

**HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY
BOARD OF EDUCATION REGULAR MEETING
Monday, January 26, 2026 – 7:00 PM**

AGENDA

I. Call to Order: The New Jersey Open Public Meeting Act of 1975 was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, Harrison Township Board of Education has caused notice of the meetings to be published by having the dates, time, and place thereof posted on the Harrison Township School District website, at the Harrison Township School Building, and mailed to the Township Municipal Clerk, the South Jersey Times, and the Courier Post.

The Regular Meeting of the Harrison Township Board of Education will be called to order at _____ p.m. on Monday, January 26, 2026.

II. Roll Call:

_____ Todd Baron	_____ Walter Bright	_____ Colleen Kendrick
_____ Tim Bast	_____ John Cavanaugh	_____ Alexis Rubino
_____ Jennifer Bowen	_____ Janette Coslop	_____ Shannon Williams

Attendance:

_____ Missy Peretti _____ Christopher DeSanto _____ Other _____

III. Flag Salute: I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

IV. President’s Welcome:

Student Counsel Ambassadors
BOE President’s Report of 2026 Committees

V. Audience Participation I: The Board President will recognize those individuals who wish to comment on the agenda items. Please respect the following procedures:

- 1) Be recognized by the Board President.
- 2) State your full name and address.
- 3) Identify the agenda item you wish to comment on.
- 4) Wait to be recognized before making your comments.
- 5) Limit your comments to specific items.
- 6) You will have three minutes for comments.

VI. Approval of Minutes:

It is recommended that the Board of Education approve the following action items:

1. Approval of the minutes of the December 16, 2025 Regular Session (*Attachment: Min. #1.*)
2. Approval of the minutes of the January 5, 2026 Reorganization Session Board of Education Meeting (*Attachment: Min. #2.*)

MOTION TO APPROVE ITEMS 1-2: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Walter Bright	_____ Colleen Kendrick
_____ Tim Bast	_____ John Cavanaugh	_____ Alexis Rubino
_____ Jennifer Bowen	_____ Janette Coslop	_____ Shannon Williams

VII. Committee Reports:

1. Standing Committees
 - a. Finance – Walter Bright
 - b. Curriculum – John Cavanaugh
 - c. Personnel – Shannon Williams
 - d. Negotiations – Jennifer Bowen
 - e. Board Development – Todd Baron
2. Ad Hoc Committees
 - f. Public Relations – Janette Coslop
 - g. School Safety – Shannon Williams
 - h. Shared Services – John Cavanaugh
 - i. Transportation – Tim Bast
3. Delegate/Representative Reports (if any)

VIII. Correspondence: (*Copies of Correspondence are included in backup materials*)

1. Letter from Christine Gallagher received December 22, 2025 re: resignation.
2. Letter from Sarah Fitzgerald received January 6, 2026 re: leave of absence.
3. Email from Jennifer Sedlak received January 9, 2026 re: resignation.
4. Letter from MaryAnn Young received January 12, 2026 re: retirement.
5. Letter from Richard McGee received January 12, 2026 re: leave of absence.
6. Email from Shakoya Rivera received January 20, 2026 re: resignation.
7. Letter from Catherine Eastlack received January 23, 2026 re: resignation.

IX. Business Administrator’s Report:

A. Finance

It is recommended that the Board of Education approve the following action items:

1. Budget Transfer List for December 2025 – There were no transfers in the month of December.
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 2025. (*Attachment: Fin. #2*) The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of December 2025.

3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 2025. (*Attachment: Fin. #3*) The Board Secretary certifies that no line item has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
4. Board Secretary in accordance with N.J.A.C. 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
5. Board of Education Certification – pursuant to N.J.A.C. 6A:23A-16.10 (c) 4. We certify that after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23-16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
6. Payment of Bills:
 - a. December 2025 Ratified Bill List \$1,987,143.61 (*Attachment: Fin. #6a*)
 - b. January 2026 Bill List \$675,361.34 (*Attachment: Fin. #6b*)
7. Acceptance the Consolidated Food Services Reports for the months of November and December 2025 (*Attachment: Fin. # 7a & 7b*)

MOTION TO APPROVE ITEMS 1-7: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Walter Bright	_____ Colleen Kendrick
_____ Tim Bast	_____ John Cavanaugh	_____ Alexis Rubino
_____ Jennifer Bowen	_____ Janette Coslop	_____ Shannon Williams

X. Superintendent's Report:

A. Personnel

The Superintendent recommends to the Board of Education the approval of the following action items:

1. When necessary, the Board authorizes the Superintendent of Schools to hire personnel to directly replace a staff vacancy occurring between Board of Education meeting dates to ensure uninterrupted operation of the school district. As always, employment is contingent upon criminal history review clearance and issuance of appropriate certification.
2. Acceptance of the resignation of Christine Gallagher, General Aide at Harrison Township School, effective January 5, 2026.
3. Approval of a leave of absence for Sarah Fitzgerald, Special Education Teacher at Harrison Township School, effective June 1, 2026 utilizing 10 accumulated sick days concurrent with FMLA continuing with unpaid leave under NJFLA through November 27, 2026 with an anticipated return date of November 30, 2026.
4. Acceptance of the resignation of Jennifer Sedlak, Learning Disabilities Teacher – Consultant for the District, effective February 9, 2026.

5. Acceptance of the retirement of Mary Ann Young, Third Grade Teacher at Harrison Township School, effective July 1, 2026.
6. Approval of a medical leave of absence for Richard McGee, Transportation Aide for the District, effective January 29, 2026 through February 16, 2026, utilizing accumulated sick time, with an anticipated return date of February 17, 2026.
7. Acceptance of the resignation of Shakoya Rivera, Special Education Aide at Harrison Township School, effective February 9, 2026.
8. Acceptance of the resignation of Catherine Eastlack, Transportation Aide with the District, effective January 23, 2026.
9. Approval of the employment of Jamie Prostko, of Sewell, as Part-time Special Education Aide at Harrison Township School, effective February 17, 2026 through June 30, 2026, with a salary established at Step 3 (\$23.73/hour) in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E, pending receipt of required clearances.
(Attachment: Pers. #9)
10. Approval of the employment of Lisa Pomante, of Mullica Hill, as Part-time Special Education Aide at Harrison Township School, effective January 27, 2026 through June 30, 2026, with a salary established at Step 1 (\$23.33/hour) in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E.
11. Approval of the employment of the following individuals as substitute teachers, nurses, general aides, bus drivers, bus aides and custodians for the district on an as-needed basis, effective through June 30, 2026, at the currently-approved hourly and daily rates, pending receipt of required clearances.

Sara DeVoe – Teacher

Caragh Cassidy - Teacher

MOTION TO APPROVE ITEMS 1-11: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron

_____ Walter Bright

_____ Colleen Kendrick

_____ Tim Bast

_____ John Cavanaugh

_____ Alexis Rubino

_____ Jennifer Bowen

_____ Janette Coslop

_____ Shannon Williams

B. Education

It is recommended that the Board of Education approve the following action items:

1. Accept the HBI Services Proposal from GCSSSD – Cress for Student #28006 for the following services:
 - a. Homebound Instruction – up to 84 hours @ \$104.00 per hour for a total of \$8,736.00
 - b. Speech Therapy – up to 13 hours @ \$112.00 per hour for a total of \$1,456.00
 - c. Occupational Therapy – up to 13 hours @ \$112.00 per hour for a total of \$1,456.00

MOTION TO APPROVE ITEM 1: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Walter Bright	_____ Colleen Kendrick
_____ Tim Bast	_____ John Cavanaugh	_____ Alexis Rubino
_____ Jennifer Bowen	_____ Janette Coslop	_____ Shannon Williams

C. Administration

It is recommended that the Board of Education approve the following action items:

1. Approval of Lori Hynes to attend *NSPA/FEA Workshop: Hot Issues in Special Education Law* virtually on February 24, 2026 a no cost to the district.
2. Approval of Michelle Giuliano of MG Educational Consulting to provide LDTC testing, as needed, at a cost of \$500.00 per evaluation.
3. Approval of the placement of Victoria Hummel as mentor teacher to Emily Kupsey at Harrison Township School for a period of 20 weeks during the 2025-2026 school year under the auspice of the NJ Provisional Teacher Program.
4. Retroactive approval of Author, Karen Lobascio and her dog, Maggie to visit a third-grade classroom on January 15, 2026.
5. Approval of the reimbursement of tuition cost to John Berkett following successful completion of the following courses through Rowan University, requested amounts stated, with reimbursement after completion according to the terms of the established contract:
 - a. Financial Institutions Management – March 2026 through May 2026 - \$3,450.00
6. Acknowledgement of safety drills conducted in the district schools:
 - a. Lockdown Drill
 - 1) Pleasant Valley School – December 17, 2025 (AM)
 - 2) Harrison Township School – January 21, 2026 (PM)

- b. Fire Drill
 - 1) Pleasant Valley School – December 23, 2025 (AM)
 - 2) Pleasant Valley School – January 7, 2026 (PM)
 - 3) Harrison Township School – January 14, 2026 (AM)
- c. Table Top Drill
 - 1) Harrison Township School – December 23, 2025 (AM)

MOTION TO APPROVE ITEMS 1-6: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Walter Bright	_____ Colleen Kendrick
_____ Tim Bast	_____ John Cavanaugh	_____ Alexis Rubino
_____ Jennifer Bowen	_____ Janette Coslop	_____ Shannon Williams

D. Policy

It is recommended that the Board of Education approve the following action items:

- 1. No items at this time.

E. Transportation

It is recommended that the Board of Education approve the following action items:

- 1. No items at this time.

F. Buildings & Grounds

It is recommended that the Board of Education approve the following action items:

- 1. Approval of the following groups to utilize the facilities for the 2025-2026 fiscal year as outlined below:

<u>Name/Organization</u>	<u>Location/Date</u>	<u>Type of Use</u>
Mancini/PTA	PVS Cafeteria February 6, 2026	Valentine Bingo
Hulmes/CYFC	PVS Cafeteria January 28, 2026	Equipment Returns

MOTION TO APPROVE ITEM 1: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Walter Bright	_____ Colleen Kendrick
_____ Tim Bast	_____ John Cavanaugh	_____ Alexis Rubino
_____ Jennifer Bowen	_____ Janette Coslop	_____ Shannon Williams

XI. New Business:

XII. Old Business:

XIII. Audience Participation II:

- 1) Be recognized by the Board President.
- 2) State your full name and address.
- 3) Wait to be recognized before making your comments.
- 4) Limit your comments to specific items.
- 5) You will have three minutes for comments.

XIV. Recess into Executive Session (if necessary):

It is recommended that the Board of Education, by Resolution, adjourn into Executive Session from which the general public will be excluded to discuss school matters. The results of this session will be made public immediately after or as soon thereafter as a decision is reached. Action may be taken.

MOTION TO APPROVE: _____ **SECOND:** _____

Time: _____ **Voice vote:** _____

XV. Out of Executive Session:

MOTION TO APPROVE: _____ **SECOND:** _____

Time: _____ **Voice vote:** _____

XVI. Adjournment:

MOTION TO APPROVE: _____ **SECOND:** _____

Time: _____ **Voice vote:** _____

HARRISON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
120 N. MAIN STREET
MULLICA HILL, NEW JERSEY

REGULAR MEETING
DECEMBER 16, 2025
7:00 PM

Mrs. Shannon Williams, Board Vice-President, called the meeting of the Harrison Township Board of Education to order in the music room at Pleasant Valley School at 7:02 p.m. It was announced that the Board might adjourn into Executive Session during the meeting to discuss personnel, student issues, property, or any other matter appropriate for this session, the results of which would be made public at a later date.

I. **Call to Order:** The New Jersey Open Public Meeting Act of 1975 was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, Harrison Township Board of Education has caused notice of the meetings to be published by having the dates, time, and place thereof posted on the Harrison Township School District website, at the Harrison Township School Building, and mailed to the Township Municipal Clerk, the South Jersey Times, and the Courier Post.

