

POLICY

GREENWICH TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION

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Duties of School Business Administrator/
Board Secretary

1320 DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

The School Business Administrator/Board Secretary shall strive to achieve district goals for pupils by providing leadership and supervision in the district program of fiscal management and in other assigned programs, and by acting as a proper model for staff and pupils both in and outside the school district.

In order to achieve the functions of the position, the School Business Administrator/Board Secretary shall work cooperatively with the district administrative staff to:

1. Establish and maintain long-range and other fiscal plans.
2. Prepare the annual budget based upon district resources and needs.
3. Insure that all district fiscal, insurance, custodial-maintenance, food, and transportation services comply with the policies of the Board and the regulations of the district.
4. Insure the proper functioning and evaluation of district personnel assigned to his/her areas of responsibility.
5. Manage efficiently the district systems of accounting, purchasing, investment, insurance, plant construction, plant operation and maintenance, transportation, and food services.
6. Strive to increase the capability of the staff assigned to his/her area of responsibility through consultation and in-service training.
7. Analyze the effectiveness of district programs in his/her area of responsibility and recommend changes in program direction, staffing, or management strategies as necessary.
8. Strive to increase the efficient use of district resources in his/her area of responsibility.



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9. Help to interpret the budget and the district affairs under his/her supervision to interested members of the school district community.
10. Strive to develop personal capabilities in financial strategies and supervisory methods.
11. Strive to conduct himself/herself in a proper manner at all times.
12. Be responsible for the conduct of all duties legally assigned to his/her position including:
 - a. Providing adequate notice of all public meetings of the Board to the meetings and to those requesting notice in accordance with law. N.J.S.A. 10:4-8d, 10:4-19, 18A:10-4, 18A:17-7
 - b. Recording the minutes of all proceedings of the Board and the results of annual or special school elections. N.J.S.A. 18A:17-7
 - c. Postings and giving notice of annual and special elections. N.J.S.A. 18A:17-7
 - d. Performing all duties concerning the conduct of school elections. N.J.S.A. 18A:14-1 et seq.
 - e. Collecting tuition fees and other moneys due to the Board and transmitting them to the Treasurer of School Moneys. N.J.S.A. 18A:17-8
 - f. Examining and auditing all accounts and demands against the Board, presenting them to the Board at its meetings, indicating the Board's approval and sending them to the Treasurer for payment. N.J.S.A. 18A:17-8, 18A:19-4
 - g. Keeping accounts of the district's financial transactions including a correct detailed accounting of all expenditures. N.J.S.A. 18A:17-8
 - h. Reporting to the Board at each regular meeting, but not more often than once per month, the amount of the total appropriations and cash receipts for each account, and the amounts of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account. N.J.S.A. 18A:17-9



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Board Secretary

- i. Keeping all contracts, records, and documents belonging to the Board. N.J.S.A. 18A:17-9
- j. Giving the Board a detailed report of its financial transactions at the close of each fiscal year and filing a copy with the County Superintendent. N.J.S.A. 18A:17-10
- k. Reporting to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue, and the due dates of bonds or other indebtedness. N.J.S.A. 18A:17-12
- l. Preparing a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons. N.J.S.A. 18A:23-4
- m. Maintaining an accurate and complete inventory of all buildings, fixed equipment and contents, and their value, in order to offer proof of loss in the event of an insurance claim and to provide a continuous chain of accountability.

The inventory shall be updated to reflect new equipment and shall be verified in a cycle to coincide with the reissuance of insurance policies. Consumable supplies shall be maintained on a continuous inventory basis.

Major discrepancies in inventories which are not resolved by proper accounting procedures shall be reported to the Board.

The Board shall determine when it is necessary to hire an outside service to assist in appraisal.

13. Perform such other duties as may be required by the Board or Superintendent.

The School Business Administrator/Board Secretary shall be directly responsible to the Superintendent for the performance of his/her assigned duties and responsibilities and to the Board for the performance of his/her legal duties.



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Board Secretary

Duties of the Board Secretary

The Board Secretary shall:

1. Give notice to all regular and special meetings (including the organization meeting) of the Board. N.J.S.A. 18A:10-4; 18A:17-7; C. 231 P.L. 1975
2. Post and give notice of annual and special elections. N.J.S.A. 18A:17-7
3. Record the minutes of all proceedings of the Board and the results of annual and special school elections. N.J.S.A. 18A:17-7
4. Be responsible for all duties concerning School Board elections as specified in 18A, Chapter 14.
5. Collect tuition fees and other monies due the Board and transmit them to the Treasurer. N.J.S.A. 18A:17-8
6. Examine and audit all accounts and demands against the Board, present them to the Board at its meetings, indicate the Board's approval and send them to the Treasurer for payment. N.J.S.A. 18A:17-8 and 18A:19-4
7. Keep accounts of the school district's financial transactions including a correct detailed account of all expenditures. N.J.S.A. 18A:17-8
8. Report to the Board at each regular meeting the amount of the total appropriations and cash receipts for each account, and the amounts of each account, and the amounts of orders or contractual obligations incurred and chargeable against each account. N.J.S.A. 18A:17-9
9. Keep all contracts, records and documents belonging to the Board. N.J.S.A. 18A:17-9
10. Give the Board a detailed report of its financial transactions at the close of each fiscal year and file a copy with the County Superintendent. N.J.S.A. 18A:17-10



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11. Report to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue and the due date of bonds or other indebtedness. N.J.S.A. 18A:17-12
12. Prepare a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon, and supply copies of the summary to interested persons. N.J.S.A. 18A:23-4

Adopted: 14 March 2005

