# JOB DESCRIPTION ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

#### **Qualifications:**

- College graduate
- At least three years prior experience as an administrative assistant with accomplished executive secretarial skills
- Strong organizational and typing skills
- Current and proficient knowledge of all standard office procedures and equipment
- Computer literate on current district computers
- Ability to assume a leadership role in directing the activities of other secretarial staff and making decisions concerning office operations
- Ability to communicate clearly and effectively with the public, staff and board members
- Ability to function as part of a cohesive secretarial team by assuming varied responsibilities in differing circumstances
- Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable

#### Reports To: Superintendent of Schools

<u>Job Goal:</u> Assists the educational leader responsible for creating the conditions and climate that will best enable members of the school staff to develop an efficient program which provides for optimum development of the individual student.

Assist in creating an environment for excellence which will result in greater student self-esteem and performance.

# Responsibilities: The activities of the Administrative Assistant to the Superintendent include but are not limited to:

- Understands the importance and maintains complete confidentiality in all matters
- Prepare correspondence, maintain calendar of appointments, interviews and meetings for the Superintendent, channel and screen all communications
- Serves as an in-person and phone receptionist for parents, students, staff, community
  members and outside professionals having contact with the Superintendent
- Prepare Board of Education correspondence as directed
- Compile data and prepare confidential memos for collective negotiation
- · Compile and submit all annual state/federal reports on personnel, student attendance, etc.
- Maintain current and accurate charts on teacher assignment
- Maintain confidentiality relating to all pupil/district personnel information
- Assists in the development of the District-wide School Calendar and provides notification of district schedule to proper agencies
- Maintains and updates Education Association of South Hackensack negotiated agreement

# South Hackensack Public School District

 Other responsibilities and duties which are appropriate and necessary to the position as directed by the Superintendent

Terms of Employment: Twelve month position with compensation in accordance with the negotiated agreement with the Superintendent.

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of non-certificated personnel.

Board	approved	on		
TA CAME IN	approveu	UIS		

# JOB DESCRIPTION TEACHER AIDE / SPECIAL EDUCATION TEACHER AIDE

#### **Qualifications:**

- Associate's Degree or Passing Score on Requisite PRAXIS
- Demonstrated aptitude for the work to be performed
- Such alternatives or additions to the above qualifications as the Board of Education may Find appropriate and acceptable.
- When requested, secure a commercial driver's license (CDL) and transport students.
- Previous experience working with children
- Good oral and written communication skills

#### Reports To: Teacher and Building Principal

<u>Job Goal:</u> Assists the educational leader responsible for creating the conditions and climate that will best enable members of the school staff to develop an efficient program which provides for optimum development of the individual student.

Assist in creating an environment for excellence, which will result in greater student self-esteem and performance.

#### Responsibilities: The activities of the paraprofessional include but are not limited:

- Assists with lunch and clean up routines, i.e. lunch room
- Under supervision of licensed teacher, prepares for classroom activities
- In the absence of the classroom teacher, and for limited periods of time, covers the class for non-instructional activities
- Works with small groups of students to reinforce material initially introduced by the teacher
- Assists individual children in need of special attention
- Guides independent study, enrichment work and remedial work set up by the teacher
- Assists in setting up audiovisual equipment
- Assists teacher with noninstructional classroom duties, such as snack, toilet and clothing routines
- Checks class work and supervises related activities such as field trips and small group
   Activities
- Assists in safety drill work

X

- Assists with reading and storytelling in small group activities
- Assists small groups of students in the library
- Transports students, as needed, to support their educational program
- Assists small groups of students in the reading and math programs
- Participates in in-service training programs
- Performs other responsibilities and duties which are appropriate and necessary to the position as directed by the Superintendent or his/her designee

South	Hackensack	<b>Public</b>	School	District
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Terms of Employment: Non-tenured, ten-month year; salary to be established by the Board.

**Evaluation:** Performance of this position will be evaluated annually by the Building Administrator.

Board approv	ed on				
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Attachment (

### PASCACK VALLEY COUNCIL FOR SPECIAL EDUCATION REGION II SPECIAL EDUCATION OFFICE

Pascack Hills High School
225 West Grand Avenue, Montvale, New Jersey 07645
Emerson, Hillsdale, Montvale, Park Ridge,
Pascack Valley Regional High School District, River Vale, Westwood Regional

Stephanie DeBruyne Regional Coordinator

Phone: (201)358-7060 X24028

Fax: (201) 722-0377

e-mail sdebruvne@pascack.k12.ni.us

September 1, 2015

Ms. Tricia Smith
Director of Special Services
Memorial School
One Dyer Avenue
South Hackensack, N.J. 07606

Dear Ms. Smith:

Region II will be offering Applied Behavioral Analysis Parent Training Workshops for the 2015-2016 School Year.

Enclosed please find the following:

Scaplaintologie

- 1 An Applied Behavioral Analysis Parent Training Agreement between Region II and your district. (Please have board approved and return to this office with the signed Agreement and a signed Resolution.)
- 2 A schedule of ABA Parent Training for the 2015-2016 School Year, with registration forms for each workshop.

Upon receipt of signed contract and resolution, Region II will have the Agreement board approved. Once board approved, a copy of the fully- executed agreement will be sent to you for your files.

If you have any questions, please feel free to contact me.

Sincerely,

SDeB/el

Enclosures

### PASCACK VALLEY COUNCIL FOR SPECIAL EDUCATION REGION II SPECIAL EDUCATION OFFICE

Pascack Hills High School
225 West Grand Avenue, Montvale, New Jersey 07645
Ernerson, Hillsdale, Montvale, Park Ridge,
Pascack Valley Regional High School District, River Vale, Westwood Regional

Stephanie DeBruyne Regional Coordinator

Phone: (201)358-7060 X24028

Fax: (201) 722-0377

e-mail sdebruyne@pascack.k12.nj.us

September 1, 2015

Ms. Suzanne Bassett
Director of Special Services
Tenafly BOE - 500 Tenafly Road
Tenafly, N.J. 07670

Dear Ms. Bassett:

Region II will be offering Applied Behavioral Analysis Parent Training Workshops for the 2015-2016 School Year.

Enclosed please find the following:

- 1 An Applied Behavioral Analysis Parent Training Agreement between Region II and your district. (Please have board approved and return to this office with the signed Agreement and a signed Resolution.)
- 2 A schedule of ABA Parent Training for the 2015-2016 School Year, with registration forms for each workshop.

Upon receipt of signed contract and resolution, Region II will have the Agreement board approved. Once board approved, a copy of the fully-executed agreement will be sent to you for your files.

If you have any questions, please feel free to contact me.

Sincerely,

SDeB/el Enclosures

### South Hackensack Memorial School | School Year 2015-2016

	SEPTEMBER 2015									
8	M	T	W	Th	F	S				
		1	2	3	4	5				
6	7	8	9	10	11	12				
13	14	15	16	17	18	19				
20	21	22	23	24	25	26				
27	28	29	30							

- Teachers Report -School Closed
- 3 Students Report
- 1:00 p.m. Dismissal Labor Day - School Closed
- 18 1:00 p.m. Dismissal

19 Days

	MARCH 2016									
8	M	T	W	n	F	s				
		1	2	3	4	5				
6	7	8	9	10	11	12				
13	14	15	16	17	18	19				
20	21	22	23	24	25	26				
27	28	29	30	31						

**APRIL 2016** 

Good Friday - School Closed

21 Days

	OCTOBER 2015									
5	M	Т	W	Th	7	8				
<u></u>				1	2	3				
4	5	6	7	8	9	10				
11	12	13	14	15	16	17				
18	19	20	21	22	23	24				
25	26	27	28	29	30	31				

- q Teacher In-Service -School Closed
- 12

			_						
			8	M	T	W	Th	8	18
12	Celumbus Day — School Closed		L					1	2
	School Credi		3	4	5	6	7	8	9
			10	11	12	13	14	15	16
		J	17	18	19	20	21	22	23
20.75			24	25	26	27	28	29	30
20 Daj	VS.	1							

11-15 Spring Recess - School

16 Days

NOVEMBER 2015									
8	М	T	W	Th	F	3			
1	2	3	4	5	6	7			
8	9	10	11	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30								

- Election Day 1:00 p.m. Dismissal
- NJEA Convention -School Closed
- Thanksgiving Recess ~ 1:00 p.m. Dismissal
- 26, 27 Thankagiving Recess -School Closed

17 Days

	MAY 2016									
8	M	T	W	Th	1	7 3				
1	2	3	4	5	6	7				
8	9	10	11	12	13	14				
15	16	17	18	19	20	21				
22	23	24	25	26	27	28				
29	30	31								

30 Memorial Day - School Closed

21 Days

	DECLMBER 2015									
8	M	T	W	Th	)	Š				
		1	2	3	4	5				
6	7	8	9	10	11	12				
13	14	15	16	17	18	19				
20	21	22	23	24	25	26				
27	28	29	30	31						

- 1:00 p.m. Dismissal
- 24 31 Christmas Recess School Closed

17 Days

	JI NJ 2016									
8	М	T	W	Т	F	8				
<u> </u>			1	2	3	4				
5	6	7	8	9	10	11				
12	13	14	15	16	17	18				
19	20	21	22	23	24	25				
26	27	28	29	30						

Last Day of School

\*If any of the extra days reserved for emergency school closings remain unused, school may be closed on an earlier date, provided 180 days of student contact sessions are hold.

18 Days 184 Total Days

	JANUARY 2016									
8	M	T	W	Th	F	8				
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3	4	5	б	7	8	9				
10	11	12	13	14	15	16				
17	18	19	20	21	22	23				
24	25	26	27	28	29	30				
31										

- Christmas Recess -School Closed
- 18 M.L. King Day - School Closed for students -Teacher In-Service

19 Days

16 Days

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	1111 X 2010											
- 8	M	T	W	Th	F	8						
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10	11	12	13	14	15	16						
17	18	19	20	21	22	23						
24	25	26	27	28	29	30						
31												

- Independence Day
- 5-29 Summer Recreation Program

	FEBRUARY 2016											
8	M	T	W	Th	F	8						
	1	2	3	4	5	6						
7	8	9	10	11	12	13						
14	15	16	17	18	19	20						
21	22	23	24	25	26	27						
28	29											

15 - 19 Winter Recess -- School Closed.

Note: If more than four (4) emergency closings are utilized, it is understood days will be deducted from the calendar in the following order: February 19 (Day 1), February 18 (Day 2), February 17 (Day 3), February 16 (Day 4) and if needed starting with Friday, April 15.