II. **Roll Call:**

- | | |
|---------------------|-----------------------|
| Mr. Todd Baron | Mrs. Janette Coslop |
| Mr. Tim Bast | Mrs. Colleen Kendrick |
| Mrs. Jennifer Bowen | Ms. Alexis Rubino |
| Mr. Walter Bright | Mrs. Shannon Williams |
| Mr. John Cavanaugh | |

Others Present:

Dr. Missy Peretti, Superintendent of Schools, Mr. Christopher DeSanto, Business Administrator /Board Secretary, and Mr. Brian Wasilewski, Supervisor of Buildings and Grounds.

III. **Flag Salute:**

Led by Shannon Williams, Board Vice-President of the Harrison Township Board of Education.

IV. **President's Welcome:**

2026 Referendum Introduction

Dr. Peretti indicated that the referendum would be part of the November 2026 general election.

Some of the items considered are:

- Roof (PVS)
- HVAC (HTS and PVS)
- Chillers (HTS and PVS)
- Boilers (PVS)
- Security Upgrades (HTS and PVS)
- Generator (HTS)

Dr. Peretti will provide periodic updates throughout the year.

V. Reorganization of the Board of Education:

A. Election of Officers

Christopher DeSanto, Board Secretary, declared the nominations for the Office of Board President open.

Motion by Alexis Rubino to nominate Shannon Williams for Board President.

Roll Call: (9-0) Carried: Yes

The Board Secretary declared Shannon Williams elected to the Office of Board President.

Christopher DeSanto, Board Secretary, administered the Oath of Office to the Board President, Shannon Williams. The meeting was turned over to the Board of Education President.

Shannon Williams, President of the Board of Education, declared the nominations for the Office of Board Vice-President open.

Motion by Janette Coslop to nominate Jennifer Bowen for Vice-President of the Board of Education.

Roll Call: (9-0) Carried: Yes

Christopher DeSanto, Board Secretary, administered the Oath of Office to the Vice-President, Jennifer Bowen.

VI. Audience Participation I:

None

VII. Approval of Minutes:

Motion: For the Board of Education to approve the following action items:

1. Approval of the minutes of the November 18, 2025 Regular Session Board of Education Meeting (*Attachment: Min. #1*).

Item 1:

Motion: Mrs. Bowen

Second: Mrs. Coslop

Roll Call: (8-0-1)

Carried: Yes

Abstained: Mrs. Kendrick

VIII. Committee Reports:

1. Standing Committees
 - a. Finance – Walter Bright (No report at this time.)
 - b. Curriculum – John Cavanaugh (No report at this time.)
 - c. Personnel – Shannon Williams (No report at this time.)
 - d. Negotiations – Jennifer Bowen (No report at this time.)
 - e. Board Development – Todd Baron (No report at this time.)
2. Ad Hoc Committees
 - f. Public Relations – Janette Coslop (No report at this time.)
 - g. School Safety – Shannon Williams (No report at this time.)
 - h. Shared Services – John Cavanaugh (No report at this time.)
 - i. Transportation – Tim Bast (No report at this time.)
3. Delegate/Representative Reports (No report at this time.)

IX. Correspondence: *(Copies of Correspondence are included in backup materials)*

1. Letter from Laura Sabatano received November 19, 2025 re: leave of absence.
2. Letter from Dawn Errico received November 26, 2025 re: resignation.
3. Letter from Elizabeth Gentile received December 2, 2025 re: retirement.

X. Business Administrator's Report:

- A. Finance

Motion: For the Board of Education to approve the following action items:

1. Budget Transfer List for November 2025 – There were no transfers in the month of November.
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2025. (*Attachment: Fin. #2*) The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of November 2025.
3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2025. (*Attachment: Fin. #3*) The Board Secretary certifies that no line item has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
4. Board Secretary in accordance with N.J.A.C. 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
5. Board of Education Certification – pursuant to N.J.A.C. 6A:23A-16.10 (c) 4. We certify that after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23-16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
6. Payment of Bills:
 - a. November 2025 Ratified Bill List \$1,987,418.10 (*Attachment: Fin. #6a*)
 - b. December 2025 Bill List \$315,940.67 (*Attachment: Fin. #6b*)

7. Accept the Consolidated Food Services Reports for the months of July/August, September, and October 2025. (*Attachment: Fin. #7*)
8. Resolution 2025-26 #5: Accept the 2024-2025 Annual Comprehensive Financial Report (ACFR). A copy of the 129-page audit and a synopsis will be available on the district website. (*Attachment: Fin. #8*)
9. Accept the increase of New Jersey's Minimum Wage effective January 1, 2026. (*Attachment: Fin. #9*)
10. Approve the Pre-Referendum Letter of Authorization with RYEBREAD, the District's Architect of Record. (*Attachment: Fin. #10*)
11. Approve the Bond Counsel Services Agreement with Wilentz, Goldman & Spitzer, P.A. (*Attachment: Fin. #11*)
12. Accept the Municipal Advisor Services in connection with: School Bonds, Series 2026 with Phoenix Advisors, the District's current compliance advisor. (*Attachment: Fin. #12*)

Items 1-12:

Motion: Mr. Bright

Second: Ms. Rubino

Roll Call: (9-0)

Carried: Yes

XI. Superintendent's Report:

A. Personnel

Motion: For the Board of Education to approve the following action items:

1. When necessary, the Board authorizes the Superintendent of Schools to hire personnel to directly replace a staff vacancy occurring between Board of Education meeting dates to ensure uninterrupted operation of the school district. As always, employment is contingent upon criminal history review clearance and issuance of appropriate certification.
2. Approval of a leave of absence for Laura Sabatano, First Grade Teacher at Harrison Township School, effective April 20, 2026 utilizing 20 accumulated sick days concurrent with FMLA continuing with unpaid leave under NJFLA through June 30, 2026 with an anticipated return date of September 1, 2026.
3. Acceptance of the resignation of Dawn Errico, Bus Driver for the District, effective November 30, 2025.
4. Acceptance of the retirement of Elizabeth Gentile, Bus Driver for the District, effective February 1, 2026.
5. Approval of the involuntary transfer of Meghan Hack from Interventionist at Pleasant Valley School to Sixth Grade Teacher during the leave of Michael Brodzik, effective January 5, 2026 through March 30, 2026.

6. Approval of the involuntary transfer of Betsy Patterson, Interventionist, from Harrison Township School to Pleasant Valley School to cover Meghan Hack, effective January 5, 2026 through March 30, 2026.
7. Approval of the employment of Lauren D’Ariano, as a School Nurse at Harrison Township School, effective January 5, 2026 through June 30, 2026, with salary established at BA, Step 7, in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E.), plus benefits, pending receipt of required clearances.
8. Approval of the employment of Emily Kupsey, of Woolwich Township, NJ, as Long-term Substitute Teacher at Harrison Township School during the absence of Michelle Troast for the period of January 12, 2026 through June 30, 2026, with salary established at the daily substitute rate for the first 20 days of service in this role, in accordance with State Statute, followed by a salary established at BA, Step 1 (\$53,704.00, pro-rated), pending receipt of required clearances.
9. Approval of the employment of Nadia Cornew, of Mullica Hill, NJ, as Long-term CST Secretary for the District with a salary established at \$32,445.00 (prorated), effective December 17, 2025 through June 30, 2026, pending receipt of required clearances.
10. Approval of the employment of the following individuals as substitute teachers, nurses, general aides, bus drivers, bus aides and custodians for the district on an as-needed basis, effective through June 30, 2026, at the currently-approved hourly and daily rates, pending receipt of required clearances.

Cameron Dion - Teacher	John Hamilton – Transportation Aide
Huang Lam – General Aide	Elizabeth Gentile – Bus Driver (after retirement)
Alexandra Cristescu - Teacher	Sara Scariaciottoli - Teacher

Items 1-10:

Motion: Ms. Rubino

Second: Mr. Baron

Roll Call: (9-0)

Carried: Yes

B. Education

Motion: To include the addendum to Education.

Motion: Mrs. Bowen

Second: Mrs. Coslop

Roll Call: Voice

Carried: Yes

Motion: For the Board of Education to approve the following action items:

1. Approval of homebound instruction of student #26234. Instructional hours and dates to be determined.

Item 1:

Motion: Mrs. Kendrick

Second: Mr. Bright

Roll Call: (9-0)

Carried: Yes

C. Administration

Motion: For the Board of Education to approve the following action items:

1. Approval of Jean Marie Sutton, Heather Schank, and Adrienne McGovern to attend *New Jersey School Counselor Annual PD Day* on January 9, 2026 at Rowan University, at a cost of \$119.00 per person, plus mileage reimbursement.
2. Approval of a classroom visitation by Riley Lewin, Rowan School of Education Student, on January 7, 2026.
3. Acknowledgement of safety drills conducted in the district schools:
 - a. AED Medical Emergency Response Team Drill
 - 1) Harrison Township School – November 20, 2025 (AM)
 - b. Hold Non-Drill
 - 1) Harrison Township School – November 20, 2025 (PM)
 - 2) Pleasant Valley School – December 2, 2025 (AM)
 - c. Evacuation Drill
 - 1) Pleasant Valley School – November 5, 2025 (AM)
 - d. Fire Drill
 - 1) Harrison Township School – December 1, 2025 (AM)

Items 1 – 3:

Motion: Mrs. Kendrick

Second: Mr. Bright

Roll Call: (9-0)

Carried: Yes

D. Policy

None

E. Transportation

None

F. Buildings & Grounds

Motion: For the Board of Education to approve the following action items:

1. Approval of the following groups to utilize the facilities for the 2025-2026 fiscal year as outlined below:

<u>Name/Organization</u>	<u>Location/Date</u>	<u>Type of Use</u>
Richardson/TOPSports	PVS Cafeteria 1/8/2026	Buddy Training
Chew/Harrison Twp. Rec. Committee	PVS Cafeteria Mon-Thurs 7/13/26-7/30/26	Theatre Camp
Szolack/Tiger Organization	HTS – Both Gyms Mon-Thurs 7/20/26-7/31/26	Basketball Camp

Mitcham/PVFit	PVS Gym Wed & Thursday 1/14/26-3/25/26	Youth Fitness Program
Hulmes/CYFC	PVS Cafeteria 12/18/25 & 12/22/25	Equipment Returns
Clearview HS	PVS Gym & Cafeteria 1/6/26-1/30/26	Dance Team Practice
Heller/Surge Color Guard	HTS Gym 3 Sundays only (TBD) Jan-May 2026	Practice
Item 1:		
Motion: Mr. Bright	Second: Mrs. Rubino	
Roll Call: (9-0)	Carried: Yes	

XII. New Business:

Dr. Peretti reported that the district and families of the Harrison Township community raised the following funds:

- Veterans Fundraiser = \$400
- CHOP Fundraiser = \$1,300
- Local District Gift Card Fundraiser = \$7,000

XIII. Old Business:

Dr. Peretti recognized Dr. Wax, who was in attendance, and thanked him for all he does for the district.

XIV. Audience Participation II:

None

XV. Adjournment:

There was no further business. A motion was made to adjourn at 7:23 p.m.

Motion: Mr. Bright	Second: Ms. Rubino
Roll Call: Voice	Carried: Yes

Respectfully Submitted,

Christopher C. DeSanto
Board Secretary

**HARRISON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
120 N. MAIN STREET
MULLICA HILL, NEW JERSEY**

**REORGANIZATION MEETING
JANUARY 5, 2026
7:00 PM**

Mr. Christopher C. DeSanto, Board Secretary, called the Reorganization Meeting of the Harrison Township Board of Education to order at 7:00 p.m in the music room at Pleasant Valley School. It was announced that the Board might adjourn into Executive Session during the meeting to discuss personnel, student issues, property, or any other matter appropriate for this session, the results of which would be made public at a later time.

