

**NJQSAC District Performance Review
School Year 2012-2013**

08/2012

Fiscal Management					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score (Type "1" for Yes, "0" for No)	Comments
1. The monthly Board Secretary's report is completed and reconciled without exceptions (e.g.: unbalanced/inaccurate balance sheet, unauthorized transfers) and is completed within 30 days of the month's end, reconciled with the Treasurer's report or equivalent report within 45 days of the month's end and submitted to the board within 60 days of the month's end for approval (<i>N.J.A.C. 6A:23A-6.10</i>). The report contains a budget status report, which includes for each required line item account, the original budget, transfers, adjusted budget, expenditures, encumbrances and available balance.	Comprehensive Annual Financial Report (CAFR) Auditors Management Report (AMR) Monthly board secretary's and treasurer's report or equivalent report Board minutes	2	1	1	
2. The district follows a standard operating procedures manual for business functions (<i>N.J.A.C. 6A:23A-6.6</i>), which includes a system of internal controls (<i>N.J.A.C. 6A:23-A-6.4</i>) to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud.	Budget status reports Monthly transfer reports Adopted board policies Organizational chart and duties AMR Listing of PO numbers and invoice dates Cash receipts journal Listing of manual checks issued Fixed asset inventory CAFR Interim and Final Expenditure Reports Position Control Roster Standard Operating Procedures Manual Date of BOE adoption Review of software capabilities	2	1	1	

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3. At least monthly, the district prepares and analyzes fiscal year cash flow management for all funds to ensure that payments can be made on a prompt basis and to ensure that reimbursement requests for federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	PO listing Contract files Annual purchasing plan (aggregation) CAFR AMR Cash Management Plan Cash-flow documentation Board secretary report Treasurer or equivalent report	2	1	1	
4. The district has filed the annual audit of its Comprehensive Annual Financial Report (CAFR) and filed other supporting forms and collections (Auditor's Management Report, Federal Data Collection Form) by the due date. (<i>N.J.S.A. 18A:23-1</i>)	CAFR AMR Audit Synopsis Federal data collection form AUDSUM submission	2	1	1	
5. The district received an unqualified opinion on the annual audit and satisfies the all of the following:					
a. if required, has implemented a corrective action plan (CAP) acceptable to the Executive County Superintendent, which addresses all audit recommendations.	Corrective Action Plan (CAP) adopted by board of education Document of CAP acceptable to Executive County Superintendent Certification of CAP implementation CAFR AMR Unqualified opinion for 5a	3	1	1	
b. Has no repeat audit findings of a substantive nature.	CAFR AMR	3	1	1	

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c. has no material weaknesses in the findings.	CAFR AMR	3	1	1	
d. ends the year with no deficit balances and no line item over-expenditures in the general fund, special revenue fund, capital projects fund or debt service fund (other than permitted under state law and GAAP).	CAFR AMR	2	1	1	
6. The district manages and oversees NCLB, IDEA, ARRA and other entitlement and discretionary grants as required. Specifically, the district:					
a. complies with demonstration of comparability, maintenance of effort, supplement not supplant and other federal grant fiscal requirements.	CAFR AMR Grant application submission and approval dates Carryover reports Transfer approvals MOE and comparability reports Interim and Final Expenditure Reports Project files Board meeting minutes Accounting system/reports by capital project	1	1	1	
b. spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold (entitlement grants - lesser of 10% or \$50,000; discretionary grants - lesser of 10% or \$10,000).	CAFR AMR Grant application submission and approval dates Carryover reports transfer approvals; MOE and comparability reports	1	1	1	

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c. spends federal and state grants funds as required and distributes non-public allocations as required. The district shows evidence of contact with non-public schools. If the district has returned funds in excess of \$1,000 to NJDOE: list the name of the grant and dollar amount refunded in the Comments column. If the returned funds were for nonpublic school services, specify the date the services began and the reason the funds were not spent.	CAFR Interim and Final Expenditure Reports Accounting system/report by capital project Project files Voter or other requisite approval to spend above authorized amount Board meeting minutes	1	1	1	
d. approves salaries funded by federal grants as documented in the board minutes and maintains the required time and activity reports.	CAFR Interim and Final Expenditure Reports Board meeting minutes	1	1	0	County Comment: Salareis funded by federal grants were not approved by the board of education.
7. The district provide proper oversight and accounting of capital projects and Referendum and other Fund 30 capital projects. Specifically the district:					
a. maintains a separate accounting by project.	CAFR AMR Accounting system/reports by capital project Project files Voter or other requisite approval to spend above authorized amount Report of available balances Board minutes	2	1	1	

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b. monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	CAFR AMR Accounting system/reports by capital project Project files Voter or other requisite approval to spend above authorized amount Report of available balances Board minutes	2	1	1	
c. spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	CAFR AMR Accounting system/reports by capital project Project files Voter or other requisite approval to spend above authorized amount Report of available balances Board minutes	2	1	1	
d. conducts the proper fiscal close-out of completed projects. This includes proper transfer of interest earned annually to the debt service and/or general fund.	CAFR AMR Accounting system/reports by capital project Project files Voter or other requisite approval to spend above authorized amount Report of available balances Board minutes	2	1	1	

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8. The district implements, reviews and revises as needed, projects that are consistent with the approved Long Range Facilities Plan and has received county office approval for emergent projects (<i>N.J.A.C. 6A:23A-3.16</i>).	Project approval County office approval for emergent projects Board minutes List of participants Revisions approved by NJDOE	1	1	1	
9a. Annual health and safety reviews have been conducted in each building using the <i>Evaluation of School Buildings Checklist Report</i> (<i>N.J.A.C. 6A:19-6.1 et seq.</i>).	Signed Checklist	2	1	1	
b. "100% compliance" section - all items are in compliance in all buildings.	Signed Checklist	4	1	1	
c. "80% compliance" section - at least 80% of items are in compliance in all buildings.	Signed Checklist	2	1	1	
Directions for indicator 10a through 10k: Each district may only receive credit for one indicator depending on the number of "yes and/or "N/A" responses on the Fiscal section of the Statement of Assurance document. The maximum number of points that a district may receive for indicator 10 is 10.					
10. The board has annually approved by resolution, the district Statement of Assurance document as reflected in the minutes.					
a. Compliance with 10 items	Completed and signed NJDOE Statement of Assurance document	10	1	1	
b. Compliance with 9 items	Completed and signed NJDOE Statement of Assurance document	9	0	0	
c. Compliance with 8 items	Completed and signed NJDOE Statement of Assurance document	8	0	0	
d. Compliance with 7 items	Completed and signed NJDOE Statement of Assurance document	7	0	0	
e. Compliance with 6 items	Completed and signed NJDOE Statement of Assurance document	6	0	0	
f. Compliance with 5 items	Completed and signed NJDOE Statement of Assurance document	5	0	0	

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g. Compliance with 4 items	Completed and signed NJDOE Statement of Assurance document	4	0	0	
h. Compliance with 3 items	Completed and signed NJDOE Statement of Assurance document	3	0	0	
i. Compliance with 2 items	Completed and signed NJDOE Statement of Assurance document	2	0	0	
j. Compliance with 1 item	Completed and signed NJDOE Statement of Assurance document	1	0	0	
k. Compliance with 0 items	Completed and signed NJDOE Statement of Assurance document	0	0	0	
SUBTOTAL			10	10	
Fiscal Management District Performance Review		50	50	49	