> -Approved at the Board of Education meeting-

# Memorial School Attachment = 2015 Girls Soccer Schedule

September		
$22^{\rm nd}$	at	Bergenfield (Roy W. Brown)
25 <sup>th</sup>	VS	Ringwood Christian
28 <sup>th</sup>	VS	Englewood (Janis E. Dismus M.S)
29 <sup>th</sup>	vs	Hawthorne Christian
October		
$6^{th}$	vs	Alpine
8 <sup>th</sup>	VS	Cliffside Park
19 <sup>th</sup>	vs	Teaneck Charter School
21 <sup>st</sup>	vs	Bergenfield (Roy W. Brown)
23 <sup>rd</sup>	at	Dwight Englewood
27 <sup>th</sup>	at	Wandell School
28 <sup>th</sup>	at	Cliffside Park

Updated 9/10/15

# Memorial School 2015 Boys Soccer Schedule

September		
$22^{\mathrm{nd}}$	VS	Bergenfield (Roy W. Brown)
25 <sup>th</sup>	VS	Ringwood Christian
28 <sup>th</sup>	at	Englewood (Janis E. Dismus M.S)
$30^{th}$	VS	Hawthorne Christian
<b>October</b>		
6 <sup>th</sup>	vs	Alpine
8 <sup>th</sup>	at	Cliffside Park
19 <sup>th</sup>	vs	Teaneck Charter School
21 <sup>st</sup>	at	Bergenfield (Roy W. Brown)
23 <sup>rd</sup>	VS	Dwight Englewood (4:15pm)
26 <sup>th</sup>	at	Alpine
28 <sup>th</sup>	VS	Cliffside Park
29 <sup>th</sup>	VS	Englewood (Janis E. Dismus M.S)

# Attachment F

### MERIT GOAL SUBMISSION FORM SCHOOL YEAR 2015-2016

INDIVIDUAL	Gregorio Macen	INTE	Superintendent	
QUANTITATIVE GOALS	PERCENTAGE	QUALITATIVE GOAL	X PERCENTAGE	2.5%
	DOLLAR		DOLLAR	\$3297.50
	VALUE	_	VALUE	
proficiency in grade Hackensack Memor students tools for se series, students who successful readers. ( good reader's do in conferences and tea them to become suc teacher engages in s	GOAL:  ort the district implementations K – 5 and pilot possible district implementations K – 5 and pilot possible district reader's electing and comprehending to were once reluctant to read over the course of the year, exploring different genres, ancher conferences with studic conferences outside of the groups of students who need	strict transition to a workshop in grades if the strict and is a id may find themse students read man authors, and texts. ents but emphasize the classroom. Durindividual or group to	reader's workshop models 2 and 4. Since the format departure from our currelives with the skills needed by books and are encourage. The program includes peets students' independenceing Independent Reading Treasis. Teachers can also en	l, South It gives Int reading It to be It to do as It and allows Ime. the
model. Pilot teacher	IPLETION: luation of second grade and is will report pros and cons to written report of findings an	o the ELA PLC as we	ell as meet with the superi	intendent
INDIVIDUAL(S) PPS	PONSIBLE FOR GOAL COM	EN ETION:		
	le 2 teachers, grade 4 teache			
TIMELINE (2) TO 2015 – 2016 school ye	COMPLETE THE GOAL FO	R THE 2015-2016	SCHOOL YEAR:	
*ATTACH ANY DATA	A/REPORTS TO BE USED AS	S A BASIS OF MEAS	BUREMENT	
DATE SENT TO	SIGNATURE	AND DATE		
ECS	APPROVED I	BY ECS		

### MERIT GOAL SUBMISSION FORM SCHOOL YEAR 2015-2016

QUANTITATIVE GOAL  DOLLAR VALUE  PALUE  DOLLAR VALUE  DOLL	NAME OF INDIVIDUAL	Gregorio Maceri	Тпш	Superintendent	
VALUE  DESCRIPTION OF GOAL:  In collaboration with the SBJC S.T.E.A.M. program South Hackensack will be offering a new Middle School Robotic Program. Over the last two years the SBJC has successfully operated the NAO Robotic club in many of the SBJC Middle School districts. The students have learned a lot about programming and operating a NAO Robot. For the upcoming school year SBJC is offering each of their districts that have a middle school the opportunity to build a VEX IQ Robot and compete against other SBJC districts three times during the school year.  South Hackensack will receive a VEX IQ Robot with instructions. South Hackensack will provide access to a computer and the internet and the students will be responsible for building the Robots with an adviso from their own district.  The SBJC will establish the rules for the competition. The rules for the competition will be given to the district when they pick up the Robots. Each event will be unique, causing the students to think differently about how to reconfigure and engineer the robots for each event. The competitions will be offered after school and will be hosted by a sending district. The competitions will occur in November, January and April. The SBJC will pay for the bus transportation cost for each district to attend the competition.  The winner for each completion will be based on a point system. The point system will be explained in the competition packet. Trophles will be handed out after each competition for first, second and third place. At the end of the final competition, the team with the most combined points awarded from the		PERCENTAGE		X PERCENTAGE	2.5%
DESCRIPTION OF GOAL:  In collaboration with the SBJC S.T.E.A.M. program South Hackensack will be offering a new Middle School Robotic Program. Over the last two years the SBJC has successfully operated the NAO Robotic club in many of the SBJC Middle School districts. The students have learned a lot about programming and operating a NAO Robot. For the upcoming school year SBJC is offering each of their districts that have a middle school the opportunity to build a VEX IQ Robot and compete against other SBJC districts three times during the school year.  South Hackensack will receive a VEX IQ Robot with instructions. South Hackensack will provide access to a computer and the internet and the students will be responsible for building the Robots with an adviso from their own district.  The SBJC will establish the rules for the competition. The rules for the competition will be given to the district when they pick up the Robots. Each event will be unique, causing the students to think differently about how to reconfigure and engineer the robots for each event. The competitions will be offered after school and will be hosted by a sending district. The competitions will occur in November, January and April. The SBJC will pay for the bus transportation cost for each district to attend the competition.  The winner for each completion will be based on a point system. The point system will be explained in the competition packet. Trophles will be handed out after each competition for first, second and third place. At the end of the final competition, the team with the most combined points awarded from the			75	DOLLAR	\$3297.50
In collaboration with the SBJC S.T.E.A.M. program South Hackensack will be offering a new Middle School Robotic Program. Over the last two years the SBJC has successfully operated the NAO Robotic club in many of the SBJC Middle School districts. The students have learned a lot about programming and operating a NAO Robot. For the upcoming school year SBJC is offering each of their districts that have a middle school the opportunity to build a VEX IQ Robot and compete against other SBJC districts three times during the school year.  South Hackensack will receive a VEX IQ Robot with instructions. South Hackensack will provide access to a computer and the internet and the students will be responsible for building the Robots with an adviso from their own district.  The SBJC will establish the rules for the competition. The rules for the competition will be given to the district when they pick up the Robots. Each event will be unique, causing the students to think differently about how to reconfigure and engineer the robots for each event. The competitions will be offered after school and will be hosted by a sending district. The competitions will occur in November, January and April. The SBJC will pay for the bus transportation cost for each district to attend the competition.  The winner for each completion will be based on a point system. The point system will be explained in the competition packet. Trophies will be handed out after each competition for first, second and third place. At the end of the final competition, the team with the most combined points awarded from the		VALUE		VALUE	
School Robotic Program. Over the last two years the SBJC has successfully operated the NAO Robotic club in many of the SBJC Middle School districts. The students have learned a lot about programming and operating a NAO Robot. For the upcoming school year SBJC is offering each of their districts that have a middle school the opportunity to build a VEX IQ Robot and compete against other SBJC districts three times during the school year.  South Hackensack will receive a VEX IQ Robot with instructions. South Hackensack will provide access to a computer and the internet and the students will be responsible for building the Robots with an adviso from their own district.  The SBJC will establish the rules for the competition. The rules for the competition will be given to the district when they pick up the Robots. Each event will be unique, causing the students to think differently about how to reconfigure and engineer the robots for each event. The competitions will be offered after school and will be hosted by a sending district. The competitions will occur in November, January and April. The SBJC will pay for the bus transportation cost for each district to attend the competition.  The winner for each completion will be based on a point system. The point system will be explained in the competition packet. Trophies will be handed out after each competition for first, second and third place. At the end of the final competition, the team with the most combined points awarded from the					
	club in many of the and operating a Nave a middle schethree times during South Hackensack a computer and the from their own district when they differently about hoffered after school January and April. To competition.  The winner for each the competition paplace. At the end of the school of the competition of the competition paplace.	rogram. Over the last two years the SBJC Middle School districts IAO Robot. For the upcoming a good the opportunity to build a gethe school year.  It will receive a VEX IQ Robot we internet and the students we strict.  It will be rules for the competition pick up the Robots. Each even now to reconfigure and engineer of and will be hosted by a send The SBJC will pay for the bus to the completion will be based on the completion will be handed of the final competition, the teat	s the SBJC has succe. The students have school year SBJC is VEX IQ Robot and control in the instructions. So will be responsible for the will be unique, called the robots for eating district. The contransportation cost is a point system. The out after each community with the most of	essfully operated the NAO e learned a lot about progr offering each of their distr compete against other SBA  uth Hackensack will provid or building the Robots with  the competition will be give busing the students to thinl ach event. The competition mpetitions will occur in No for each district to attend to e point system will be expl epetition for first, second a combined points awarded for	Robotic amming icts that C districts e access to an advisor en to the k us will be vember, the

#### **EVIDENCE OF COMPLETION:**

The SBJC will establish the rules for the competition. The rules for the competition will be given to the district when they pick up the Robots. Each event will be unique, causing the students to think differently about how to reconfigure and engineer the robots for each event. The competitions will be offered after school and will be hosted by a sending district. The competitions will occur in November, January and April. The SBJC will pay for the bus transportation cost for each district to attend the competition.

The winner for each completion will be based on a point system. The point system will be explained in

place. At the end of the f	Trophies will be handed out after each competition for first, second and third inal competition, the team with the most combined points awarded from the pe deemed the overall SBJC VEX IQ Competition Champion.
Individual(s) respon	SIBLE FOR GOAL COMPLETION:
	ics Advisor, Middle School Students.
TIMELINE (2) TO COM	APLETE THE GOAL FOR THE 2015-2016 SCHOOL YEAR:
2015 – 2016 school yea	r
*ATTACH ANY DATA/RE	PORTS TO BE USED AS A BASIS OF MEASUREMENT
DATE SENT TO ECS	SIGNATURE AND DATE
	APPROVED BY ECS

## MERIT GOAL SUBMISSION FORM SCHOOL YEAR 2015-2016

NAME OF INDIVIDUAL	Gregorio M	aceri	Time	Superintende	ent
QUANTITATIVE GOALS	X PERCEN	TAGE 2.996%	QUALITAT	TVE	PERCENTAGE
	DOLLAR	\$3951.72		L	DOLLAR
	VALUE		bu .		VALUE
DESCRIPTION OF					
students will grow a (Development Read second grade stude of the DRA (Develop	a that supports the put the elementar dents, as early as a students' abilitie an average of 3 reling Assessment) ints will grow an a pment Reading As (2634.48, 40% of a dministration of	e same finding, our y grades to strengt possible. Therefor es to read and compading level from the benchmark inventor verage of 3 reading sessment) benchmare second grade studing f the DRA (Develor	district is f hen our effor e, by Spring prehend var e pre and p ery in order glevel from ark invento ents will gro	fully implementing the control of th	ng a new reading reading abilities of it of our efforts to use of second grade tration of the DRA oliar value. 60 % of ottest administration ceive two-thirds of
EVIDENCE OF COM	PLETION:		<u></u>		
The second grade tea a pre-assessment in	achers will keep r	ecords of DRA bend and culminating wi	hmark inve	entory of all stud sessment in Ma	lents beginning with y 2016.
Individual(8) res	PONSIBLE FOR (	SOAL COMPLETIO	 N:		
Second grade teache superintendent/princ	rs with guidance i	from supervisor of	curriculum	instruction and	
FIMELINE (2) TO	COMPLETE THE	GOAL FOR THE 2	 01 <b>5-2</b> 016	SCHOOL VEAR	•
2015 – 2016 school	year				
ATTACH ANY DATA	VREPORTS TO B	E USED AS A BASIS	of Measi	UREMENT	
DATE SENT TO		SIGNATURE AND DAT	E		
ics		APPROVED BY ECS	_		



### Attachment &

# STATE OF NEW JERSEY DEPARTMENT OF EDUCATION BERGEN COUNTY OFFICE

ONE BERGEN COUNTY PLAZA, SUITE 350 HACKENSACK, NJ 07601-7076 201-338-6875 FAX 201-338-6880

CHRIS CHRISTIE, GOVERNOR KIM GUADAGNO, LT. GOVERNOR

DAVID C. HESPE, COMMISSIONER NORAH E. PECK, INTERIM EXECUTIVE COUNTY SUPERINTENDENT

August 14, 2015

Ms. Dina Messery
Business Administrator/Board Secretary
South Hackensack Board of Education
Dyer Avenue
South Hackensack, NJ 07606

Re: 2015 June Transfer Request

Dear Ms. Messery:

This will acknowledge receipt of your June 2015 Monthly Transfer Report and Request Form. This request is to transfer \$11,902 from Special Education et.al., \$19,058 from Attendance et.al., \$1,800 from Operations and Maintenance, \$31,392 from Transportation and \$880 from Benefits to Regular Education (\$21,262), Co-Curricular (\$11,902), Food Services (\$2,680) and Equipment (\$10,130), total \$65,032. This transfer is to properly allocate funds to cover salaries for afterschool enrichment programs, curriculum writing, textbooks and a new server.