I. Call to Order: The New Jersey Open Public Meeting Act of 1975 was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, the Harrison Township Board of Education has caused notice of the meeting to be published by having the dates, time, and place thereof posted on the Harrison Township School District website, at the Harrison Township School Building, and mailed to the Township Municipal Clerk, the South Jersey Times and the Courier Post.

II. Flag Salute:

Led by Mr. Christopher C. DeSanto, Board Secretary of the Harrison Township Board of Education.

III. Report of School Election Place: Christopher C. DeSanto, Board Secretary

District School Election of the School District of Harrison Township, in the County of Gloucester in the State of New Jersey was held on Tuesday, November 4, 2025, pursuant to the notice given in accordance with State Law.

I, Christopher C. DeSanto, Board Secretary, after electronic counting of the ballots by the Gloucester County Board of Elections, announced the results of the election as follows:

<u>Three-Year Term (3 seats):</u>	<u>Total</u>
a. Tim Bast	4,216
b. Jennifer A. Bowen	4,215
c. Walter Bright	4,094

A total of 548 votes were received for write-in candidates for the three-year terms.

IV. Administration of the Oath: Christopher C. DeSanto, Board Secretary

- 1) Tim Bast
- 2) Jennifer A. Bowen
- 3) Walter Bright

V. **Roll Call:**

2024 – 2026

Todd Baron
Janette Coslop
Shannon Williams

2026

Alexis Rubino

2025 - 2027

John Cavanaugh (*absent*)
Colleen Kendrick

2026 – 2028

Tim Bast
Jennifer Bowen
Walter Bright

VI. **Reorganization of the Board of Education:**

A. Election of Officers

Christopher C. DeSanto, Board Secretary, declared the nominations for the Office of Board President open.

Motion by Janette Coslop to nominate Shannon Williams for Board President.

Roll Call: (8-0)

Carried: Yes

The Board Secretary declared Shannon Williams elected to the Office of Board President.

Christopher C. DeSanto, Board Secretary, administered the Oath of Office to the Board President, Shannon Williams. The meeting was turned over to the Board of Education President.

Shannon Williams, President of the Board of Education, declared the nominations for the Office of Board Vice-President open.

Motion by Walter Bright to nominate Jennifer Bowen for Vice-President of the Board of Education.

Roll Call: (8-0)

Carried: Yes

Christopher C. DeSanto, Board Secretary, administered the Oath of Office to the Vice-President, Jennifer Bowen.

B. Approval of Board of Education Meeting dates for the period from January 2026 through January 2027. (*Attachment: Reorg. #VI.B.*)

Motion: Mr. Bright
Roll Call: (8-0)

Second: Mrs. Kendrick
Carried: Yes

VII. Superintendent's Report:

A. Administration

1. Resolution to designate Dr. Peretti as the Public Agency Compliance Officer (P.A.C.O.) pursuant to the requirement of the State of New Jersey, Department of Treasury, Division of Purchase and Property.

Motion: Mrs. Bowen
Roll Call: (8-0)

Second: Ms. Rubino
Carried: Yes

VIII. Audience Participation:

None

IX. Old Business:

Dr. Peretti gave an update on the playground repairs at PVS.

Dr. Peretti spoke about the ½ page ad in Clearview's program book for their *Legally Blonde* production.

Mr. Bright asked the Board if any of them had any questions about the email they had received.

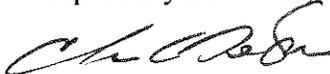
X. Adjournment:

There was no further business. A motion was made to adjourn at 7:21 p.m.

Motion: Mr. Bright
Roll Call: Voice

Second: Mrs. Coslop
Carried: Yes

Respectfully Submitted,



Christopher C. DeSanto
Board Secretary

Corres. #1

Christine Young Gallagher

December 22, 2025

Dr. Missy Peretti
Harrison Township School District
120 North Main Street
Mullica Hill, New Jersey 08062

Dear Dr. Peretti,

It is with regret that I submit my resignation from my General Aide position with the Harrison Township School District. Today, Monday, December 22, 2025 will serve as my two-week notice. My last day will be Monday, January 5, 2026.

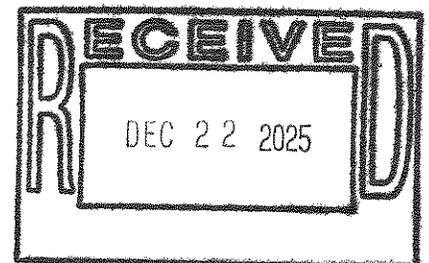
After considerable effort, I have been unsuccessful in securing a full-time position within the district which has led me to make this difficult decision.

I have truly enjoyed my time with the district and will miss interacting with both faculty and students. Thank you for the opportunity to be part of the Harrison Township School District, where I have had the privilege of helping young learners grow into responsible members of the community. The memories and experiences I have gained over the past 15 years will always be meaningful to me, and I am grateful for the opportunities and support I have received during my time here.

Thank you again for the opportunity to serve the district.

Sincerely,

Christine Young Gallagher



CORRES #2

Sarah Fitzgerald

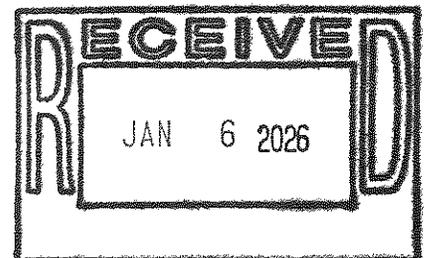
January 6, 2026

Dr. Peretti
120 N. Main Street
Mullica Hill, NJ 08062

Dear Dr. Peretti:

The purpose of this letter is to inform you and the Harrison Township Board of Education of my intention to take a maternity leave of absence for a portion of the 2025-2026 and 2026-2027 school year. My due date is May 29, 2026. I would like to begin my maternity leave on June 1, 2026. My last day of work will be on May 29, 2026. I would like to utilize 10 accumulated sick days for the remainder of the year. I would like to continue my leave starting in September using FMLA until November 27, 2026. My intention is to return on November 30, 2026 during the 2026-2027 school year. If there is an unforeseen circumstance, I will notify you as soon as possible of any changes.

Sincerely,
Sarah Fitzgerald



CORRES #3

From: **Sedlak, Jennifer** <sedlakj@harrisontwp.k12.nj.us>
Date: Fri, Jan 9, 2026, 3:21 PM
Subject: Notice of Resignation
To: Missy Peretti <perettim@harrisontwp.k12.nj.us>

Dear Dr. Peretti,

Please accept this letter as my formal notice of resignation from my position as Learning Disabilities Teacher–Consultant with the Harrison Township School District. In accordance with my contract, I am providing 30 days' notice, with my final day of employment being February 8, 2026.

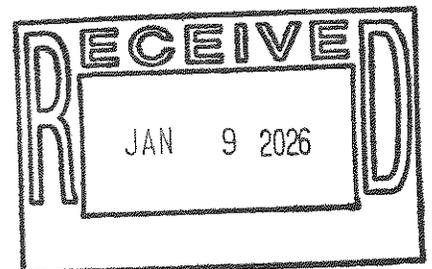
I am truly grateful for the opportunity to have worked on the Child Study Team over the past year and a half. This experience has been professionally rewarding, and I appreciate the support, collaboration, and learning opportunities I have had during my time in the district.

I have accepted a position as an LDT-C in a former district where I previously taught. This opportunity brings me closer to home and allows me to continue my work in a familiar community, which made this a thoughtful and meaningful decision.

Thank you again for the opportunity to be part of the Harrison Township School District. I wish the district continued success and am committed to supporting a smooth transition during my remaining time.

Sincerely,

Jennifer Sedlak, M. Ed.
Learning Disabilities Teacher - Consultant
Child Study Team
Harrison Township School District



CORRES.#4

January 12, 2026

Mary Ann Young

Dear Dr. Peretti and Harrison Township Board of Education,

After 25 wonderful years of teaching with the HTSD, I am writing to formally announce my intention to retire, effective June 30, 2026. It has been a privilege and a blessing to be able to spend a quarter of a century going to a job that I loved.

I have met and worked with parents, grandparents, and caregivers of all ages- all of them wanting what was best for their little ones; I am honored to have been a part of so many children's lives.

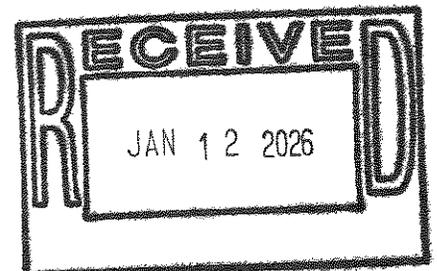
And be it true that I will miss Room 10 and all of the incredible learning that happened in it over the past 25 years, I will equally miss my incredible grade level team and all of the amazing teachers, faculty and staff here at Harrison...we all play a part in what happens in this building, every day. It takes a village.

I leave with a heart full of gratitude that I had this incredible opportunity.

Thank you again for the opportunity to have served this school and community. I have enjoyed every second of it.

Sincerely,

Mary Ann Young



CORRES #5

Richard McGee

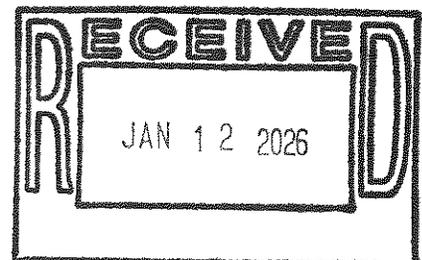
January 12, 2026

Harrison Twp. Board of Education

To whom it may concern,

I am planning to have surgery January 29,2026. Recovery time is at least 2 weeks. I would like to use my sick time during my time off work.

Thank you,
Richard McGee



CORRES #6

On Tue, Jan 20, 2026 at 5:16 PM Rivera, Shakoya <riveras@harrisontwp.k12.nj.us> wrote:

Dear Dr. Lori Hynes

Please accept this as my formal resignation from my position as a Special Education Aide, effective February 9, 2026. I appreciate the opportunity to work with the students and staff.

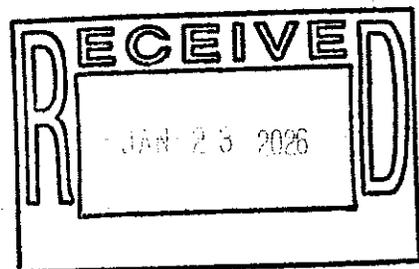
Thank you,
Koya Rivera

CORRES. #7

Dear Missy Peretti

Due to an unfortunate accident
I will regretfully not return
to work. Still not feeling well.
Really miss seeing everyone.

