

**CONCEPTS AND ROLES IN BUSINESS AND NON-INSTRUCTIONAL  
OPERATIONS: GOALS AND OBJECTIVES**

Fiscal Management

The board of education recognizes that money and money management are a necessary support of the whole school program. To make that support as effective as possible, the board intends:

- A. To encourage financial planning through the best possible budget procedures;
- B. To explore all practical sources of dollar income;
- C. To guide the expenditure of funds so as to extract the greatest educational returns;
- D. To expect top-quality accounting and reporting procedures; to adopt and implement sound fiscal procedures. The Business Administrator/Board Secretary shall prepare a manual of procedures to ensure that all business operations of the district are carried out uniformly, efficiently and in accordance with law and board policy;
- E. To maintain a level of per pupil expenditure sufficient to provide high quality education.

Support Services

The board of education expects operation and maintenance of the school plant and equipment to set high standards of safety, to maintain the health of pupils and staff, to reflect the aspirations of the community, to support environmentally the efforts of the staff to provide a good education and to preserve the community's major investment.

In order to provide services that sufficiently support the educational program, the board establishes as broad goals:

- A. To provide a physical environment for teaching and learning that is safe and pleasant for pupils, staff, and public;
- B. To provide safe transportation for eligible pupils;
- C. To make nutritious meals available to pupils;
- D. To provide resources, facilities and assistance to meet the needs of the educational program as they develop.

Long-range Plans

In compliance with law, the chief school administrator will develop a five-year comprehensive maintenance plan. The board will review this plan, and the district's long-range facilities plan annually, and will revise them as necessary with the advice of the chief school administrator.

**CONCEPTS AND ROLES IN BUSINESS AND NON-INSTRUCTIONAL OPERATIONS:  
GOALS AND OBJECTIVES (continued)**

<b><u>Legal References:</u></b> <u>N.J.S.A.</u> 2C:30-4	Disbursement of public moneys or incurrence of obligations in excess of appropriation and limit of expenditure
<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for school districts
<u>N.J.S.A.</u> 18A:17-14.1 through -14.3	Appointment of school business administrator; may act as secretary; duties, etc. ...
<u>N.J.S.A.</u> 18A:17-24.1	Superintendents and school business administrators shared by two or more school districts; approval
<u>N.J.S.A.</u> 18A:18A-1 <u>et seq.</u>	Public School Contracts Law
<u>N.J.S.A.</u> 18A:20-1 <u>et seq.</u>	Acquisition and Disposition of Property
<u>N.J.S.A.</u> 18A:33-1 <u>et seq.</u>	Facilities in general
<u>N.J.S.A.</u> 18A:39-1 <u>et seq.</u>	Transportation to and from schools
<u>N.J.S.A.</u> 40:8A-1 <u>et seq.</u>	Interlocal Services Act
<u>N.J.A.C.</u> 2:36-1.1 <u>et seq.</u>	Child Nutrition Programs
<u>N.J.A.C.</u> 6:11-9.1 <u>et seq.</u>	Requirements for administrative certification
<i>See particularly:</i>	
<u>N.J.A.C.</u> 6:11-9.1, -9.2, -9.3(d), -9.7	
<u>N.J.A.C.</u> 6A:23-1.1 <u>et seq.</u>	Finance and Business Services
<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Educational Facilities
<u>N.J.A.C.</u> 6A:27-1.1 <u>et seq.</u>	Student Transportation

<b><u>Cross References:</u></b> *3100	Budget planning, preparation and adoption
3200 series	Income
3300 series	Expenditures/expending authority
3400 series	Accounts
3500	Non-instructional operations
*3510	Operation and maintenance of plant
3530	Insurance management
3541 series	Transportation
3542 series	Food service
3543 series	Office services
3570 series	District records and reports
3600	Evaluation of business and non-instructional operations
*7110	Long-range facilities planning
9123/9124	Appointment of board secretary; appointment of business official

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

**Key Words**

Concepts and Roles in Business, Non-instructional Operations, Goals and Objectives in Business and Non-instructional Operations, Planning, Business

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