In accordance with N.J.A.C. 6A:23A-13.3, this office is required to review and approve transfers into and administrative account that exceed 10 percent of the amount that was included in the school district's budget. This will serve as approval of your request as delineated in your Transfer Request Form. In accordance with N.J.S.A. 18A:22-8.1, please provide this office with a certified copy of your Board resolution approving this transfer.

Sincerely,

Norah E. Peck

Interim Executive County Superintendent

JRM/lv enclosure

c: Jeanette R. Makus, Interim Executive County SBO
Gregorio Maceri, Superintendent, South Hackensack Board of Education

# DATE RECEIVED: DATE DUE:

# Request for Approval of Transfers Monthly Transfer Report For the Year 2014-15

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South Hackensack	Year: June-15
9th South Hackensack	hirtair June-15
9195 South Hackensack	mthr/dasc June-15

The above district requests approval for the following transfers:

To be completed By Executive County Superintendent ------ To Be Completed By District

	_			T		T		_	1	-
	Approval									
	Reason for Transfer	Transfer from transportation to cover the cost of new math series.		(11,902) Transfer to co-curricular to cover salaries for curriculum writing and afterschool enrichment program.		30,960 Salaries to pay for curriculum writing and	afterschool enrichment program.			
Proposed Net Transfer	TO/(STOIM)	21,262		(1,902)		30,960				
	TE INCHES	11-1XX-100-XXX	11 01 01 01 01 01	11-000-216,217	44 3VY 400 VVV	 11-4XX-X00-XXX		44 000 000 V	11-600-330-XXX	
Budget Category	Recuist Programs		10300, 11160, Special Education Rock Skills Demanded and Bills	12160, 40580, Instruction, and Speech/OT/PT and Extraordinary Services 41080	13160, 15180 (Vocational Programs - Local	17100, 17800, School-Spon. Co/Extra-Curr. Activities, School Sponsored	21620, 22620, 25100 and June Institutional Programs 23620, 25100	Community Services Programs/Operations		
Line	3200	-	10300, 11160,	12160, 40580, 41080	13160, 15180	17100, 17600,	21620, 22620, 23620, 25100			

# DATE RECEIVED: DATE DUE:

# Monthly Transfer Report Request for Approval of Transfers For the Year 2014-15

	Approval								
Reacon for Transfer		(19,058) Transfer to co-curricular to cover salaries for curriculum writing and afterschool entichment program.					(1,800) Transfer to food services to cover deficit.	(31,392) Transfer to regular instruction for new math series and equipment for new server.	(880) Transfer to food services to cover salaries.
Proposed Net Transfer to/ffrom)		(18,058)					(1,800)	(31,392)	(880)
Account	11-000-100-XXX	11-000- 211,213,218,219,222	11-000-221,223	11-000-230-XXX	11-000-240-XXX	11-000-25X-XXX	11-000-26X-XXX	11-000-270-XXX	11-30X-30X-23X
Budget Category		29680, 30620, Attendance and Social Work, Health, Guidance, Child 41660, 42200, Study Teams, Education Media Services/School Library 43820	43200, 44190 Improvement of Instruction Services and Instructional Staff Training Services	General Administration	School Administration	47200, 47620 Central Svcs & Admin Info Technology	Operation and Maintenance of Plant Services	Student Transportation Services	Personal Services - Employee Benefits
		29680, 30620, 41660, 42200, 43620	43200, 44180		46160	47200, 47620			71260

8/12/2015 3:31 PM

# 8/12/2015 3:31 PM

# Monthly Transfer Report Request for Approval of Transfers For the Year 2014-15

DATE RECEIVED: DATE DUE:

	Approva								
Special Top research	Transfer from operations and benefits to cover deficit and salaries.				Transfer from transportation to cover the cost of new servers that were needed immediately,				
Proposed Net Transfer to/(from)	2,680				10,130				
Account	11-000-310-XXX	10-805	10-806	10-607	12-XXX-XXX-73X	12-000-4XX-XXX	12-000-4XX-831	12-000-4XX-933	10-804
Budget Category	SECULIARY DOOL	Deposit to Safa/Lease-Back Reserve	Interest Earned on Maintenance Reserve	Interest Earned on Current Expense Energency Reserve	Equipment	Facilities Acquisition and Construction Services	Capital Reserve-Transfer to Capital Expend. Fund	Capital Reserve-Transfer to Repayment of Debt	Interest Eamed on Capital Reserve
Line						76260			76380

# Monthly Transfer Report Request for Approval of Transfers For the Year 2014-15

DATE RECEIVED

	Approval		
	Keason for Transfer		
Proposed Net Transfer	(mail mail		
	13-XXX-XXX-XXX	10-000-100-56X	10-000-620-830
Budget Category	TOTAL SPECIAL SCHOOLS	Transfer of Funds to Charter Schools	General Fund Contribution to School Based Budgets
1	83080	84000	84020

S/le/18

Date

School Business Administrator Signature

)<u>+</u>!

utive County Superintendent Signature

4 of 4

Attachment H

Page 1 of 27 09/18/15 08:40

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 10 GENERAL CURRENT EXPENSE

	Assets and Resources		
	Assets:		
101	Cash in bank		\$1,538,289.49
102 - 106	Cash Equivalents		\$250.00
111	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		\$6,301,306.00
	Accounts Receivable:		
132	Interfund	\$0.00	
141	Intergovernmental - State	\$78,851.82	
142	intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$4,859,00	
153, 154	Other (net of estimated uncollectable of \$)	\$0.00	\$83,710.82
	Loans Receivable:		
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$)	\$0.00	\$0.00
	Other Current Assets		\$0.00
	Resources:		
301	Estimated revenues	\$7,416,453.00	
302	Less revenues	(\$6,942,866.34)	\$473,586.66
	Total assets and resources		\$8,397,142.97
	Liabilities and Fund Equity		
	Liabilities;		
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$85,682.82
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$1,250.00
	Other current liabilities		\$444,775.00
	Total ilabilities		\$531,707.82

arting date 7/1/2015 Ending date 7/31/2015 Fund: 10 GENERAL CURRENT EXPENSE

		Board Secretary		Date	
Prej	pared and submitted by :				
Bud	igeted fund balance		\$288,034.5B	(\$4.436,991.85)	\$4,725,026.43
	Less: Adjustment for prior year		\$0.00	\$0.00	\$0.00
Sub	ototal		\$288,034.58	(\$4,436,991.85)	\$4,725,026.43
	Less - Withdrawal from reserve	9	\$0.00	\$0.00	\$0.00
	Plus - Increase in reserve		\$0.00	\$0.00	\$0.00
Cha	ange in waiver offset reserve acco	unit:			
Sul	biotai		\$288,034,58	(\$4,436,991.85)	<b>\$</b> 4,725,026.43
	Less - Withdrawal from reserv	9	\$0.00	\$0.00	\$0,0\$
	Plus - Increase in reserve		\$0.00	(\$50,000.00)	\$50,000.0
	ange in capital reserve account:			12.11.22.12.13.01	7. 11 a. alandi.
	btotal		\$288.034,58	(\$4,386,991.85)	\$4,675,026.4
	venues		(\$7,416,453.00)	(\$6,942,866.34)	(\$473,586.68
An	propriations		\$7,704,487.58	\$2,555,874.49	\$5,148,613.0
140			Budgeted	Actual	Varianc
Re	capitulation of Budgeted Fund I	Islance:			
	Total Babilities and fun	d equity			\$8,397,142.9
	Total fund balance				\$7,865,435.1
03	Budgeted fund balance			(\$288,034.58)	
71	Designated fund balance			\$0.00	
	Fund balance, July 1			\$402,967.56	
Ur	nappropriated:				
	Total appropriated			\$7,750,502.17	
	Less: Encumbrances	(\$2,233,368.50)	(\$2,555,874.49)	\$5,148,613.09	
02	Less: Expenditures	(\$322,505.99)			
01	Appropriations		\$7,704,487.58		
60-752,76x	Other reserves			\$0.00	
<b>'62</b>	Adult education programs			\$265,453.00	
314	Less: Bud. w/d from waiver o	ffset reserve	\$0,00	\$0.00	
30 <del>9</del>	Add: Increase in waiver offse	t reserve	\$0.00		
768	Waiver offset reserve - July	I <b>, 2</b>	\$0.00		
310	Less: Bud. w/d from mainter	ance reserve	\$0.00	\$0.00	
806	Add: Increase in maintenand	a reserve	\$0.00		
764	Maintenance reserve accoun	nt - July	\$0.00		
309	Less; Bud. w/d cap. reserve	excess costs	\$0.00	\$50,000.00	
307	Less: Bud. w/d cap, reserve	eligible costs	\$0.00		
604	Add: Increase in capital res	erve	\$0.00		
761	Capital reserve account - Ju	lly	\$50,000.00	*-() ·	
753,754	Reserve for ancumbrances			\$2,286,436.08	
· · · · · · · · · · · · · · · · · · ·	Appropriated:				