Sincerely
Catherine Eastlack



HARRISON TOWNSHIP BOARD OF EDUCATION
December 31, 2025
CASH RECONCILIATION REPORT

FUNDS AND ACCOUNTS	BEGINNING BALANCE	RECEIVED	DISBURSED	ENDING BALANCE
<u>GENERAL FUND - 10</u>				
GENERAL FUND	\$ 3,060,171.17	\$ 2,056,137.32	2,168,278.00	\$ 2,948,030.49
PAYROLL	6.32	923,627.67	923,624.36	9.63
PAYROLL AGENCY	369,082.93	622,052.45	589,360.43	401,774.95
UNEMPLOYMENT	118,548.71	164.67	-	118,713.38
FLEXIBLE SPENDING ACCT	5,313.81	1,920.20	2,422.44	4,811.57
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL GENERAL FUND	3,553,122.94	3,603,902.31	3,683,685.23	3,473,340.02
<u>SPECIAL REVENUE FUND - 20</u>				
SPECIAL REVENUE	(56,635.25)	18,988.99	106,586.76	(144,233.02)
SCHOOL FUND	33,902.19	2,196.67	113.51	35,985.35
LIBRARY	15,132.42	816.87	88.38	15,860.91
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL SPECIAL REVENUE FUND	(7,600.64)	22,002.53	106,788.65	(92,386.76)
CAPITAL PROJECTS - 30	(166,685.72)	-	-	(166,685.72)
DEBT SERVICE - 40	1.01	-	-	1.01
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL GOVERNMENTAL FUNDS	\$ 3,378,837.59	\$ 3,625,904.84	\$ 3,790,473.88	\$ 3,214,268.55
ENTERPRISE FUND	95,438.95	45,132.68	29,969.11	110,602.52
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL ALL FUNDS	\$ 3,474,276.54	\$ 3,671,037.52	\$ 3,820,442.99	\$ 3,324,871.07

RECONCILIATION OF BANK ACCOUNTS

Bank Accounts:	Century ACCOUNT NUMBERS	BALANCES
CUSTODIAN ACCOUNT	XXXXX5209	\$ 2,227,599.08
MAINTENANCE RESERVE	XXXXX5308	331,579.76
CAPITAL RESERVE	XXXXX5283	278,440.32
CAFETERIA	XXXXX5233	26,154.35
SCHOOL FUND	XXXXX0953	36,035.35
FLEXIBLE SPENDING ACCT	XXXXX5291	4,811.57
LIBRARY FUND	XXXXX5324	15,860.91
PAYROLL	XXXXX5217	1,010.76
PAYROLL AGENCY	XXXXX5225	450,422.33
UNEMPLOYMENT	XXXXX5275	118,713.38
		<hr/>
		3,490,627.81
ADD: DEPOSIT IN TRANSIT		-
LESS: OUTSTANDING CHECKS		<hr/>
		165,756.74
TOTAL ALL ACCOUNTS		\$ 3,324,871.07

Prepared by:
Angela Ottowski
Secretary to the School Business Administrator

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 10 GENERAL FUND

Assets and Resources

Assets:			
101	Cash in bank		\$2,353,770.65
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$271,493.65
117	Maintenance Reserve Account		\$322,766.19
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$8,457,617.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$3,265,997.75	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$3,309.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$3,269,306.75
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00
Resources:			
301	Estimated Revenues	\$22,253,083.00	
302	Less Revenues	(\$22,145,403.22)	\$107,679.78
Total assets and resources			<u>\$14,782,634.02</u>

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 10 GENERAL FUND

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.46
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
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$120,888.58
481	Deferred Revenues	\$12,000.00
580	Unemployment Trust Fund Liability	\$18,173.51
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$151,062.55

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 10 GENERAL FUND

Fund Balance:

Appropriated:			
753,754	Reserve for Encumbrances		\$10,860,845.72
Reserved Fund Balance:			
761	Capital Reserve Account - July 1	\$276,079.32	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$276,079.32
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$348,128.91	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$348,128.91
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$2,048.73	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$2,048.73
750-752,76x	Other reserves		\$1,041,644.00
601	Appropriations	\$23,688,076.90	
602	Less: Expenditures	(\$10,456,049.80)	
	Less: Encumbrances	(\$10,860,845.72)	(\$21,316,895.52)
	Total appropriated		\$14,899,928.06
Unappropriated:			
770	Fund balance, July 1		\$1,120,898.69
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$1,389,255.28)
	Total fund balance		\$14,631,571.47
	Total liabilities and fund equity		<u>\$14,782,634.02</u>

Starting date 7/1/2025 · Ending date 12/31/2025 Fund: 10 GENERAL FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$23,688,076.90	\$21,316,895.52	\$2,371,181.38
Revenues	(\$22,253,083.00)	(\$22,145,403.22)	(\$107,679.78)
Subtotal	<u>\$1,434,993.90</u>	<u>(\$828,507.70)</u>	<u>\$2,263,501.60</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	(\$4,585.67)	\$4,585.67
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,434,993.90</u>	<u>(\$833,093.37)</u>	<u>\$2,268,087.27</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,434,993.90</u>	<u>(\$833,093.37)</u>	<u>\$2,268,087.27</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	(\$25,362.72)	\$25,362.72
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,434,993.90</u>	<u>(\$858,456.09)</u>	<u>\$2,293,449.99</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,434,993.90</u>	<u>(\$858,456.09)</u>	<u>\$2,293,449.99</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,434,993.90</u>	<u>(\$858,456.09)</u>	<u>\$2,293,449.99</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,434,993.90</u>	<u>(\$858,456.09)</u>	<u>\$2,293,449.99</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,434,993.90</u>	<u>(\$858,456.09)</u>	<u>\$2,293,449.99</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,434,993.90</u>	<u>(\$858,456.09)</u>	<u>\$2,293,449.99</u>
Less: Adjustment for prior year	(\$45,738.62)	(\$45,738.62)	\$0.00
Budgeted fund balance	<u>\$1,389,255.28</u>	<u>(\$904,194.71)</u>	<u>\$2,293,449.99</u>

Prepared and submitted by : _____

Board Secretary

Date

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 10 GENERAL FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	16,865,821	0	16,865,821	16,777,277	Under	88,544
00520	SUBTOTAL – Revenues from State Sources	5,383,361	0	5,383,361	5,354,343	Under	29,018
00570	SUBTOTAL – Revenues from Federal Sources	3,901	0	3,901	0	Under	3,901
0071A	Other	0	0	0	13,783		(13,783)
Total		22,253,083	0	22,253,083	22,145,403		107,680

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	7,878,890	0	7,878,890	3,254,840	3,874,837	749,213
10300	Total Special Education - Instruction	2,388,628	0	2,388,628	875,060	1,285,000	228,568
11160	Total Basic Skills/Remedial – Instruct.	1,241,660	0	1,241,660	463,682	690,537	87,442
12160	Total Bilingual Education – Instruction	300	0	300	0	0	300
22620	Total Other Supplemental/At-Risk Program	92,231	0	92,231	37,332	55,999	(1,100)
29180	Total Undistributed Expenditures - Instr	217,209	0	217,209	0	112,169	105,040
29680	Total Undistributed Expenditures – Atten	17,000	0	17,000	17,000	0	0
30620	Total Undistributed Expenditures – Healt	236,031	0	236,031	84,337	111,403	40,290
40580	Total Undistributed Expend – Speech, OT,	752,343	0	752,343	255,921	408,022	88,400
41660	Total Undist. Expend. – Guidance	214,685	0	214,685	90,060	127,650	(3,024)
42200	Total Undist. Expend. – Child Study Team	453,109	0	453,109	197,369	269,315	(13,576)
43200	Total Undist. Expend. – Improvement of l	372,558	0	372,558	200,820	211,780	(40,042)
43620	Total Undist. Expend. – Edu. Media Serv.	82,600	0	82,600	13,734	45,959	22,907
44180	Total Undist. Expend. – Instructional St	23,200	0	23,200	7,993	2,660	12,547
45300	Support Serv. - General Admin	415,414	6,627	422,041	223,360	151,899	46,781
46160	Support Serv. - School Admin	714,680	0	714,680	348,640	335,407	30,632
47200	Total Undist. Expend. – Central Services	342,565	0	342,565	169,777	152,600	20,188
47620	Total Undist. Expend. – Admin. Info. Tec	430,651	21,642	452,293	281,519	139,005	31,770
51120	Total Undist. Expend. – Oper. & Maint. O	2,139,177	40,073	2,179,251	1,056,401	1,003,618	119,231
52480	Total Undist. Expend. – Student Transpor	1,219,826	0	1,219,826	496,311	537,564	185,951
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	4,332,851	0	4,332,851	2,372,656	1,335,503	624,692
76260	Total Facilities Acquisition and Constru	34,972	0	34,972	0	0	34,972
84000	Transfer of Funds to Charter Schools	19,154	0	19,154	9,234	9,920	0
Total		23,619,734	68,343	23,688,077	10,456,050	10,860,846	2,371,181

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 10 GENERAL FUND

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy	16,648,428	0	16,648,428	16,648,428		0
00140	10-1310	Tuition from Individuals	83,750	0	83,750	44,400	Under	39,350
00150	10-1320	Tuition from LEAs Within State	61,000	0	61,000	31,442	Under	29,558
00300	10-1__	Unrestricted Miscellaneous Revenues	72,638	0	72,638	50,646	Under	21,992
00330	10-1__	Interest Earned on Maintenance Reserve	5	0	5	2,361		(2,356)
00420	10-3121	Categorical Transportation Aid	2,020,669	0	2,020,669	2,020,669		0
00430	10-3131	Extraordinary Aid	80,000	0	80,000	80,000		0
00440	10-3132	Categorical Special Education Aid	2,663,329	0	2,663,329	2,663,329		0
00470	10-3177	Categorical Security Aid	584,045	0	584,045	584,045		0
00500	10-3__	Other State Aids	35,318	0	35,318	0	Under	35,318
00505	10-3300	State Reimbursement Lead Testing Water	0	0	0	6,300		(6,300)
00540	10-4200	Medicaid Reimbursement	3,901	0	3,901	0	Under	3,901
00700	10-5__	Other Financing Sources	0	0	0	13,783		(13,783)
Total			22,253,083	0	22,253,083	22,145,403		107,680

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02000	11-105-100-101	Preschool – Salaries of Teachers	122,531	0	122,531	52,447	72,004	(1,920)
02080	11-110-__-101	Kindergarten – Salaries of Teachers	823,675	0	823,675	372,971	552,551	(101,847)
02100	11-120-__-101	Grades 1-5 – Salaries of Teachers	4,966,750	0	4,966,750	1,811,402	2,675,921	479,426
02120	11-130-__-101	Grades 6-8 – Salaries of Teachers	844,105	0	844,105	343,518	513,538	(12,951)
02500	11-150-100-101	Salaries of Teachers	5,500	0	5,500	1,538	0	3,962
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series	136,400	0	136,400	17,498	19,683	99,219
03080	11-190-1__-610	General Supplies	979,929	0	979,929	655,465	41,140	283,324
06500	11-212-100-101	Salaries of Teachers	229,147	0	229,147	83,738	129,182	16,227
06520	11-212-100-106	Other Salaries for Instruction	354,507	0	354,507	109,495	163,180	81,832
06540	11-212-100-320	Purchased Professional-Educational Servi	9,875	0	9,875	0	714	9,161
06600	11-212-100-610	General Supplies	3,200	0	3,200	323	63	2,814
06620	11-212-100-640	Textbooks	7,500	0	7,500	0	0	7,500
06640	11-212-100-8__	Other Objects	300	0	300	0	0	300
07000	11-213-100-101	Salaries of Teachers	1,186,539	0	1,186,539	483,198	721,970	(18,629)
07020	11-213-100-106	Other Salaries for Instruction	283,991	0	283,991	114,074	160,237	9,680
07040	11-213-100-320	Purchased Professional-Educational Servi	1,800	0	1,800	0	0	1,800
07100	11-213-100-610	General Supplies	3,800	0	3,800	185	0	3,615
07120	11-213-100-640	Textbooks	10,000	0	10,000	996	0	9,004
07140	11-213-100-8__	Other Objects	24,800	0	24,800	2,000	0	22,800
07500	11-214-100-101	Salaries of Teachers	0	0	0	60	0	(60)
07540	11-214-100-320	Purchased Professional-Educational Servi	0	0	0	0	714	(714)
07600	11-214-100-610	General Supplies	0	0	0	1,028	0	(1,028)
07620	11-214-100-640	Textbooks	0	0	0	1,091	0	(1,091)
08000	11-215-100-101	Salaries of Teachers	69,041	0	69,041	31,563	35,463	2,015
08020	11-215-100-106	Other Salaries for Instruction	73,628	0	73,628	27,474	39,334	6,820
08100	11-215-100-6__	General Supplies	1,500	0	1,500	0	0	1,500

