office that tie to the district's position control logs, including, but not limited to, the business, human resources and information management functions.

NJSBA Review/Update: June 2015
Adopted: August 12, 2015

Key Words

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

Legal References: N.J.S.A. 18A:11-1 General Mandatory Powers and Duties
N.J.A.C. 6A:23A-6.5 Segregation of duties

Possible

Cross References:

| | |
|------------|--|
| *3000/3010 | Concepts and Roles in business and non-instructional operation |
| *3100 | Budget planning, preparation and adoption |
| 3200 | Income |
| 3300 | Expenditures/expending authority |
| *3400 | Accounts |
| 3500 | Noninstructional operations |
| *3510 | Operation and maintenance of plant |
| 3530 | Insurance management |
| 3541 | Transportation |
| *3542 | Food service |
| *3452.1 | Local Wellness |
| *3570 | District records and reports |
| *7110 | Long-range facilities planning |

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