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 10 GENERAL CURRENT EXPENSE

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL - Revenues from Local Sources		7,122,899	B	7,122,899	6,942,866		
00520	SUBTOTAL - Revenues from State Sources		293,554	0	293,554	0,342,000	Under	180,033
		Total	7,418,453	a	7,416,453	6,942,866	Under	293,554
Expenditui	'05'							473,587
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	a.	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
10300	Total Special Education - Instruction	V .	1,513,883	25,790	1,539,673	36,288	130,817	1,372,568
11160	Total Basic Skills/Remedial – instruct		261,533	0	261,533	0	0	261,533
12160	Total Bilingual Education – Instruction		167,492	0	107,492	2,123	23,348	82,021
17100	Total School-Sponsored Co/Extra Curricul		91,484	0	91,484	2,123	23,348	66,013
20620	Total Summer School		70,365	2,777	73,142	0	4,181	68,961
27100			14,000	0	14,000	10,011	3,989	0
29180	Total Community Services Programs/Operat		17,000	0	17,000	6,546	6,729	3,725
29680	Total Undistributed Expenditures - Instr		2,578,507	0	2,578,507	0	246,457	2,332,050
3 <b>062</b> 0	Total Undistributed Expenditures - Atten		4,738	0	4,738	390	4,290	58
40580	Total Undistributed Expenditures - Healt		84,763	612	85,375	0	1,784	83,611
	Total Undistributed Expend - Speech, OT,		90,500	41	90,541	0	32,270	58,271
41080	Total Undist. Expend Other Supp. Serv		198,000	0	198,000	0	0	198,000
42200	Total Undist, Expend. – Child Study Team		254,000	0	254,000	0	396	253,604
43200	Total Undist. Expend. – Improvement of I		96,750	0	96,750	8,026	88,280	444
43620	Total Undist. Expend. – Edu. Media Serv.		1,000	0	1,000	0	0	1,000
44180	Total Undist. Expend. – Instructional St		2,500	0	2,500	0	99	2,401
<b>15300</b>	Support Serv General Admin		151,970	6,881	158,851	26,197	95,184	37,469
16160	Support Serv School Admin		61,510	1,475	62,985	7,750	53,161	2,074
47200	Total Undist. Expend. – Central Services		65,669	160	65,829	8,429	49,960	7,440
51120	Total Undist. Expend Oper. & Maint. O		595,674	5,393	501,067	49,524	497,226	54,317
2480	Total Undist. Expend. – Student Transpor		330,439	0	330,439	0	259,585	70,854
1260	TOTAL PERSONNEL SERVICES -EMPLOYEE		1,029,035	0	1,029,035	164,389	694,528	170,119
2020	Total Undistributed Expenditures – Food		11,652	0	11,652	711	7,816	3,128
5880	TOTAL EQUIPMENT		0	9,940	9,940	0	9,940	0
6260	Total Facilities Acquisition and Constru		18,956	0	18,956	0	0	18,956
		Total	7,651,420	53,068	7,704,486	322.506	2,233,369	5,148,613

tarting date 7/1/2015 Ending date 7/31/2015 Fund: 10 GENERAL CURRENT EXPENSE

	ai till g date	THE Ending date 1/31/2013	rana: 10 G	ENERAL G	UKKENIE	KPENSE		
Rev	enues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
0D10	0 10-1210 Lo	cal Tax Levy	6,942,502	0	6,942,502	6,942,502		0
0014	0 10-1310 Tui	ition from Individuals	12,800	0	12,800	0	Under	12,800
0030	0 10-1 Un	restricted Miscellaneous Revenues	167,597	0	167,597	364	Under	167,233
0043	0 10-3131 Ext	traordinary Ald	50,000	0	50,000	0	Under	50,000
0047	0 10-3177 Cat	tegorical Security Aid	20,749	0	20,749	8	Under	20,749
0050	0 10-3 Oth	ner State Aids	222,805	0	222,805	0	Under	222,805
			Total 7,416,453	0	7,416,453	6,942,866	[	473,587
Expe	enditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02000	11-105-100-101	Preschool – Salaries of Teachers	71,091	0	71,091	0	0	71,091
02080	11-110101	Kindergarten - Salaries of Teachers	140,571	O	140,571	0	0	140,571
02100	11-120101	Grades 1-5 - Salaries of Teachers	630,761	0	630,761	1,100	0	629,661
02120	11-130101	Grades 6-8 - Salarles of Teachers	427,943	0	427,943	75	0	427,868
03000	11-190-1106	Other Salaries for Instruction	31,900	0	31,000	0	0	31,000
03020	11-190-1320	Purchased Professional Educational	Ber 66,586	0	66,586	33,293	33,293	0
03040	11-190-1340	Purchased Technical Services	20,000	5,000	25,000	0	24,678	322
03060	11-190-1[4-5	Other Purchased Services (400-500 series	es 28,050	0	28,050	0	26,571	1,479
03080	11-190-1610	General Supplies	65,000	17,102	82,102	1,820	42,438	37,844
70	11-190-1640	Textbooks	28,381	3,688	32,069	0	3,838	28,231
03120	11-190-18	Other Objects	4,500	D	4,500	0	0	4,500
07000	11-213-100-101	Salaries of Teachers	261,533	0	261,533	0	0	261,533
11000	11-230-100-101	Salaries of Teachers	107,492	0	107,492	2,123	23,348	82,021
12000	11-240-100-101	Salaries of Teachers	91,134	D	81,134	2,123	23,348	65,663
12100	11-240-100-610	General Supplies	350	0	350	0	0	350
17000	11-401-100-1	Salaries	28,865	0	28,865	0	0	28,865
17020	11-401-100-[3-5]	Purchased Services (300-500 series)	28,500	0	28,500	0	۵	28,500
17040	11-401-100-6	Supplies and Materials	10,000	2,777	12,777	0	4,181	8,596
17080	11-401-100-930	Transfers to Cover Deficit (Agency Fund	3,000	0	3,000	0	0	3,000
20000	11-422-100-101	Salaries of Teachers	14,000	a	14,000	10,011	3,989	0
27000	11-800-330-1	Salaries	17,000	0	17,000	6,546	6,729	3,725
29000	11-000-100-561	Tuition to Other LEAs within the State -	1,347,756	0	1,347,756	G	0	1,347,756
29020	11-000-100-562	Tuition to Other LEAs within the State -	619,149	0	619,149	0	120,037	499,112
29040	11-000-100-563	Tultion to County Voc. School District-R	55,566	0	55,566	0	0	55,566
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	357,730	1,050	358,780	0	29,400	329,380
29100	11-000-100-566	Tultion to Priv. School for the Disabled	159,195	(1,050)	158,145	0	97,020	61,125
29160	11-000-100-559	Tuition - Other	39,111	0	39,111	0	0	39,111
29500	11-000-211-1	Salaries	4,738	0	4,738	390	4,290	58
0	11-000-213-1	Salaries	68,913	0	68,913	D	0	68,913
30540	11-000-213-3	Purchased Professional and Technical Se	r 10,000	0	10,000	0	1,100	8,900
30560	11-000-213-[4-5]	Other Purchased Services (400-500 series	100	612	712	0	612	100
	_	Supplies and Materials	5,750	0	5,750	0	53	5,698
40520	11-000-216-320	Purchased Professional Educational Se	r 90,000	0	90,000	Ó	32,229	57,771

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 10 GENERAL CURRENT EXPENSE

Sta	rting date 7/	1/2015 Ending date 7/31/2015 Ft	und: 10 GE	NERAL CL	RKENTE	PENSE		
Expe	nditures;		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
40540	11-000-216-6	Supplies and Materials	. 500	41	541	0	41	500
41000	11-000-217-1	Sziaries	198,000	C	198,000	0	0	198,000
42060	11-000-219-320	Purchased Professional – Educational Ser	251,000	0	251,000	0	0	251,000
42160	11-000-219-6	Supplies and Materials	3,000	0	3,000	0	396	2,604
43040	11-000-221-105	Salaries of Secretarial & Clerical Assis	96,750	0	96,750	8,026	88,280	444
43580	11-000-222-6	Supplies and Materials	1,000	D	1,000	0	0	1,000
44080	11-000-223-320	Purchased Professional – Educational Ser	2,500	0	2,500	0	99	2,401
45000	11-000-230-1	Salaries	93,590	0	93,590	17,072	67,088	9,450
45040	11-000-230-331	Legal Services	10,000	0	10,000	9	10,000	0
45080	11-000-230-332	Audit Fees	24,150	0	24,150	0	0	24,150
45100	11-000-230-339	Other Purchased Professional Services	3,990	50	4,040	4,040	0	0
45140	11-000-230-530	Communications/Telephone	9,000	4,946	13,946	1,136	11,223	1,587
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	3,000	500	3,500	0	3,340	160
45200	11-000-230-610	General Supplies	500	1,385	1,885	0	1,385	500
45260	11-000-230-890	Miscellaneous Expenditures	3,240	0	3,240	0	2,168	1,072
45280	11-000-230-895	BOE Membership Dues and Fees	4,500	G	4,500	3,949	6	551
46000	11-000-240-103	Salaries of Principals/Assistant Princip	52,76D	0	52,760	7,750	45,010	0
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	7,750	0	7,750	0	6,676	1,074
46120	11-000-240-6	Supplies and Materials	1,000	1,475	2,475	0	1,475	1,000
47000	11-000-251-1	Salaries	53,770	0	53,770	4,443	48,869	458
47020	11-000-251-330	Purchased Professional Services	·750	160	910	ū	160	750
47040	11-000-251-340	Purchased Technical Services	6,799	0	6,799	3,987	0	2,812
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	2,800	0	2,800	0	931	1,869
47100	11-000-251-6	Supplies and Materials	800	6	800	0	0	800
47180	11-000-251-690	Other Objects	750	0	750	0	O	750
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	54,000	0	54,000	3,860	55,212	(5,072)
48540	11-000-261-610	General Supplies	500	0	500	0	120	380
49000	11-000-262-1	Salaries	306,398	0	306,399	29,232	276,595	572
49040	11-000-262-3	Purchased Professional and Technical Ser	5,000	0	5,000	0	0	5,000
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	15,000	0	15,000	377	4,147	10,476
49120	11-000-262-490	Other Purchased Property Services	11,500	0	11,500	0	16,000	1,500
49140	11-000-262-520	Insurance	33,275	0	33,275	15,205	16,215	1,855
49160	11-000-262-590	Miscellaneous Purchased Services	7,000	0	7,000	250	5,200	1,550
49180	11-000-262-610	General Supplies	13,000	5,393	18,393	601	10,737	7,055
49220	11-000-262-622	Energy (Electricity)	150,000	0	150,000	0	119,000	31,000
52200	11-000-270-503	Contract ServAld In Lieu Pymts-Non-Pub	7,072	0	7,072	0	0	7,072
52260	11-000-270-511	Contract Services (Bet. Home & Sch) -Van	36,720	0	36,720	0	35,000	1,726
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	20,400	0	20,400	0	585	19,815
52360	11-000-270-517	Contract Serv. (Reg. Students) - ESCs &	24,004	0	24,004	0	24,000	4
52380	11-000-270-518	Contract Serv. (Spl. Ed. Students) – ESC	242,243	0	242,243	0	200,000	42,243
71020	11-000-291-220	Social Security Contributions	65,000	D	65,000	8,668	51,332	5,000

# Report of the Secretary to the Board of Education South Hackensack BOE

Ending date 7/31/2015 Fund: 10 GENERAL CURRENT EXPENSE ...arting date 7/1/2015 Available Transfers Adj Budget Expended Encumber Org Budget **Expenditures:** D 82,551 0 82,551 82,551 0 71060 11-009-291-241 Other Retirement Contributions - PERS 1,705 0 27,000 25,295 71160 11-000-291-260 Workmen's Compensation 27,000 0 6,377 641,313 127,807 775,496 0 775,496 71180 11-000-291-270 Health Benefits 12,000 0 12,000 0 12,000 0 71200 11-000-291-280 Tuition Reimbursement 1,883 62,486 66,988 2,619 66,988 0 71220 11-000-291-290 Other Employee Banefits 711 7,816 3,126 11,652 11,652 0 72000 11-000-310-930 Transfers to Cover Daffelt (Enterprise F 9,940 0 9,940 0 9,940 75860 12-\_\_\_\_00-73\_ Special Schools (All Programs) 0 18,956 0 18,956 0 18,956 0 78100 12-000-400-600 Supplies and Materials 2,233,369 5,148,613 7,704,488 322,506 7,651,420 53,068 Total