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
09300	11-219-100-320	Purchased Professional-Educational Servi	129,000	0	129,000	19,834	34,144	75,022
11000	11-230-100-101	Salaries of Teachers	990,596	0	990,596	401,744	600,598	(11,746)
11020	11-230-100-106	Other Salaries for Instruction	250,564	0	250,564	61,937	89,939	98,688
11100	11-230-100-610	General Supplies	500	0	500	0	0	500
12100	11-240-100-610	General Supplies	300	0	300	0	0	300
22060	11-424-100-179	Salaries of Reading Specialists	92,231	0	92,231	37,332	55,999	(1,100)
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	134,170	(22,908)	111,262	0	6,222	105,040
29100	11-000-100-566	Tuition to Priv. School for the Disabled	83,039	22,908	105,947	0	105,947	0
29620	11-000-211-[4-5]	Other Purchased Services (400-500-series	17,000	0	17,000	17,000	0	0
30500	11-000-213-1__	Salaries	212,031	0	212,031	76,485	107,158	28,389
30540	11-000-213-3__	Purchased Professional and Technical Ser	10,100	0	10,100	3,902	3,995	2,203
30580	11-000-213-6__	Supplies and Materials	13,900	0	13,900	3,951	251	9,699
40500	11-000-216-1__	Salaries	326,993	3,000	329,993	152,276	229,024	(51,307)
40520	11-000-216-320	Purchased Professional – Educational Ser	417,300	(3,000)	414,300	102,471	178,910	132,919
40540	11-000-216-6__	Supplies and Materials	8,050	0	8,050	1,175	88	6,788
41500	11-000-218-104	Salaries of Other Professional Staff	210,985	0	210,985	86,435	127,650	(3,099)
41560	11-000-218-320	Purchased Professional – Educational Ser	3,300	0	3,300	3,625	0	(325)
41620	11-000-218-6__	Supplies and Materials	400	0	400	0	0	400
42000	11-000-219-104	Salaries of Other Professional Staff	349,587	0	349,587	158,557	243,396	(52,366)
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	46,222	0	46,222	23,156	23,156	(90)
42060	11-000-219-320	Purchased Professional – Educational Ser	39,850	0	39,850	13,114	1,000	25,736
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	4,600	0	4,600	1,671	1,566	1,363
42140	11-000-219-592	Misc. Purch. Svc. (400-500 series O/than	5,350	0	5,350	67	0	5,283
42160	11-000-219-6__	Supplies and Materials	5,700	0	5,700	804	198	4,698
42180	11-000-219-8__	Other Objects	1,800	0	1,800	0	0	1,800
43000	11-000-221-102	Salaries of Supervisor of Instruction	371,958	0	371,958	186,379	186,380	(801)
43040	11-000-221-105	Salaries of Secretarial & Clerical Assis	0	0	0	13,966	25,400	(39,366)
43140	11-000-221-[4-5]	Other Purch. Services (400-500 series)	100	0	100	0	0	100
43160	11-000-221-6__	Supplies and Materials	500	0	500	475	0	25
43520	11-000-222-177	Salaries of Technology Coordinators	50,000	0	50,000	0	37,442	12,558
43540	11-000-222-3__	Purchased Professional and Technical Ser	12,100	0	12,100	5,468	0	6,632
43580	11-000-222-6__	Supplies and Materials	20,500	0	20,500	8,267	8,517	3,716
44020	11-000-223-104	Salaries of Other Professional Staff	15,000	0	15,000	7,993	0	7,007
44080	11-000-223-320	Purchased Professional – Educational Ser	5,000	0	5,000	0	2,457	2,543
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	3,200	0	3,200	0	203	2,997
45000	11-000-230-1__	Salaries	231,614	0	231,614	115,863	115,863	(112)
45040	11-000-230-331	Legal Services	65,000	0	65,000	59,870	0	5,131
45060	11-000-230-332	Audit Fees	21,000	0	21,000	0	19,500	1,500
45080	11-000-230-334	Architectural/Engineering Services	1,000	0	1,000	0	209	791
45100	11-000-230-339	Other Purchased Professional Services	15,000	6,627	21,627	1,758	4,869	15,000
45140	11-000-230-530	Communications/Telephone	36,500	0	36,500	14,335	8,686	13,479

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
45160	11-000-230-585	BOE Other Purchased Services	7,000	0	7,000	6,290	202	509
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	15,300	0	15,300	10,486	2,020	2,794
45200	11-000-230-610	General Supplies	4,000	0	4,000	3,324	0	676
45220	11-000-230-630	BOE In-House Training/Meeting Supplies	8,500	0	8,500	2,515	0	5,985
45280	11-000-230-895	BOE Membership Dues and Fees	10,500	0	10,500	8,920	550	1,030
46000	11-000-240-103	Salaries of Principals/Assistant Princip	510,843	0	510,843	257,241	257,240	(3,638)
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	134,787	0	134,787	58,906	72,549	3,332
46080	11-000-240-3__	Purchased Professional and Technical Ser	22,200	0	22,200	13,499	0	8,701
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	8,900	0	8,900	4,144	4,144	611
46120	11-000-240-6__	Supplies and Materials	19,700	0	19,700	2,171	975	16,555
46140	11-000-240-8__	Other Objects	18,250	0	18,250	12,680	499	5,071
47000	11-000-251-1__	Salaries	300,660	0	300,660	146,986	146,985	6,689
47020	11-000-251-330	Purchased Professional Services	28,500	0	28,500	16,942	1,050	10,508
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	3,405	0	3,405	1,872	889	644
47100	11-000-251-6__	Supplies and Materials	4,000	0	4,000	1,314	482	2,204
47180	11-000-251-890	Other Objects	6,000	0	6,000	2,664	3,193	143
47500	11-000-252-1__	Salaries	218,151	0	218,151	125,461	89,133	3,557
47540	11-000-252-340	Purchased Technical Services	7,500	0	7,500	7,500	0	0
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	120,000	0	120,000	94,720	10,693	14,587
47580	11-000-252-6__	Supplies and Materials	85,000	21,642	106,642	53,838	39,179	13,626
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	167,000	39,136	206,136	111,493	66,373	28,270
48540	11-000-261-610	General Supplies	69,000	0	69,000	29,440	21,622	17,937
49000	11-000-262-1__	Salaries	679,423	0	679,423	336,404	340,961	2,058
49020	11-000-262-107	Salaries of Non-Instructional Aides	254,719	0	254,719	109,310	154,741	(9,332)
49120	11-000-262-490	Other Purchased Property Services	42,135	0	42,135	15,902	19,642	6,591
49140	11-000-262-520	Insurance	170,000	7,025	177,025	126,502	42,142	8,381
49160	11-000-262-590	Miscellaneous Purchased Services	13,500	(7,025)	6,475	2,608	1,214	2,653
49180	11-000-262-610	General Supplies	70,000	0	70,000	26,699	5,191	38,110
49200	11-000-262-621	Energy (Natural Gas)	110,000	0	110,000	15,848	94,152	0
49220	11-000-262-622	Energy (Electricity)	350,000	0	350,000	175,032	174,968	0
49280	11-000-262-8__	Other Objects	6,000	0	6,000	3,469	2,130	401
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	50,000	0	50,000	25,195	11,605	13,200
50060	11-000-263-610	General Supplies	2,000	0	2,000	0	0	2,000
51020	11-000-266-3__	Purchased Professional and Technical Ser	112,200	3,213	115,413	57,706	57,706	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	43,200	(2,275)	40,925	20,793	11,171	8,961
52000	11-000-270-107	Salaries of Non-Instructional Aides	134,304	(26,000)	108,304	62,870	61,983	(16,548)
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) –	554,373	(60,727)	493,646	253,791	264,781	(24,927)
52040	11-000-270-161	Sal. For Pupil Trans (Bet Home & Sch) –	49,149	0	49,149	10,431	15,647	23,071
52120	11-000-270-390	Other Purchased Prof. and Technical Serv	10,200	0	10,200	0	0	10,200
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	80,000	0	80,000	28,174	13,034	38,792
52200	11-000-270-503	Contract Serv.–Aid in Lieu Pymts–Non-Pub	115,000	0	115,000	20,715	82,861	11,424

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agre	30,000	43,345	73,345	24,539	48,805	0
52380	11-000-270-518	Contract Serv. (Spl. Ed. Students) – ESC	10,000	43,382	53,382	13,533	39,849	1
52400	11-000-270-593	Misc. Purchased Services - Transportatio	32,800	0	32,800	21,818	7,519	3,464
52420	11-000-270-610	General Supplies	200,000	0	200,000	53,997	2,956	143,048
52460	11-000-270-8__	Other objects	4,000	0	4,000	6,444	130	(2,574)
71020	11-000-291-220	Social Security Contributions	274,382	0	274,382	139,093	0	135,289
71060	11-000-291-241	Other Retirement Contributions - PERS	333,200	0	333,200	0	0	333,200
71120	11-000-291-249	Other Retirement Contributions - Regular	45,070	0	45,070	19,581	0	25,489
71160	11-000-291-260	Workmen’s Compensation	136,000	0	136,000	68,191	78,230	(10,421)
71180	11-000-291-270	Health Benefits	3,307,199	0	3,307,199	2,047,904	1,257,272	2,023
71200	11-000-291-280	Tuition Reimbursement	41,000	0	41,000	4,320	0	36,680
71220	11-000-291-290	Other Employee Benefits	196,000	0	196,000	93,567	0	102,433
76240	12-000-400-932	Capital Outlay – Transfer to Capital Pro	34,972	0	34,972	0	0	34,972
84000	10-000-100-56_	Transfer of Funds to Charter Schools	19,154	0	19,154	9,234	9,920	0
Total			23,619,734	68,343	23,688,077	10,456,050	10,860,846	2,371,181

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:			
101	Cash in bank		(\$144,233.02)
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$40,092.96
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.46	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$207,582.32	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$0.00	\$207,582.78
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00
Resources:			
301	Estimated Revenues	\$812,180.62	
302	Less Revenues	(\$419,435.00)	\$392,745.62
Total assets and resources			<u>\$496,188.34</u>

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 20 SPECIAL REVENUE FUNDS

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$144,233.02)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$8.64
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$269.15
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$250.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$40,092.96
Total liabilities		\$40,620.75

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 20 SPECIAL REVENUE FUNDS

Fund Balance:

Appropriated:				
753,754	Reserve for Encumbrances			\$233,938.69
Reserved Fund Balance:				
761	Capital Reserve Account - July 1	\$0.00		
604	Add: Increase in Capital Reserve	\$0.00		
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00		
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00		
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00		\$0.00
762	Reserve for Adult Education			\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00		
605	Add: Increase in Sale/Leaseback Reserve	\$0.00		
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00		\$0.00
764	Maintenance Reserve Account - July 1	\$0.00		
606	Add: Increase in Maintenance Reserve	\$0.00		
310	Less: Bud. w/d from Maintenance Reserve	\$0.00		\$0.00
765	Tuition Reserve Account - July 1	\$0.00		
311	Less: Bud. w/d from Tuition Reserve	\$0.00		\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00		
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00		
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00		\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00		
610	Add: Increase in Bus Advertising Reserve	\$0.00		
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00		\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00		
611	Add: Increase in Federal Impact Aid (General)	\$0.00		
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00		\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00		
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00		
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00		\$0.00
769	Unemployment Fund - July 1	\$0.00		
	Add: Increase in Unemployment Fund	\$0.00		
678	Less: Bud. w/d from Unemployment Fund	\$0.00		\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$812,180.62		
602	Less: Expenditures	(\$356,613.03)		
	Less: Encumbrances	(\$233,938.69)	(\$590,551.72)	\$221,628.90
	Total appropriated			\$455,567.59
Unappropriated:				
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$455,567.59
	Total liabilities and fund equity			\$496,188.34

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 20 SPECIAL REVENUE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$812,180.62	\$590,551.72	\$221,628.90
Revenues	(\$812,180.62)	(\$419,435.00)	(\$392,745.62)
Subtotal	<u>\$0.00</u>	<u>\$171,116.72</u>	<u>(\$171,116.72)</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$171,116.72</u>	<u>(\$171,116.72)</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$171,116.72</u>	<u>(\$171,116.72)</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$171,116.72</u>	<u>(\$171,116.72)</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$171,116.72</u>	<u>(\$171,116.72)</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$171,116.72</u>	<u>(\$171,116.72)</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$171,116.72</u>	<u>(\$171,116.72)</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$171,116.72</u>	<u>(\$171,116.72)</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$171,116.72</u>	<u>(\$171,116.72)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$171,116.72</u>	<u>(\$171,116.72)</u>