Starting date 7/1/2015

Ending date 7/31/2015 Fund: 20 SPECIAL REVENUE FUNDS

	Assets and Resources		
	Assets:		
101	Cash in bank		\$7,145.01
102 - 106	Cash Equivalents		\$0.00
111	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	Intergovernmenta) - State	\$0,00	
142	Intergovernmental - Federal	(\$4,859.00)	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$)	\$0.00	(\$4,859.00)
	Loans Receivable:		
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$)	\$0.00	\$0.00
	Other Current Assets		\$0.00
	Resources:		
301	Estimated revenues	\$118,230.00	
302	Less revenues	\$0.00	\$118,230.00
	Total assets and resources		<u>\$120,516.01</u>
	Liabilities and Fund Equity		
	Liabilities:		
411	Intergovernmental accounts payable - state		\$0.14
421	Accounts payable		\$168.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$2,117.87
	Other current liabilities		\$0.00
	Total liabilities		\$2,286.01

SPECIAL REVENUE FUNDS Larting date 7/1/2015 Ending date 7/31/2015 Fund: 20 Fund Bajance: Appropriated: \$3,445.95 Reserve for encumbrances 753,754 Capital reserve account - July \$0.00 761 \$0.00 Add: Increase in capital reserve 604 \$0.00 Less: Bud. w/d cap. reserve eligible costs 307 \$0.00 Less: Bud. w/d cap. reserve excess costs \$0.00 309 \$0.00 764 Maintenance reserve account - July \$0.00 Add: Increase in maintenance reserve 606 \$0.00 \$0.00 Less: Bud, w/d from maintenance reserve 310 \$0.00 Waiver offset reserve - July 1, 2\_ 768 \$0.00 Add: Increase in waiver offset reserve 609 \$0.00 Lass: Bud. w/d from waiver offset reserve \$0.00 314 \$0.00 Adult education programs 762 \$0.00 750-752,76x Other reserves \$118,230.00 Appropriations 601 \$0.00 Less: Expenditures 602 \$114,784.05 (\$3,445.95) (\$3,445.95)Less: Encumbrances \$118,230.00 Total appropriated Unappropriated: \$0.00 Fund balance, July 1 **⊘**, d \$0.00 771 Designated fund balance \$0.00 Budgeted fund balance 303 \$118,230.00 Total fund balance \$120,516.01 Total liabilities and fund equity Recapitulation of Budgeted Fund Balance: **Variance Actual** <u>Budgeted</u> \$114,784.05 \$118,230,00 \$3,445.95 Appropriations (\$118,230.00) (\$118,230.00) \$0.00 Revenues (\$3,445,95) \$0.00 \$3,445.95 Subtotal . Change in capital reserve account: \$0.00 \$0.00 \$0.00 Plus - Increase in reserve \$0.00 \$0.00 \$0.00 Less - Withdrawal from reserve \$3,445.95 (\$3,445.95)\$0.00 Subtotal Change in waiver offset reserve account: \$0.00 \$0.00 \$0.00 Plus - Increase in reserve \$0.00 \$0,00 \$0.00 Less - Withdrawal from reserve (\$3,445.95) \$3,445.95 \$0.00 Subtotal \$0.00 \$0.00 \$0.00 Less: Adjustment for prior year (\$3,445.95) \$0.00 \$3,445.95 **Budgeted fund balance** 

Prepared and submitted by :

Board Secretary

Date

# Report of the Secretary to the Board of Education South Hackensack BOE

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Starting d	ate 7/1/2015	Ending date	7/31/2015	Fun	d: 20	SPE	CIAL REV	/ENUE FU	NDS		
Revenues:					Org Bud	get	Transfers	Budget Est	Actual	Over/Under	Unrealized
00830	Total Revenues for	om Federal Sourc	<b>es</b>		118,	230	0	118,230	0	Under	118,230
			7	Total	118,2	230	0	118,230	0		118,230
Expenditure	· · · · · · · · · · · · · · · · · · ·				Org Bud	get	Transfers	Adj Budget	Expended	Encumber	Avallable
88740	Total Federal Proje	ects			118,2	230	0	118,230	0	3,446	114,784
			1	otal	118,2	30	0	118,230	0	3,446	114,784

Report of the Secretary to the Board of Education 1 uth Hackensack BOE

scarting date 7/1/2015 Ending date 7/31/2015 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	<b>Budget Est</b>	Actual	Over/Under	Unrealized
00775 20-441[1-8] Title I		44,312	٥	44,312	0	Under	44,312
00780 20-445[1-5] Title II		8,691	0	8,691	0	Under	8,691
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)		65,227	0	65,227	0	Under	65,227
00000 To destand invited in the free free free free free free free fr	Total	118,230	0	118,230	0	[	118,230
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88500 20 Title 1		44,312	0	44,312	0	3,446	40,866
88520 20 Title II		8,691	0	8,691	0	O	8,691
88620 20 I.D.E.A. Part B (Handicapped)		65,227	0	65,227	0	0	65,227
OBSECT TO THE PARTY I MILE TO A MANAGEMENT	Total	118,230	0	118,230	Q	3,446	114,784

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 30 CAPITAL PROJECTS FUNDS

	Assets and Resources		
	Assets:		
101	Cash in bank		\$0.00
102 - 106	Cash Equivalents		\$0.00
111	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	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$)	\$0.00	\$0.00
	Loans Receivable:		
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$)	\$0.00	\$0.00
	Other Current Assets		\$0.00
	Resources:		
301	Estimated revenues	\$0.00	
302	Less revenues	\$0.00	\$0.00
	Total assets and resources		<u>\$0.00</u>
	<u>Liabilities and Fund Equity</u>		
	Liabilities:		
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$6.00

CAPITAL PROJECTS FUNDS Fund: 30 Ending date 7/31/2015 Starting date 7/1/2015 Fund Balance: \$0.00 Appropriated: Reserve for encumbrances \$0.00 :3,754 Capital reserve account - July \$0.00 61 Add: increase in capital reserve \$0.00 Less: Bud. w/d cap. reserve eligible costs \$0.00 1)4 \$0,00 Lees: Bud. w/d cap. reserve excess costs 407 \$0.00 109 Maintenance reserve account - July \$0.00 184 Add: Increase in maintenance reserve \$0.00 \$0.00 Less: Bud. w/d from maintenance reserve 1:06 \$0.00 Waiver offset reserve - July 1, 2\_\_\_\_ 310 \$0.00 Add: Increase in waiver offset reserve 768 \$0.00 \$0.00 Less; Bud. w/d from waiver offset reserve 609 \$0.00 314 \$0,00 Adult education programs 762 Other reserves \$0.00 750-752,76x Appropriations 601 \$0,00 \$0.00 Less: Expenditures \$0.00 \$0.00 602 \$0.00 Less: Encumbrances Total appropriated \$0.00 Unappropriated: \$0.00 Fund balance, July 1 770 \$0.00 Designated fund balance \$0,00 771 Budgeted fund balance \$0,00 303 Total fund balance Total liabilities and fund equity Variance Recapitulation of Budgeted Fund Balance: <u>Actual</u> Budgeted \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 Appropriations \$0.00 \$0.00 \$0.00 Revenues Subtotal \$0.00 Change in capital reserve account: \$0.00 \$0.00 \$0.00 \$0.00 Plus - Increase in reserve \$0,00 \$0.00 \$0,00 Less - Withdrawal from reserve \$0.00 \$0.00 Subtotal Change in waiver offset reserve account: \$0.00 \$0.00 20,00 \$0.00 Plus - increase in reserve \$0.00 \$0.00 Less - Withdrawal from reserve \$0.00 \$0,00 \$0.00 \$0.00 \$0.00 Subtotal \$0.00 \$0,00 Less: Adjustment for prior year \$0,00 Budgeted fund balance Prepared and submitted by : Date **Board Secretary** 

Starting date 7/1/2015

Ending date 7/31/2015 Fund: 30 CAPITAL PROJECTS FUNDS

starting date 7/1/2015 Ending date 7/31/2015 Fund: 40 DEBT SERVICE FUNDS

	Assets and Resources		
	Assets:		
101	Cash in bank		\$0.00
102 106	Cash Equivalents		\$0.00
111	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		\$751,845.00
	Accounts Receivable:		
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0,00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$)	\$0.00	\$0.00
	Loans Receivable:		
131	Interfund	\$0,00	
151, 152	Other (Net of estimated uncollectable of \$)	\$0.00	\$0.00
	Other Current Assets		\$0.00
	Resources:		
301	Estimated revenues	\$751,845.00	
302	Less revenues	(\$751,845.00)	\$0.00
	Total assets and resources		<u>\$751,845.00</u>
	Liabilities and Fund Equity		
	Liabilities:		
-14			\$0.00
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0,00
	Other current liabilities		
	Total liabilities		\$0.00

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 40 DEBT SERVICE FUNDS

Starting da		Ending date /	/37/2015 Fund	1: 40 DEDI SEKT	/ICE FUNDS	
	nd Balance:					
	proprieted:				\$0.00	
753,754	Reserve for en			\$0,00	\$0.00	
61	Capital reserve			\$0.00		
304		in capital reserve		\$0.00		
107		cap. reserve aligible o		\$0.00	\$0.00	
09		cap. reserve excess o	xosts	\$0.00	40.00	
64		eserve account - July In maintenance reserv	_	\$0.00		
06			_	\$0.00	\$0.00	
10		from maintenance rea		\$0.00	40.00	
68		eserve - July 1, 2 in walver offset reservi	_	\$0.00		
09		from waiver offset res		\$0.00	\$0.00	
14			8146	40.00	\$0.00	
62 50-752,76x	Adult education Other reserves				\$0.00	
•	Appropriations			<b>\$</b> 751, <b>845</b> .00	<b>Q</b> 0.00	
01	Less: Expenditu	11000	\$0.00	Ø101,010,000		
02	Less: Encumbr		\$0.00	\$0,00	\$751,845.00	
	Total appropriat		Ψ0.00	φυίσο	\$751,845.00	
Has	appropriated:	100			4101101010	
70	Fund balanca,	.Into 1			\$0.00	
71	Designated fun	-			\$0.00	
03	Budgeted fund				\$0.00	
03	Total fund				<b>V</b> = 1 = -	\$751,845.00
		ilities and fund equit	hv.			\$751,845.00
	13-441		•			
Rec	capitulation of But	dgeted Fund Balance	12			
				<u>Budgeted</u>	<u>Actual</u>	Variance
App	propriations			\$751,845.00	\$0.00	\$751,845.00
Rev	venuės			(\$751,845.00)	(\$751,845.00)	\$0.00
Sut	biotal			<u>\$0.00</u>	<u>(\$751,845.00)</u>	<u>\$751,845.00</u>
Cha	ange in capital rese					40.04
	Plus - Increase	in reserve		\$0.00	\$0.00	\$0.00
	Less - Withdray	wai from reserve		\$0.00	\$0.00	\$0.00
	btotal			<u>\$0.00</u>	<u>(\$751.845.00)</u>	<u>\$751,845.00</u>
Cha	ange in weiver offse				<b>\$0.00</b>	#0.00
	Plus - Increase			\$0.00	\$0.00	\$0.00
		wal from reserve		\$0.00	\$0.00	\$0.00
Sut	btotal			<u>\$0.00</u>	(\$751,845.00)	\$751,845.00 \$0.00
	Less: Adjustme	• -		\$0.00	\$0.00	\$0.00
Buc	dgeted fund balance	В		<u>\$0.00</u>	<u>(\$751,845.00)</u>	<u>\$751,845.00</u>
Pre	pared and submitte	ed by:				
			Board Secretary		Date	

Sr \*h Hackensack BOE

Sylarting date 7/1/2015 Ending date 7/31/201	5 Fui	nd: 40 DEI	ST SERVIC	E FUNDS		
Starting date 7/1/2015 Ending date 7/31/201		Org Budget	Transfers	Budget Est	Actual	Over/Under Unrealized
Revenues:		751.845	0	751,845	751,845	0
0093A Other	Total	751,845	0	751,845	751,845	
		Org Budget	Transfers	Adj Budget	Expended	
Expenditures:		751,845	0	751,845	0	0 751,845
89860 Total Regular Debt Service	Total	751,845	0	751,845	0	D 751,845

# Report of the Secretary to the Board of Education South Hackensack BOE

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Starting date 7/1/2015 Ending date 7/31/2015	Fund: 40 DEI	BT SERVICE FUNDS			ŕ
Revenues:	Org Budget	Transfers Budget Est	Actual	Over/Linder	Unrealized
00890 40-3189 Debt Service Aid Type II	751,845	0 751,845	751,845	at the Management of Section 1981	0
Total	tal 751,845	0 751,845	751,845		
Expenditures:	Org Budget	Transfers Adj Budget	Expended	Encumber	Available
89600 40-701-510-834 Interest on Bonds	191,845	D 191,845	0	0	191.845
89620 40-701-510-910 Redemption of Principal	560,000	0 580,000	0	0	560,000
Tet	al 751,845	G 751,845	0	G.	751,845

carting date 7/1/2015

Ending date 7/31/2015 Fund: 50 FUND 50

	Assets and Resources		
Ai	ssets:		
101	Cash in bank		\$8,758.6
102 - 106	Cash Equivalents		\$0.0
111	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
Ac	ccounts Receivable:		
132	Interfund	\$0.00	
141	Intergovernmental - State	\$37.39	
142	Intergovernmental - Federal	\$2,066.53	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$)	\$0.00	\$2,103.92
Lo	ans Receivable:		
31	Interfund	\$0.00	
51, 152	Other (Net of estimated uncollectable of \$)	\$0.00	\$0.00
Otl	her Current Assets		\$1,462.00
Re	asquirces:		
301	Estimated revenues	\$0.00	
302	Less revenues	(\$571.14)	(\$571.14)
	Total assets and resources	,	<u>\$11,753.46</u>
	Liabilities and Fund Equity		
Lis	abilities:		
			50.00
11	Intergovernmental accounts payable - state		\$0.00
21	Accounts payable		\$0.00
31	Contracts payable		\$0.00
51	Loans payable		\$0.00
31	Deferred revenues		\$0.00
	Other current liabilities		\$1,462,00
	Total liabilities		\$1,462.00

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 50 FUND 50

Capital reserve account - July		•	Board Secretar	У	D	ente	
Capital raserve account - July	Pre	epared and submitted by :					
Capital reserve account - July   \$0.00	Bud	dgeted fund balance			\$0.00	<u>(\$571.14)</u>	<u>\$571.14</u>
Capital reserve account - July		Less: Adjustment for prior year			\$0.00	\$0.00	\$0.00
Capital reserve account - July   \$0,00	Sut	btotal			\$0.00	<u>(\$571.14)</u>	\$571.14
Capital reserve account - July   \$0.00		Less - Withdrawal from reserve			\$0.00	\$0.00	\$0.00
Capital reserve account - July   \$0.00		Plus - Increase in reserve			\$0.00	\$0.00	\$0,00
Capital reserve account - July   \$0.00	Cha	ange in waiver offset reserve account:				<del></del>	421 1117
Capital reserve account - July	Sul	ibtotal			******		\$571.14
Capital reserve account - July		Less - Withdrawal from reserve			\$0.00	•	\$0.00
Capital reserve account - July   \$0,00					\$0.00	\$0.00	\$0.00
Capital reserve account - July   \$0,00	Ch	nange in capital reserve account:			32/77	***** ********************************	WALLEY.
Capital reserve account - July							\$571.14 \$571.14
Capital reserve account - July   \$0.00					•	•	\$571.14
Capital reserve account - July   \$0.00	Αp	propriations					<u>Variance</u> \$0.00
Capital reserve account - July   \$0.00	reg	sochimenou of Philipsies ( fills Date	erica,		Rudostad	Antuni	Wardana
Capital reserve account - July	Re	ecanitulation of Rudosted Fund Rel-	anaa-				
Capital raserve account - July   \$0.00		Total liabilities and fund e	quity				<u>\$11,753.48</u>
Capital reserve account - July   \$0.00		Total fund balance					\$10,291.46
Capital reserve account - July   \$0.00		Budgeted fund balance				\$0.00	
Capital reserve account - July   \$0.00		Designated fund balance				\$0.00	
Capital reserve account – July \$0.00  Add: Increase in capital reserve \$0.00  Leas: Bud. w/d cap. reserve excess costs \$0.00  Leas: Bud. w/d cap. reserve excess costs \$0.00  Maintenance reserve account – July \$0.00  Add: Increase in maintenance reserve \$0.00  Less: Bud. w/d from maintenance reserve \$0.00  Waiver offset reserve – July 1, 2		Fund balance, July 1				\$10,820.96	
Capital reserve account - July \$0.00  Add: Increase in capital reserve \$0.00  Less: Bud. w/d cap. reserve excess costs \$0.00  Less: Bud. w/d cap. reserve excess costs \$0.00  Maintenance reserve account - July \$0.00  Add: Increase in maintenance reserve \$0.00  Less: Bud. w/d from maintenance reserve \$0.00  Walver offset reserve - July 1, 2 \$0.00  Add: Increase in walver offset reserve \$0.00  Less: Bud. w/d from waiver offset reserve \$0.00  Add: Increase in walver offset reserve \$0.00  Add: Less: Bud. w/d from waiver offset reserve \$0.00  Adult education programs \$0.00  Adult education programs \$0.00  Appropriations \$0.00  Less: Expenditures (\$529.50)  Less: Expenditures \$529.50  \$0.00	Ur	nappropriated:				·	
Capital reserve account – July \$0.00  Add: Increase in capital reserve \$0.00  Leas: Bud. w/d cap. reserve excess costs \$0.00  Leas: Bud. w/d cap. reserve excess costs \$0.00  Leas: Bud. w/d cap. reserve excess costs \$0.00  Add: Increase in maintenance reserve \$0.00  Less: Bud. w/d from maintenance reserve \$0.00  Waiver offset reserve – July 1, 2 \$0.00  Add: Increase in waiver offset reserve \$0.00  Less: Bud. w/d from waiver offset reserve \$0.00  Add: Increase in waiver offset reserve \$0.00  Add: Increase in waiver offset reserve \$0.00  Adult education programs \$0.00  Appropriations \$0.00  Less: Expenditures (\$529.50)		Total appropriated				(\$529.50)	
Capital reserve account - July \$0.00  Add: Increase in capital reserve \$0.00  Less: Bud. w/d cap. reserve excess costs \$0.00  Less: Bud. w/d cap. reserve excess costs \$0.00  Maintenance reserve account - July \$0.00  Add: Increase in maintenance reserve \$0.00  Less: Bud. w/d from maintenance reserve \$0.00  Waiver offset reserve - July 1, 2 \$0.00  Add: Increase in waiver offset reserve \$0.00  Less: Bud. w/d from waiver offset reserve \$0.00  Add: Increase in waiver offset reserve \$0.00  Add: Increase in waiver offset reserve \$0.00  Add: Add: Increase in waiver offset reserve \$0.00  Add: Add: Add: Add: Add: Add: Add: Add		Less: Encumbrances	\$529.50		\$0.00	\$0.00	
Capital reserve account - July \$0.00  Add: Increase in capital reserve \$0.00  Less: Bud. w/d cap. reserve excess costs \$0.00  Less: Bud. w/d cap. reserve excess costs \$0.00  Maintenance reserve account - July \$0.00  Add: Increase in maintenance reserve \$0.00  Less: Bud. w/d from maintenance reserve \$0.00  Walver offset reserve - July 1, 2 \$0.00  Add: Increase in walver offset reserve \$0.00  Contract the first reserve \$0.00		Less: Expenditures	(\$529.50)				
Capital reserve account - July \$0.00  Add: Increase in capital reserve \$0.00  Less: Bud. w/d cap. reserve eligible costs \$0.00  Less: Bud. w/d cap. reserve excess costs \$0.00 \$0.00  Maintenance reserve account - July \$0.00  Add: Increase in maintenance reserve \$0.00  Less: Bud. w/d from maintenance reserve \$0.00  Waiver offset reserve - July 1, 2 \$0.00  Add: Increase in waiver offset reserve \$0.00  Less: Bud. w/d from waiver offset reserve \$0.00  Add: Increase in waiver offset reserve \$0.00  Add: Increase in waiver offset reserve \$0.00  Add: Adult education programs \$0.00  \$0.00		Appropriations			\$0.00		
Capital reserve account – July \$0.00  Add: Increase in capital reserve \$0.00  Less: Bud. w/d cap. reserve excess costs \$0.00  Less: Bud. w/d cap. reserve excess costs \$0.00  Maintenance reserve account – July \$0.00  Add: Increase in maintenance reserve \$0.00  Less: Bud. w/d from maintenance reserve \$0.00  Waiver offset reserve – July 1, 2 \$0.00  Add: Increase in waiver offset reserve \$0.00	52,76x	Other reserves				\$0.00	
Capital reserve account – July \$0.00  Add: Increase in capital reserve \$0.00  Less: Bud. w/d cap. reserve excess costs \$0.00  Less: Bud. w/d cap. reserve excess costs \$0.00  Maintenance reserve account – July \$0.00  Add: Increase in maintenance reserve \$0.00  Less: Bud. w/d from maintenance reserve \$0.00  Waiver offset reserve ~ July 1, 2 \$0.00  Add: Increase in waiver offset reserve \$0.00		Adult education programs				\$0.00	
Capital reserve account – July \$0.00  Add: Increase in capital reserve \$0.00  Less: Bud. w/d cap. reserve excess costs \$0.00  Less: Bud. w/d cap. reserve excess costs \$0.00  Maintenance reserve account – July \$0.00  Add: Increase in maintenance reserve \$0.00  Less: Bud. w/d from maintenance reserve \$0.00  Waiver offset reserve ~ July 1, 2 \$0.00		Less: Bud, w/d from waiver offse	et reserve		\$0.00	\$0.00	
Capital reserve account – July \$0.00  Add: Increase in capital reserve \$0.00  Less: Bud. w/d cap. reserve eligible costs \$0.00  Less: Bud. w/d cap. reserve excess costs \$0.00  Maintenance reserve account – July \$0.00  Add: Increase in maintenance reserve \$0.00  Less: Bud. w/d from maintenance reserve \$0.00  Less: Bud. w/d from maintenance reserve \$0.00		Add: Increase in waiver offset re	evres		\$0.00		
Capital reserve account – July \$0.00  Add: Increase in capital reserve \$0.00  Less: Bud. w/d cap. reserve eligible costs \$0.00  Less: Bud. w/d cap. reserve excess costs \$0.00  Maintenance reserve account – July \$0.00  Add: Increase in maintenance reserve \$0.00		Watver offset reserve - July 1, 2			-		
Capital reserve account – July \$0.00  Add: Increase in capital reserve \$0.00  Less: Bud. w/d cap. reserve eligible costs \$0.00  Less: Bud. w/d cap. reserve excess costs \$0.00  Maintenance reserve account – July \$0.00					**	\$0.00	
Capital reserve account – July \$0.00  Add: Increase in capital reserve \$0.00  Leas: Bud. w/d cap. reserve excess costs \$0.00  Leas: Bud. w/d cap. reserve excess costs \$0.00							
Capital reserve account – July \$0.00  Add: Increase in capital reserve \$0.00  Less: Bud. w/d cap. reserve eligible costs \$0.00		•				00,00	
761 Capital reserve account - July \$0.00 304 Add: Increase in capital reserve \$0.00					-	ên an	
761 Capital reserve account - July \$0.00					- ·		
(9023.00)		•					
759 754 Danier 1	04					(\$529,50)	
Appropriated:							