Prepared and submitted by : _____ Date _____

Board Secretary

Date

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	50,000	1,560	51,560	0	Under	51,560
00770	Total Revenues from State Sources	102,150	18,307	120,457	123,387		(2,930)
00830	Total Revenues from Federal Sources	786,264	(146,100)	640,164	296,048	Under	344,116
	Total	938,414	(126,233)	812,181	419,435		392,746

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	0	101,570	101,570	30,672	44,643	26,255
84100	Local Projects	0	0	0	(2,364)	0	2,364
84200	Student Activity Fund	50,000	0	50,000	0	0	50,000
88000	Nonpublic Textbooks	0	6,341	6,341	0	0	6,341
88020	Nonpublic Auxiliary Services	0	20,011	20,011	4,180	0	15,831
88040	Nonpublic Handicapped Services	0	37,392	37,392	7,670	0	29,722
88060	Nonpublic Nursing Services	0	16,598	16,598	6,639	9,959	0
88080	Nonpublic Technology Initiative	0	4,525	4,525	0	0	4,525
88090	Nonpublic Security Aid Program	0	28,290	28,290	27,095	1,144	51
88140	Other	0	7,300	7,300	1,460	0	5,840
88740	Total Federal Projects	563,882	(23,728)	540,154	281,262	178,193	80,699
	Total	613,882	198,299	812,181	356,613	233,939	221,629

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	50,000	1,560	51,560	0	Under	51,560
00765 20-32__ Other Restricted Entitlements	102,150	18,307	120,457	123,387		(2,930)
00775 20-441[1-6] Title I	56,066	111,855	167,921	23,590	Under	144,331
00780 20-445[1-5] Title II	19,376	11,830	31,206	10,200	Under	21,006
00785 20-449[1-4] Title III	0	1,312	1,312	0	Under	1,312
00790 20-447[1-4] Title IV	8,500	7,558	16,058	6,035	Under	10,023
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	702,322	(278,655)	423,667	256,223	Under	167,444
Total	938,414	(126,233)	812,181	419,435		392,746

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	101,570	101,570	30,672	44,643	26,255
84100 20-___-___-___ Local Projects	0	0	0	(2,364)	0	2,364
84200 20-475-___-___ Student Activity Fund	50,000	0	50,000	0	0	50,000
88000 20-501-___-___ Nonpublic Textbooks	0	6,341	6,341	0	0	6,341
88020 20-50[-2-5-]___ Nonpublic Auxiliary Services	0	20,011	20,011	4,180	0	15,831
88040 20-50[-6-8-]___ Nonpublic Handicapped Services	0	37,392	37,392	7,670	0	29,722
88060 20-509-___-___ Nonpublic Nursing Services	0	16,598	16,598	6,639	9,959	0
88080 20-510-___-___ Nonpublic Technology Initiative	0	4,525	4,525	0	0	4,525
88090 20-511-___-___ Nonpublic Security Aid Program	0	28,290	28,290	27,095	1,144	51
88140 20-___-___-___ Other	0	7,300	7,300	1,460	0	5,840
88500 20-___-___-___ Title I	56,066	18,855	74,921	50,014	6,262	18,645
88520 20-___-___-___ Title II	19,376	11,830	31,206	9,537	3,988	17,681
88540 20-___-___-___ Title III	0	1,312	1,312	1,312	0	0
88560 20-___-___-___ Title IV	110,650	(103,602)	7,048	1,525	0	5,523
88580 20-___-___-___ Title V	0	2,000	2,000	0	0	2,000
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	377,790	45,877	423,667	218,873	167,943	36,850
Total	613,882	198,299	812,181	356,613	233,939	221,629

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

Assets:			
101	Cash in bank		(\$166,685.72)
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$204,160.32	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$204,160.32
Loans Receivable: -			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00
Resources:			
301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00
Total assets and resources			<u>\$37,474.60</u>

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$166,685.72)
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
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$0.00

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Fund Balance:

Appropriated:			
753,754	Reserve for Encumbrances		\$34,085.60
Reserved Fund Balance:			
761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$69,362.97	
602	Less: Expenditures	(\$35,277.37)	
	Less: Encumbrances	(\$34,085.60)	(\$69,362.97)
	Total appropriated		\$34,085.60
Unappropriated:			
770	Fund balance, July 1		\$3,389.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$37,474.60
	Total liabilities and fund equity		<u>\$37,474.60</u>

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$69,362.97	\$69,362.97	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Less: Adjustment for prior year	(\$69,362.97)	(\$69,362.97)	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by : _____
Board Secretary
Date

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:

		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	69,363	69,363	35,277	34,086	0
Total		0	69,363	69,363	35,277	34,086	0

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89060	30-000-4__-39_ Other Purchased Prof. and Tech Services	0	5,475	5,475	0	5,475	0
89080	30-000-4__-45_ Construction Services	0	63,888	63,888	35,277	28,610	0
Total		0	69,363	69,363	35,277	34,086	0

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

Assets:			
101	Cash in bank		\$1.01
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$24,337.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$12,537.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$0.00	\$12,537.00
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00
Resources:			
301	Estimated Revenues	\$478,000.00	
302	Less Revenues	(\$478,000.00)	\$0.00
Total assets and resources			<u>\$36,875.01</u>

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 40 DEBT SERVICE FUNDS

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
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$0.00

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 40 DEBT SERVICE FUNDS

Fund Balance:

	Appropriated:			
753,754	Reserve for Encumbrances			\$0.00
	Reserved Fund Balance:			
761	Capital Reserve Account - July 1	\$0.00		
604	Add: Increase in Capital Reserve	\$0.00		
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00		
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00		
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00		\$0.00
762	Reserve for Adult Education			\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00		
605	Add: Increase in Sale/Leaseback Reserve	\$0.00		
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00		\$0.00
764	Maintenance Reserve Account - July 1	\$0.00		
606	Add: Increase in Maintenance Reserve	\$0.00		
310	Less: Bud. w/d from Maintenance Reserve	\$0.00		\$0.00
765	Tuition Reserve Account - July 1	\$0.00		
311	Less: Bud. w/d from Tuition Reserve	\$0.00		\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00		
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00		
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00		\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00		
610	Add: Increase in Bus Advertising Reserve	\$0.00		
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00		\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00		
611	Add: Increase in Federal Impact Aid (General)	\$0.00		
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00		\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00		
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00		
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00		\$0.00
769	Unemployment Fund - July 1	\$0.00		
	Add: Increase in Unemployment Fund	\$0.00		
678	Less: Bud. w/d from Unemployment Fund	\$0.00		\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$478,000.00		
602	Less: Expenditures	(\$441,125.00)		
	Less: Encumbrances	\$0.00	(\$441,125.00)	\$36,875.00
	Total appropriated			\$36,875.00
	Unappropriated:			
770	Fund balance, July 1			\$0.01
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$36,875.01
	Total liabilities and fund equity			<u>\$36,875.01</u>

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 40 DEBT SERVICE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$478,000.00	\$441,125.00	\$36,875.00
Revenues	(\$478,000.00)	(\$478,000.00)	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>

Prepared and submitted by : _____

Board Secretary

Date

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 40 DEBT SERVICE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	315,480	0	315,480	315,480		0
0093A	Other	162,520	0	162,520	162,520		0
	Total	478,000	0	478,000	478,000		0

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	478,000	0	478,000	441,125	0	36,875
	Total	478,000	0	478,000	441,125	0	36,875

Starting date 7/1/2025 Ending date 12/31/2025 Fund: 40 DEBT SERVICE FUNDS

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	315,480	0	315,480	315,480		0
00890	40-3160	Debt Service Aid Type II	162,520	0	162,520	162,520		0
Total			478,000	0	478,000	478,000		0

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	78,000	0	78,000	41,125	0	36,875
89620	40-701-510-910	Redemption of Principal	400,000	0	400,000	400,000	0	0
Total			478,000	0	478,000	441,125	0	36,875

Check Journal

Harrison Twp Board of Ed

Rec and Unrec checks

Hand and Machine checks

Starting date 12/1/2025

Ending date 12/15/2025

Fund Totals

11	GENERAL CURRENT EXPENSE	\$392,166.48
	Total for all checks listed	\$392,166.48

December 2025

Ratified Bill List #1	\$	392,166.48
Ratified Bill List #2	\$	49,319.00
Ratified Bill List #3	\$	0.00
Payroll	\$	<u>1,545,658.13</u>
	\$	<u>1,987,143.61</u>

Prepared and submitted by: _____

Board President

_____ Date

Check Journal
 Rec and Unrec checks

Harrison Twp Board of Ed
 Hand and Machine checks

Starting date 12/1/2025

Ending date 12/15/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
052035	12/01/25		A324	Delta Dental Insurance Company		131.65
	600062	07/09/25		Dental Benefits		\$131.65
052036	12/01/25		0048	Delta Dental of New Jersey, Inc.		11,447.12
	600063	07/09/25		Dental Benefits		\$11,447.12
052037	12/01/25		8247	SCHOOL HEALTH INSURANCE FUND		281,603.00
	600015	07/03/25		Medical Benefits		\$281,603.00
052038	12/01/25		8243	BENECARD SERVICES, LLC		57,743.53
	600061	07/09/25		Rx Benefits 25-26		\$57,743.53
052039	12/01/25		0868	HOME DEPOT CREDIT SERVICES		1,042.38
	600238	08/07/25		Supplies		\$1,042.38
052040	12/12/25		7152	ATLANTIC CITY ELECTRIC		10,134.31
	600281	08/11/25		Electric Utility		\$10,134.31
052041	12/12/25		9667	Comcast		1,948.12
	600149	07/21/25		Internet/Ethernet		\$1,948.12
052042	12/12/25		8133	COMCAST BUSINESS		399.35
	600109	07/15/25		Cable, Phone & Fax		\$399.35
052043	12/12/25		8052	NEW JERSEY AMERICAN WATER		2,519.69
	600275	08/11/25		Water Utility		\$2,519.69
052044	12/12/25		0621	SOUTH JERSEY GAS		8,081.84
	600504	09/15/25		Natural Gas		\$8,081.84
052045	12/12/25		0221	VERIZON		155.21
	600107	07/15/25		Cell Phones		\$155.21
052103	12/15/25		0637	Direct Energy Business		16,960.28
	600404	09/03/25		Electric Supplier		\$16,960.28

Check Journal
 Rec and Unrec checks

Harrison Twp Board of Ed
 Hand and Machine checks

Starting date 12/17/2025 Ending date 12/31/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
052104	12/22/25		1032	UTICA NATIONAL INSURANCE GROUP		49,319.00
	600147	07/21/25		Insurance		\$49,319.00

Fund Totals

11	GENERAL CURRENT EXPENSE	\$49,319.00
	Total for all checks listed	\$49,319.00

December 2025 Payroll

Aborted Check Journal
Rec and Unrec checks

Harrison Twp Board of Ed
Hand and Machine checks

01/13/26 14:28

Starting date 12/1/2025

Ending date 12/31/2025

Fund Totals		
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10	GENERAL FUND	\$76,641.95
11	GENERAL CURRENT EXPENSE	\$1,461,738.26
20	SPECIAL REVENUE FUNDS	\$7,277.92
	Total for all checks listed	\$1,545,658.13