## Report of the Secretary to the Board of Education South Hackensack BOE

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tarting date	7/1/2015	Ending date	7/31/2015	Fund: 50	FUND 50
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Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	0	0	571		(571)
	Total	E E	G	0	571		(571)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	0	0	530	(530)	0
	Total		0	0	530	(530)	0

## Report of the Secretary to the Board of Education South Hackensack BOE

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Starting date	7/1/2015	Ending date	7/31/2015	Fut	nd: 50	FUN	ID 50				No.
Revenues:		·			Org B	udget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999						0	0	0	571		(571)
				Total		910		- 1	12.1	[	(571)
Expenditures:					Org Bu	rdget	Transfers	Adj Budget	Expended	Encumber	Available
99999						0	0	•	530	(530)	0
			•	Total		0	O C	0	530	(530)	0

starting date 7/1/2015 Ending date 7/31/2015 Fund: 60 ENTERPRISE FUND

	Assets and Resources		
A	ssets:		
101	Cash in bank		\$0.00
102 - 106	Cash Equivalents		\$0.00
111	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
A	ccounts Receivable:		
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$)	\$0.00	\$0.00
Lo	ans Receivable:		
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$)	\$0.00	\$0.00
Ot	her Current Assets		\$0.00
Re	asources:		
301	Estimated revenues	\$0.00	
302	Less revenues	\$0.00	\$0.00
	Total assets and resources		\$0.00
	2		
	Liabilities and Fund Equity		
Lia	abilities;		
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0,00
481	Deferred revenues		\$0.00
	Other current (labilities		\$0.00
	Total Habilities		\$0.00

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 60 **ENTERPRISE FUND** Fund Balance: Appropriated: 753,764 Reserve for encumbrances \$0.00 761 Capital reserve account - July \$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 \$0.00 764 Maintenance reserve account - July \$0.00 606 Add: Increase in maintenance reserve \$0.00 310 Less: Bud. w/d from maintenance reserve \$0.00 \$0.00 768 Waiver offset reserve - July 1, 2\_\_\_ \$0.00 Add: Increase in waiver offset reserve 609 \$0.00 314 Less: Bud. w/d from waiver offset reserve \$0.00 \$0.00 762 Adult education programs \$0.00 750-752,76x Other reserves \$0.00 601 **Appropriations** \$0.00 602 Less: Expenditures \$0.00 Less: Encumbrances \$0.00 \$0.00 \$0.00 Total appropriated \$0.00 Unappropriated: 770 Fund balance, July 1 \$0.00 771 Designated fund balance \$0.00 303 Budgeted fund balance \$0.00 Total fund balance \$0.00 Total liabilities and fund equity \$0.00 Recapitulation of Budgeted Fund Balance: <u>Budgeted</u> <u>Actual</u> Variance **Appropriations** \$0.00 \$0.00 \$0.00 Revenues \$0.00 \$0.00 \$0.00 Subtotal \$0.00 \$0.00 \$0.00 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 \$0.00 \$0.00 \$0,00 Change in waiver offset reserve account: Plus - Increase in reserve \$0.00 \$0.00 \$0.00 Less - Withdrawal from reserve \$0.00 \$0.00 \$0.00 Subtotal \$0.00 \$0.00 \$0.00 Less: Adjustment for prior year \$0.00 \$0.00 \$0.00 **Budgeted fund balance** \$0,00 \$0.00 \$0.00 Prepared and submitted by:

**Board Secretary** 

Date

\_arting date 7/1/2015 Ending date 7/31/2015 Fund: 60 ENTERPRISE FUND

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 80 FIXED ASSETS GROUP

	Assets and Resources		
	Assets:		
101	Cash in bank		\$0.00
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintanance 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	\$9.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$)	\$0.00	\$0.00
i	Loans Receivable:		
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$)	\$0.00	\$0.00
(	Other Current Assets		\$0.00
J	Resources:		
301	Estimated revenues	\$0.00	
302	Leas revenues	\$0.00	\$0.00
	Total assets and resources		\$0.00
	Liabilities and Fund Equity		
L	!abilities:		
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$0.00

761

604

307

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771

303

09/18/15 08:40 Ending date 7/31/2015 Fund: 80 **FIXED ASSETS GROUP** arting date 7/1/2015 Fund Balance: Appropriated: \$0.00 753,754 Reserve for encumbrances \$0.00 Capital reserve account - July \$0.00 Add: Increase in capital reserve \$0.00 Less: Bud. w/d cap. reserve eligible costs \$0.00 \$0.00 Less: Bud. w/d cap, reserve excess costs \$0.00 Maintenance reserve account - July \$0.00 Add: Increase in maintenance reserve \$0.00 \$0,00 Less: Bud. w/d from maintenance reserve \$0.00 Waiver offset reserve - July 1, 2\_ Add: Increase in waiver offset reserve \$0.00 \$0.00 \$0.00 Less: Bud, w/d from waiver offset reserve \$0.00 Adult education programs \$0.00 750-752.76x Other reserves \$0.00 Appropriations \$0.00 Less: Expenditures \$0.00 \$0.00 \$0.00 Less: Encumbrances \$0.00 Total appropriated Unappropriated: \$0.00 Fund balance, July 1 \$0.00 Designated fund balance \$0.00 **Budgeted fund balance** \$0,00 Total fund balance \$0.00 Total liabilities and fund equity Recapitulation of Budgeted Fund Balance: **Variance** Budgeted Actual \$0.00 \$0.00 \$0.00 **Appropriations** \$0.00 \$0.00 \$0.00 Revenues \$0.00 \$0.00 \$0.00 Subtotal Change in capital reserve account: \$0.00 \$0.00 \$0.00 Plus - Increase in reserve \$0.00 \$0.00 \$0.00 Less - Withdrawal from reserve \$0.00 \$0.00 \$0,00 Subtotal Change in waiver offset reserve account: \$0.00 \$0.00 \$0.00 Plus - Increase in reserve

\$0.00

\$0,00

\$0.00

\$0,00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0,00

Prepared and submitted by :		
	Board Secretary	Date

Less - Withdrawal from reserve

Less: Adjustment for prior year

Subtotal

Budgeted fund balance

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 80 FIXED ASSETS GROUP

## SOUTH HACKENSCK BOARD OF EDUCATION CASH REPORT

July 31, 2015

	Cash Balance 7/1/2015	Cash Receipts	Cash Disbursements	Cash Balance 7312045
General Fund - 10	1,178,377.41	678,059.53	(310.924.21)	1 545 519 73
Special Revenue Fund - 20	(2,506.99)	00:0	0.00	(2.50E agy
Capital Projects Fund - 30	0.00	00.0	00 0	7000
Debt Service Fund - 40	0.00	00'0	000	000
Enterprise Fund - 50	7,842.32	3,805,35	(529 50)	44 448 47
Total	1,183,712.74	681,864.88	(311.453.71)	1 554 122 B4
Payroll Account	0.00	86,991.95	(86,991,95)	000
Payroll Agency Account	6,609.67	59.382.51	(48 A32 11)	77 580 07
Unemployment Account	12,312.95	1,242.18	(1.501.00)	12.050.07
Flexible Spending Account	1,366.56	0.23	(65.94)	1.300.85
Grand Lotal	1,204,001.92	829,481.75	(448,444.71)	1.585.038.96

Deborah Carpino Treasurer of School Monles

8/21/2015

Date

Monthly Transfer Report NJ

South Hackensack BOE

Page 1 of 2 09/18/15

Month / Year:

District:

Jul 31, 2015

			(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(C loo)	(60)
	Attachment	I	Original Budget	Revenues Allowed NJAC - A:23A-2.3	Original Budget For 10% Celc	Maximum Transfer T	YTD Net % Change fransfers to of Transfers / (from) YTD	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
Line	Budget Category	Account	Data	Darta	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Cold Cols
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	1,513,883	25,790	1,539,673	153,967	0	0.00%	153,967	153.967
10300 11160 12160 40580 41080	Total Special Education - Instruction, Total Basic Skills/Remedial – Instruct, Total Bilingual Education – Instruction, Total Undistributed Expend – Speech, OT., Total Undist. Expend. – Other Supp. Serv	11-200c-100-500X 11-000-216, 217	749,009	4	749,050	74,905	0	0.00%	74,905	74,905
15180	TOTAL VOCATIONAL PROGRAMS	11-320C-100-300X	0	0	0	0	0	0.00%	0	0
17100 17600 19160 19620 20620 21620 22620 23620 25100	Fotal School-Sponsored Co/Extra Curricul, Total School School-Sponsored Athletics – Instr., Total Before/After School Programs - Ins, Total Before/After School Programs, Total Summer School, Total Instructional Alternative Educatio, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Programs - Ins	11-4xx-x00-xxx	84,365	77.2	87,142	8,714	0	0.00%	8,714	8,714
27100	Total Community Services Programs/Operat	11-800-330-XXX	17,000	0	17,000	1,700	0	0.00%	1,700	1,700
29180	Total Undistributed Expenditures - Instr	11-000-100-XCC	2,578,507	Þ	2,578,507	257,851	0	0.00%	257,851	257.851
29680 30620 41680 42200 43620	Total Undistributed Expenditures – Atten, Total Undistributed Expenditures – Healt, Total Undist. Expend. – Guidence, Total Undist. Expend. – Child Study Team, Total Undist. Expend. – Edu. Media Serv.	11-000-211, 213, 218, 219, 222	344,501	612	345,113	34,511	0	0.00%	34,511	34,511
43200 44180	Total Undist. Expend. – Improvement of I, Total Undist. Expend. – Instructional St	11-000-221, 223	99,250	0	99,250	9,925	0	%00.0	9,925	9,925
45300	Support Serv General Admin	11-000-230-XXX	151,970	6,881	158,851	15,885	0	0.00%	15,885	15,885
48160	Support Serv School Admin	11-000-240-XXX	81,510	1,475	62,985	6,299	0	0.00%	6,299	6,299
47200 47620	Total Undist. Expend. – Central Services, Total Undist. Expend. – Admin. Info. Tec	11-000-25X-XXX	62,669	180	65,829	6,583	0	0.00%	8,583	6,583
51120	Total Undist. Expend Oper. & Maint. O	11-000-26X-XXX	595,674	5,393	601,067	60,107	0	0.00%	60,107	60,107
52480	Total Undist, Expend Student Transpor	11-000-270-XXX	330,439	0	330,439	33,044	0	0.00%	33,044	33,044
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	1,029,035	Đ	1,029,035	102,904	O	0.00%	102,904	102,904
72020	Total Undistributed Expenditures – Food	11-000-310-XXX	11,652	0	11,652	1,165	0	0.00%	1,165	1,165
72120	Transfer of Property Sale Proceeds to De	11-000-520-934	0	0	٥	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	٥	0.00%	0	0
72180	Interest Earned on Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72200	Increase in Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72240	Interest Earned on Current Exp. Emergenc	10-607	0	٥	0	0	0	0.00%	0	0
72260	TOTAL GENERAL CURRENT EXPENSE		7,632,464	43,128	7,675,592	767,559	0	0.00%	787,559	767,559
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	0	9,940	9,940	994	٥	0.00%	984	994

South Hackensack BOE

District:

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Month / Voor	1700 FC 11 100		_				_		G G	of 2
										09/18/15
		i	Ì	(col 2)	(col 3)	(col 4)	(cal 5)	(9 joa)	(col 7)	(col 8)
			Original R Budget /	Revenues Allowed		Maximum Transfer	YTD Net Transfers to	YTD Net % Change	Remaining Allowable	Remaining Allowabje
			⋖	69	2000	Amount	/ (mom) 7/31/2015	Ę	Balance From	Balance To
Line	Budget Category	Account	Data	Data	Col1+Co[2	CoB * .1	+ or - Data	Cols/Cots	+ or - Data Cols/Col3 Cold+Colf Cold Cold	Ald Colle
06797	lotal Facilities Acquisition and Constru	12-000-4XX-XXX	18,956	0	18,956	1,896	0	%00 0	1 808	1 000
76320	Capital Reserve - Transfer to Capital Pr	12-000-4XX-931	0	0	0	-			201	ORO!
78340	Capital Reserve - Transfer to Debt Servi	12-000-4XX-933	0	0	6	٦	)		>   ·	
78360	Increase in Capital Reserve	10-804	6	c	٥					0
76380	Inferest Deposit to Capital Reserve	10.80A		· ·	>   ·	1	3	0.00%	0	٥
78400	TOTAL CAPITAL OUTFINAY	Long.		٥	۱ -	°	°	0.00%	0	0
00000			16,956	9'940	28,896	2,890	0	0.00%	2,890	2.890
nenco	TOTAL SPECIAL SCHOOLS	13-200-2000-200X	0	0	0	0	°		6	
84000	Transfer of Funds to Charter Schools	10-000-100-56X	٥	0	0	0				>   °
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	6	֓֓֓֜֜֜֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֡֓֜֓֓֓֓֓֓֡֓֜֓֡֓֜֓֡֓֓֡֓	l		°
84080	GENERAL FUND GRAND TOTAL		7,851,420	53,068	7,704,488	770,449			770.449	770 446
									21-101-1	20.4

School Business Administrator Signature

Date

South Hackensack BOE Hand and Machine checks

Attachment I

Page 1 of 4 09/16/15 09:25

Starting date 8/1/2015

Ending date 8/31/2015

Cknum		c date Vcc		Check amount
040302	08/21/15	0089	3 4-4-11) abooint cel 11069 Ociliodi Di	\$2,442.00
040303	08/21/15	0938		\$110.00
040304	08/21/15	0857	Fogarty and Hara, Counsellors-at-Law	\$340.50
040305	08/21/15	0508	National Science League	\$215.00
040306	08/21/15	0529	North Jersey Media Group	\$79.30
040307	08/21/15	0195	Dell Marketing L.P	\$9,939.51
040308	08/21/15	0197	Demco	\$68.05
040309	08/21/15	0549	EPS Literacy & Intervention	\$920.87
040310	08/21/15	0953	ETA hand2mind	\$109.95
040311	08/21/15	0273	Flinn Scientific, Inc	\$309.56
040312	08/21/15	0325	Houghton Mifflin Harcourt	\$4,627.96
)40313	08/21/15	0356	John A Earl, Inc.	\$1,410.53
140314	08/21/15	0365	Jones School Supply Co., Inc.	\$24.10
40315	08/21/15	0392	Lakeshore	\$96.94
40316	08/21/15	0946	Learning A-Z	\$199.90
40317	08/21/15	0399	Learning Services	\$702.00
40318	08/21/15	0941	McGraw Hill Education	\$70.02
40319	08/21/15	0955	Merit Software	\$316,00
40320	08/21/15	0584	Pro-ed	\$40.70
40321	08/21/15	0910	Scholastic Classroom Magazines	\$2,641.72
40322	08/21/15	0657	School Specialty Inc.	\$2,028.53
40323	08/21/15	0695	Staples Business Advantage	\$5,740.15
40324	08/21/15	0711	Sunburst Digital, Inc	\$85.00
40325	08/21/15	0712	Super Duper Publications	\$47.40
40326	08/21/15	0435	Accuscan	\$360.00
40327	08/21/15	0892	Allegro School, Inc	\$27.090.00
10328	08/21/15	0057	Arrow Elevator Incorporated	\$160.00
10329	08/21/15	0062	Automated Logic	\$2,652.00
10330	08/21/15	0064	Avaya Inc.	\$136.20
10331	08/21/15	0922	Bergen County Curriculum Consortium	\$149.00
10332 V	08/21/15 08/2	1/15 0119	Broad U.S.A., Inc	<b>4145.09</b>
10333	08/21/15	0126	CDW Government, Inc	\$1,587.20
0334	08/21/15	0166	Cooper Electric Supply Co.	\$557.50
0335	08/21/15	0173	Cottrell Graphics, LLC	\$196,20
0336	08/21/15	0940	Direct Energy Business/Gas	\$2,332.50
0337	08/21/15	0228	Educational Assn. S. Hack.	\$6,000,00
0338	0B/21/15	0242	Elizabeth Church	\$120.00
0339 V	08/21/15 08/2		Elizabeth Higgins	\$ 12U.UU

South Hackensack BOE Hand and Machine checks

Page 2 of 4 09/16/15 09:25

\_\_arting date 8/1/2015

Ending date 8/31/2015

Cknum	Date	Rec date Vcode	Vendor name	Check amount
040341	08/21/15	0549	EPS Literacy & Intervention	\$52.00
040342	08/21/15	0268	First Student Inc.	\$390.00
040343	08/21/15	0857	Fogarty and Hara, Counsellors-at-Law	\$70.00
040344	08/21/15	0919	Follet School Solutions, Inc	\$166.54
040345	08/21/15	0958	Foschino; David	\$970.00
040346	08/21/15	0275	Frank Dilorenzo	\$63.92
040347	08/21/15	0956	Genesis Educational Services	\$9,562.00
040348	08/21/15	0904	Handi Lift Service Company, Inc.	\$1,125.00
040349	08/21/15	0046	Hasbrouck Heights Board of Education	\$38,332.00
040350	08/21/15	0891	Interworld Highway LLC	<b>\$290.19</b>
040351	08/21/15	0350	Jeff Badre	\$9,529.68
040352	08/21/15	0864	Maceri; Gregorio	\$80.10
040353	08/21/15	0433	Manuel Diaz	\$1,440.00
040354	08/21/15	0464	Memorial School Principals Ac	\$540.00
040355	08/21/15	0468	Metro Fire & Safety Equipt.	\$2,364.65
040356	08/21/15	0484	Moonachie Board of Education	<b>\$2,582.10</b>
0357	08/21/15	0450	Najda; Michael	\$4,000.00
040358	08/21/15	0911	National Union Fire Insurance Co.	\$3,205.00
040359	08/21/15	0856	New Jersey Superintendents Study Council	\$500.00
040360	08/21/15	0436	NJSEAA	\$200.00
040361	08/21/15	0529	North Jersey Media Group	\$39.18
040362	08/21/15	3564	Omni Waste Services, Inc	\$377.00
040363	08/21/15	0128	Optimum	\$704.75
040364	08/21/15	0543	Otterstedt Insurance Agency	\$1,883.00
040365	08/21/15	0545	PSE&GCo.	\$4,376.75
040366	08/21/15	0952	Paramus Board of Education	\$1,100.00
040367	08/21/15	0962	Pearson Education K-12	\$427.27
040368	08/21/15	0961	PKA Technologies inc	\$2,351.25
040369	08/21/15	0882	Poland Spring Direct	\$134.97
040370	08/21/15	0572	Polaris Galaxy insurance, LLC	\$1,009.85
040371	08/21/15	0913	Projector Lamp Source	\$129.69
040372	08/21/15	0605	Really Good Stuff	\$370.42
040373	08/21/15	0648	Scholastic Inc.	\$196.20
040374	08/21/15	0854	School Health Corp.	\$590.00
040375	08/21/15	0875	School Outfitters	\$149.46
10376	08/21/15	0684	South Bergen Jointure Comm.	\$20,600.00
···40377	08/21/15	0688	South Jersey Energy	\$6,103.39
040378	08/21/15	0859	Freasurer, State of New Jersey	\$166.00
040379	08/21/15	0773	Freasurer, State Of NJ	\$85.00

South Hackensack BOE Hand and Machine checks

Page 3 of 4 09/16/15 09:25

Starting date 8/1/2015

Ending date 8/31/2015

Cknum	Date Re	oc date Vcode	Vendor name	Check amount
040380	08/21/15	0791	United Water New Jersey	\$1,701.53
040381	08/21/15	0845	Zep Manufacturing Co.	\$4,865.92
040382	08/24/15	0119	Broad U.S.A., Inc	\$18,205.00
040383	08/24/15	0242	Elizabeth Church	\$360.00
081215 H	08/12/15	0739	The Depository Trust Co.	\$95,922.50
082015 H	08/14/15	0699	State Of NJ Health Ben.prog.	\$61,241.81
083115	08/31/15	PAY	South Hackensack BOE Payroll	\$76,085.64
083215 H	08/31/15	0108	Board Of Ed. Payroll Agency	\$4,077.54
083315 H	08/31/15	0108	Board Of Ed. Payroll Agency	\$1,594.58

South Hackensack BOE Hand and Machine checks

Page 4 of 4 09/16/15 09:25

.arting date 8/1/2015

Ending date 8/31/2015

	Fund Totals					
10	GENERAL CURRENT EXPENSE	\$1,594.58				
11	GENERAL CURRENT EXPENSE	\$345,351.24				
12	CAPITAL OUTLAY	\$9,939.51				
20	SPECIAL REVENUE FUNDS	\$1,491.34				
40	DEBT SERVICE FUNDS	\$95,922.50				
	Total for all checks listed	\$454 200 17				

Prepared and submitted by: Elizabete Schaefer 9/16/15

Board Secretary Date