Prepared and submitted by: _____

Board Secretary

_____ Date

Aborted Check Journal
Rec and Unrec checks

Harrison Twp Board of Ed
Hand and Machine checks

01/13/26 14:28

Starting date 12/1/2025

Ending date 12/31/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
B43004	12/15/25		0086	HARRISON TWP BD/ED AGENCY ACCT		53,770.33
	600096	07/15/25	FICA			\$13,020.02
	600097	07/15/25	DCRP			\$2,429.32
	6J0014	12/15/25	Db 10-141 / Cr 10-101			\$38,320.99
B43010	12/23/25		0086	HARRISON TWP BD/ED AGENCY ACCT		55,969.61
	600096	07/15/25	FICA			\$15,220.64
	600097	07/15/25	DCRP			\$2,428.01
	6J0015	12/23/25	Db 10-141 / Cr 10-101			\$38,320.96
F43006	12/15/25		PAY	Payroll		703,576.16
	600000	07/01/25	Payroll 2025 - 2026			\$703,576.16
F43008	12/31/25		PAY	Payroll		732,342.03
	600000	07/01/25	Payroll 2025 - 2026			\$732,342.03

Check Journal
Rec and Unrec checks
Starting date 1/26/2026

January 2026 Bill List
Harrison Twp Board of Ed
Hand and Machine checks

FIN #66
01/22/26 12:59

Ending date 1/26/2026

Fund Totals

10	GENERAL FUND	\$1,653.00
11	GENERAL CURRENT EXPENSE	\$548,604.43
20	SPECIAL REVENUE FUNDS	\$48,733.60
30	CAPITAL PROJECTS FUNDS	\$38,032.60
60	ENTERPRISE FUNDS	\$38,337.71
	Total for all checks listed	\$675,361.34

Prepared and submitted by: _____

Board President

_____ Date

Check Journal
 Rec and Unrec checks

Harrison Twp Board of Ed
 Hand and Machine checks

01/22/26 12:59

Starting date 1/26/2026 Ending date 1/26/2026

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
052118	01/26/26		6802	Albireo Energy LLC		4,674.30
	600150	07/23/25		Service & Support		\$4,200.00
	600854	12/23/25		Parts		\$474.30
052119	01/26/26		9296	Amazing Transformations		7,344.00
	600464	09/09/25		Support Services		\$7,344.00
052120	V 01/26/26	01/26/26		00.0 \$ Multi Stub Void	#052125 Stub	
052121	V 01/26/26	01/26/26		00.0 \$ Multi Stub Void	#052125 Stub	
052122	V 01/26/26	01/26/26		00.0 \$ Multi Stub Void	#052125 Stub	
052123	V 01/26/26	01/26/26		00.0 \$ Multi Stub Void	#052125 Stub	
052124	V 01/26/26	01/26/26		00.0 \$ Multi Stub Void	#052125 Stub	
052125	01/26/26		A120	Amazon Capital Services		9,569.81
	600742	11/10/25		Books		\$9.31
	600758	11/18/25		Supplies		\$589.70
	600763	11/19/25		Supplies		\$132.74
	600776	11/26/25		Supplies		\$78.87
	600783	11/26/25		Supplies		\$73.75
	600797	12/02/25		Table		\$248.96
	600804	12/08/25		Supplies		\$266.85
	600805	12/08/25		Teacher Supply		\$86.99
	600806	12/08/25		Supplies		\$323.39
	600807	12/08/25		Supplies		\$249.03
	600808	12/08/25		Supplies		\$35.35
	600810	12/09/25		Supplies		\$228.16
	600811	12/09/25		Supplies		\$324.52
	600812	12/09/25		Supplies		\$101.00
	600813	12/09/25		Supplies		\$196.81
	600814	12/09/25		Supplies		\$5.99
	600815	12/09/25		Supplies		\$688.75
	600816	12/09/25		Supplies		\$543.86
	600817	12/09/25		Supplies		\$45.57
	600818	12/09/25		Supplies		\$139.65
	600819	12/09/25		Supplies		\$44.99
	600822	12/09/25		Supplies		\$1,104.10
	600835	12/15/25		Supplies		\$483.00
	600836	12/15/25		Supplies		\$384.66
	600837	12/15/25		Supplies		\$80.85
	600838	12/16/25		Supplies		\$228.43
	600839	12/15/25		Supplies		\$309.35
	600841	12/16/25		Teacher Supply		\$150.16

Check Journal
 Rec and Unrec checks

Harrison Twp Board of Ed
 Hand and Machine checks

01/22/26 12:59

Starting date 1/26/2026 Ending date 1/26/2026

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
052125	01/26/26		A120	Amazon Capital Services		9,569.81
600842	12/16/25			Supplies		\$472.95
600844	12/16/25			Supplies		\$47.87
600845	12/16/25			Supplies		\$62.61
600853	12/17/25			Supplies		\$351.69
600856	12/17/25			Supplies		\$268.06
600885	01/07/26			Supplies		\$35.59
600886	01/07/26			Gates		\$105.95
600889	01/08/26			Supplies		\$321.95
600890	01/08/26			Supplies		\$278.19
600891	01/08/26			Supplies		\$25.40
600894	01/12/26			Supplies		\$36.66
600901	01/12/26			Supplies		\$214.40
600902	01/12/26			Supplies		\$56.33
600915	01/13/26			Supplies		\$45.37
600916	01/13/26			Supplies		\$92.00
052126	01/26/26		A258	AME Inc.		32,557.45
500345	08/12/24			HVAC		\$32,557.45
052127	01/26/26		9192	American WorkCare		490.00
600871	12/23/25			DOT Physicals		\$130.00
600920	01/14/26			DOT Physicals		\$360.00
052128	01/26/26		9104	APPLE, INC.		11,634.00
600848	12/16/25			Supplies		\$11,634.00
052129	01/26/26		7814	ARCHBISHOP DAMIANO SCHOOL		4,001.00
600881	01/06/26			Tuition Adj.		\$4,001.00
052130	01/26/26		A192	Ascendance Trucks Eastern PA, LLC		424.17
600833	12/15/25			Bus Parts		\$357.25
600913	01/13/26			Bus Parts		\$66.92
052131	01/26/26		A293	Audubon Plumbing Supply		1,183.21
600481	09/15/25			Supplies		\$1,183.21
052132	01/26/26		0655	BERKETT, JOHN		6,900.00
600888	01/08/26			Tution		\$6,900.00
052133	01/26/26		0810	BRATTELLI LLC; VERONICA		6,300.00
600532	09/18/25			25-26 OT Services		\$6,300.00
052134	01/26/26		0299	BRODART CO.		134.95
600887	01/08/26			Supplies		\$134.95
052135	01/26/26		0038	CLEARVIEW REGIONAL HIGH SCHOOL DISTRICT		34,166.27
600693	10/31/25			Joint Transportation		\$30,025.66
600694	10/31/25			Diesel Fuel		\$3,890.61
600830	12/15/25			Concert		\$250.00
052136	01/26/26		7599	CM3 BUILDING SOLUTIONS, INC.		11,769.30
600095	07/15/25			Service Contract		\$4,635.00
600666	10/01/25			Repairs		\$833.00

Check Journal
 Rec and Unrec checks

Harrison Twp Board of Ed
 Hand and Machine checks

01/22/26 12:59

Starting date 1/26/2026

Ending date 1/26/2026

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
052136	01/26/26		7599	CM3 BUILDING SOLUTIONS, INC.		11,769.30
	600919	01/15/26		Parts & Labor		\$6,301.30
052137	01/26/26		9295	Creativity Colaboratory Charter School		1,653.00
	600769	11/21/25		Charter Transfers		\$1,653.00
052138	01/26/26		6792	CYBERGUYS		1,624.37
	600600	09/30/25		Tech Supplies		\$1,624.37
052139	01/26/26		6793	DELL COMPUTER CORPORATION		6,685.20
	600851	12/17/25		Supplies		\$6,685.20
052140	01/26/26		0686	DEMCO INC.		30.20
	600893	01/12/26		Supplies		\$30.20
052141	01/26/26		A380	DeSanto; Christopher		159.90
	600933	01/21/26		Subscription		\$159.90
052142	01/26/26		1031	DISCOVERY EDUCATION INC.		9,200.00
	600745	11/12/25		License		\$9,200.00
052143	01/26/26		8112	EISENHART, DIANE		134.04
	600875	12/23/25		Supplies		\$134.04
052144	01/26/26		6573	FOLLETT CONTENT SOLUTIONS LLC		3,334.40
	600467	09/09/25		Books		\$2,882.48
	600732	11/05/25		Books		\$451.92
052145	01/26/26		7299	FOUR SEASONS LANDSCAPING		5,225.00
	600453	09/09/25		Lawn & Snow		\$5,225.00
052146	01/26/26		1059	FULL COMPASS SYSTEMS, LTD		6,103.85
	600857	12/17/25		Supplies		\$6,103.85
052147	01/26/26		0072	G.C.S.S.S.D.		41,369.93
	600296	08/13/25		Tuition & Aide		\$14,607.82
	600688	10/31/25		Transportation		\$11,128.87
	600689	10/31/25		NP Nursing		\$1,659.00
	600712	10/29/25		Chapter 192 & 193		\$10,812.24
	600715	10/29/25		NP IDEA		\$3,162.00
052148	01/26/26		1055	GCSSSD - CRESS		15,898.40
	600032	07/07/25		25-26 HB Instr.		\$6,136.00
	600033	07/07/25		25-26 Speech		\$1,344.00
	600102	07/15/25		P.T.		\$2,744.00
	600409	09/03/25		LAMP Training		\$714.00
	600528	09/18/25		Deaf Services		\$402.00
	600530	09/18/25		Deaf Services		\$4,558.40
052149	01/26/26		0081	GOPHER SPORTS EQUIPMENT		2,817.81
	600870	12/23/25		PE Equip.		\$2,817.81
052150	01/26/26		A196	Gorman, DAnella & Morlok		1,854.00
	600237	08/13/25		Legal Services		\$1,854.00
052151	01/26/26		7121	HILLYARD / MID-ATLANTIC		2,257.72
	600798	12/03/25		Supplies		\$2,257.72

Check Journal
 Rec and Unrec checks

Harrison Twp Board of Ed
 Hand and Machine checks

01/22/26 12:59

Starting date 1/26/2026

Ending date 1/26/2026

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
052152	01/26/26		8032	HOFFMAN'S EXTERMINATING		101.00
	600020	07/03/25		Exterminating		\$101.00
052153	01/26/26		9259	Hope In Motion Physical Therapy, LLC		6,605.00
	600829	12/15/25		PT Services		\$6,605.00
052154	01/26/26		A292	Imperial Dade		1,868.40
	600649	10/01/25		Supplies		\$500.10
	600727	11/06/25		Supplies		\$1,368.30
052155	01/26/26		2096	INVERSO & STEWART, LLC		19,500.00
	600860	12/18/25		Audit		\$19,500.00
052156	01/26/26		0326	JC MAGEE SECURITY SOLUTIONS		125.00
	600931	01/22/26		keys		\$125.00
052157	01/26/26		9125	Johnson Controls Fire Protection LP		60.16
	600858	12/23/25		Service		\$60.16
052158	01/26/26		0161	JW Pepper		193.10
	600923	01/14/26		Supplies		\$193.10
052159	01/26/26		0857	KINGSWAY REGIONAL SCHOOL DIST.		2,136.36
	600398	08/28/25		Maint. & Repairs		\$2,136.36
052160	01/26/26		0959	kiva group, the		475.00
	600873	12/23/25		Supplies		\$475.00
052161	01/26/26		7701	Larc Norcross School		11,235.84
	600294	08/13/25		Tuition & Aide		\$11,235.84
052162	01/26/26		0654	LUNCHTIME SOFTWARE, LLC		625.00
	600660	10/13/25		Equip.		\$625.00
052163	01/26/26		0292	MASTER TEACHER; THE		201.80
	600828	12/12/25		Awards		\$201.80
052164	01/26/26		1040	MISTER SEW-VAC		410.31
	600800	12/18/25		Parts & Labor		\$169.95
	600892	01/16/26		Parts & Labor		\$240.36
052165	01/26/26		0138	NASCO		681.21
	600840	12/15/25		Art Supplies		\$681.21
052166	01/26/26		0460	NATIONAL HIGHWAY PRODUCTS		125.72
	600823	12/09/25		Street Signs		\$125.72
052167	01/26/26		9080	NJ MOTOR VEHICLE COMMISSION		50.00
	600904	01/12/26		Bus Reg.		\$50.00
052168	01/26/26		9985	NJ School Jobs		600.00
	600826	12/23/25		Emp. Ads		\$350.00
	600906	01/13/26		Emp. Ad		\$250.00
052169	01/26/26		A294	Northeast Services LLC		361.14
	600207	08/07/25		Labor Contract		\$270.00
	600855	12/23/25		Parts		\$91.14
052170	01/26/26		0025	NUTRI-SERVE FOOD MGMT., INC.		37,712.71
	600491	09/12/25		Food Service		\$37,712.71

Check Journal
 Rec and Unrec checks

Harrison Twp Board of Ed
 Hand and Machine checks

01/22/26 12:59

Starting date 1/26/2026

Ending date 1/26/2026

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
052171	01/26/26		0831	PEARSON CLINICAL ASSESSMENT		87.70
	600869	12/23/25		Supplies		\$87.70
052172	01/26/26		0733	PRINT SIGNS & DESIGNS		335.00
	600803	12/08/25		Supplies		\$225.00
	600882	01/07/26		Parking Signs		\$110.00
052173	01/26/26		0171	PRO-ED, INC.		97.90
	600827	12/12/25		Supplies		\$97.90
052174	01/26/26		9875	Professional Medical Staffing		4,358.75
	600284	08/13/25		LPN Services		\$4,358.75
052175	01/26/26		A257	Redy Battery		340.00
	600802	12/08/25		Supplies		\$340.00
052176	01/26/26		0787	REGAN YOUNG ENGLAND BUTERA		5,684.37
	401134	03/20/24		Architect Services		\$5,684.37
052177	01/26/26		7445	RICOH USA, INC.		2,427.57
	600743	11/10/25		Copier Leases		\$2,427.57
052178	01/26/26		A264	Scenario Learning LLC / Vector Solutions		2,100.00
	600831	12/15/25		Training		\$2,100.00
052179	01/26/26		1076	SCHOOL SPECIALTY, LLC		805.58
	600846	12/16/25		Supplies		\$777.44
	600850	12/17/25		Supplies		\$28.14
052180	01/26/26		9814	Service Tire Truck Centers		767.28
	600868	12/23/25		Bus Parts		\$767.28
052181	01/26/26		7018	SONITROL SECURITY		297.05
	600849	12/17/25		Fobs		\$297.05
052182	01/26/26		A284	SPOT Therapy		800.00
	600675	10/16/25		PT		\$800.00
052183	01/26/26		0415	STAPLES ADVANTAGE		87.27
	600883	01/07/26		Supplies		\$87.27
052184	01/26/26		8216	TD WEALTH OPERATIONS		1,050.00
	600874	12/23/25		Annual Fees		\$1,050.00
052185	01/26/26		A286	Teneo Group; The		2,476.90
	600877	01/05/26		Tech		\$2,476.90
052186	01/26/26		9853	Toppi; Annamarie		18.45
	600925	01/14/26		Pen Pal Supplies		\$18.45
052187	01/26/26		6686	TOWNSHIP OF HARRISON		43,981.51
	600397	09/03/25		SRO's		\$28,853.13
	600639	10/07/25		Gasoline		\$15,128.38
052188	01/26/26		0854	TREASURER, STATE OF NEW JERSEY		428.00
	600862	12/23/25		Fire Reg.		\$428.00
052189	01/26/26		9333	Trussell, John		68.78
	600809	12/09/25		Travel		\$68.78

Check Journal
 Rec and Unrec checks

Harrison Twp Board of Ed
 Hand and Machine checks

01/22/26 12:59

Starting date 1/26/2026

Ending date 1/26/2026

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
052190	01/26/26		9361	United Electric Supply - Vine		258.48
	600650	10/01/25		Supplies		\$258.48
052191	✓ 01/26/26	01/26/26		00.0 \$ Multi Stub Void	#052192 Stub	
052192	01/26/26		0055	W.B. Mason		3,124.20
	600142	07/21/25		Copy Paper		\$2,117.60
	600200	08/12/25		Water Delivery		\$1,006.60
052193	01/26/26		0225	WARREN'S HARDWARE		188.96
	600228	08/07/25		Supplies		\$188.96
052194	01/26/26		A261	Wax; Dr. Craig M.		625.00
	600233	08/07/25		District Doc		\$625.00
052195	01/26/26		6791	WEIGHTS & MEASURES FUND		100.00
	600924	01/14/26		Scale Reg.		\$100.00
052196	✓ 01/26/26	01/26/26		00.0 \$ Multi Stub Void	#052197 Stub	
052197	01/26/26		0231	WOLFINGTON BODY COMPANY, INC.		2,042.86
	600832	12/15/25		Bus Parts		\$495.95
	600863	12/23/25		Bus Parts		\$1,183.43
	600914	01/13/26		Bus Parts		\$363.48
B43059	01/26/26		0072	G.C.S.S.S.D.		7,256.70
	600296	08/13/25		Tuition & Aide		\$7,256.70
B43060	01/26/26		0086	HARRISON TWP BD/ED AGENCY ACCT		282,989.00
	600922	01/14/26		PERS		\$282,989.00

**NutriServe Food Management, Inc.
Harrison Township School District
All Schools (HTS & PVS)**

*Food Services Report
November 2025*

	Nov.	Per Day
Number of Serving Days	16	2 ea school
<i>UNITS:</i>		
No. of Students Breakfasts	751	46.94
<i>Adult Breakfasts</i>	2	
No. of Student Lunches	4,009	250.56
<i>Adult Lunches</i>	101	
Total Student Meals	4,760	297.50
<i>DOLLARS:</i>		
Total Income	\$ 29,222.23	\$ 1,826.39
Total Expenses	\$ 34,081.62	\$ 2,130.10
Surplus/(Loss)	\$ (4,859.39)	\$ (303.71)
YTD Surplus/Loss	-\$1,477.73	
Monthly Total POS Balance	\$273.62	
YTD POS Balance	\$12,985.18	

Note: Adult meals and Adult a la carte purchases are included in the Total Income figure

**NutriServe Food Management, Inc.
Harrison Township School District
All Schools (HTS & PVS)**

*Food Services Report
December 2025*

	Dec.	Per Day
Number of Serving Days	17	2 ea school
<i>UNITS:</i>		
No. of Students Breakfasts	658	38.71
<i>Adult Breakfasts</i>	3	
No. of Student Lunches	5,313	312.53
<i>Adult Lunches</i>	118	
Total Student Meals	5,971	351.24
<i>DOLLARS:</i>		
Total Income	\$ 37,178.16	\$ 2,186.95
Total Expenses	\$ 39,963.36	\$ 2,350.79
Surplus/(Loss)	\$ (2,785.20)	\$ (163.84)
YTD Surplus/Loss	-\$4,262.93	
Monthly Total POS Balance	-\$1,480.67	
YTD POS Balance	\$11,504.51	

Note: Adult meals and Adult a la carte purchases are included in the Total Income figure

JAMIE PROSTKO

SUMMARY

Dedicated aspiring worker with many years of customer service and leadership skills excited to take on a new position.

EDUCATION

Bachelor of Science : Accounting, 2005 / Rowan University / Glassboro, NJ

PROFESSIONAL EMPLOYMENT

Paraprofessional, Mar 2025 - present

Mantua Township Schools / Mantua, NJ

- Assist the teacher with classroom instructional tasks as assigned.
- Work with students individually and in small groups to assist with the learning of content and skills introduced by the teacher.
- Assist the teacher with clerical work, record keeping, preparation of instructional materials, set up of learning centers, preparation of displays and bulletin boards, and other non-instructional tasks as assigned.
- Assist with supervision of students during lunch, recess, arrival and dismissal as assigned.
- Support students with special needs by following provisions specified in their IEPs/504 Plans

LPC Aide, Feb 2024 - Feb 2025

Mantua Township Schools / Mantua, NJ

- Prepare and deliver information or materials to offices or classrooms.
- Assist staff members with clerical work, recordkeeping, preparation of displays and bulletin boards, and other non-instructional tasks as assigned.
- Prepare materials for copying and distribute them as assigned.
- Assist with supervision of students during lunch, recess, arrival and dismissal as assigned.
- Participate in in-service training as assigned.
- Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- Be sensitive to and assist students with special needs.

Event Design Director, Nov 2021 - present

Days 2 Remember / Voorhees, NJ

- Execute party set ups including backdrops, drapes, balloons, centerpieces etc.

- Coordinate and keep track of each client's details for the event.
- Manage and prepare all outgoing lawn sign orders.
- Schedule lawn sign installs and pick ups.
- Train, schedule and supervise other staff members.
- Organized and prepared all upcoming party events.
- Coordinate with manager and finalize all event details.
- Track employees payroll hours.
- Advertise on social media accounts.
- Keep all spreadsheets up to date with customer info.

Accountant, Jul 2008 – Oct 2011

Brandywine Hospital / Coatesville, PA

- Coordinated in all aspects of monthly closings and financial reporting.
- Write scripts in Boston Software to enter data into AS/400 without having the need to hand type long entries or changes in the system.
- Complete monthly fixed asset and bank reconciliations for the hospital and 5 other entities to send to corporate.
- Record and track monthly fixed asset depreciation expense.
- Conduct yearly fixed asset testing and bi-yearly fixed asset reviews.
- Manage all of the physicians monthly rent by keeping a schedule of payments and sending out late notices for delinquent payments.
- Assist in bi-annual audits by completing the physician rent and property, plant and equipment summaries for a six month period.
- Confirm inter-company accounts balance to other sister hospitals.
- Manage daily cash deposits and sweeps for all entities.
- Stay updated on stale dated checks compliance by sending letters to patients with outstanding checks.
- File Sales & Use Tax payments online monthly and record expenses in the system.
- Keep track of petty cash accounts.
- Assist in annual tax packages to corporate by completing the property, plant & equipment summary and depreciation.
- Assist in annual cost report to corporate by completing the contract labor summary.
- Complete month-end schedules. i.e. Physician Revenue Report, Minor Equipment Analysis.
- Review invoices to ensure compliance with corporate policy and ensure sales tax is charged correctly.
- Set-up all new vendors into the A/P system.

Junior Staff Accountant, Sept 2007 – Jul 2008

Topp Portable Air / Aston, PA

- Assist the controller in all areas.
- Issue the weekly bank account statements from online and post entries to update the accounting system.

- Prepare monthly journal entries for the close.
- Complete the monthly bank reconciliations for all accounts.
- Input the bi-weekly payroll from our payroll provider.
- Assist in month end/year end closing procedures.
- Perform all accounting responsibilities for our small entities using QuickBooks, including entering and paying all bills, making deposits and entering journal entries.

Staff Accountant, Apr 2007 – Sept 2007

TMG Health, Inc. / King of Prussia, PA

- Code all incoming invoices for billing.
- Assist the accounting manager with all areas of General Ledger and Accounts Payable.

Staff Accountant, May 2005 – Mar 2007

Atlantic City Hilton Casino & Resorts / Atlantic City, NJ

- Reconcile monthly account analysis.
- Manage assigned accounts and handle any problems that arise.
- Complete and set up the daily operating report.
- Assist in month end/year end closing procedures.
- Prepare monthly general ledger journal entries and post entries to the GL.
- Review balance sheet and income statements to ensure accuracy.
- Perform monthly P&L review to confirm the accuracy of the accounts.
- Conduct monthly inventory reconciliation.
- Complete intercompany account reconciliations and prepare intercompany allocations for monthly close.
- Resolve any imbalances that arise during reconciliation.

Accounting Intern, Oct 2004 – May 2005

Nightlinger, Colavita & Volpa, CPA's / Williamstown, NJ

- Input payrolls for commercial clients and ensure required payroll taxes are deposited.
- Prepare weekly payrolls for clients.
- Assist accountants in various accounting procedures.
- Call in taxes into the electronic federal taxation system