

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
October 27, 2014

Call to Order:

Mr. Hyncik called the meeting to order at 5:00 p.m. in the Technology Center with the following board of education members:

William Hyncik, Jr., President  
William Dudeck, Vice President  
Theodore Smith  
Sarah Brennan, absent  
Juan Torres

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools  
Diane Strober, Assistant Superintendent for Business/Board Secretary  
Diane Ziegler, High School Principal, absent  
Lisa Fittipaldi, Board Attorney  
Robert Zaborowski, Somerset County Freeholder Liaison, absent

Others: Maria Johnson, Director of Pupil Services; Patrick Pelliccia, Supervisor of Curriculum and Instruction; Chris Lemongelli, Supervisor of Alternative Education; Carene Jegou, Administrative Assistant to the Superintendent; Michael Kuschyk, Director of Buildings and Grounds; Rich D'Alessandro, Buildings and Grounds; Andrew Coslit, Mathematics Teacher; Irene Ives, Guidance Counselor; Duane Wallace, Supervisor of Information Technology; and Joseph Coscia and Sean Yates, Honeywell.

Adequate notice of this meeting has been provided specifying time and place.

Pledge of Allegiance

Approval of Minutes

On motion by Mr. Dudeck, seconded by Mr. Smith, the minutes of the Regular Meeting and Executive Session held on September 22, 2014 were approved.

Correspondence

- None

Old or Unfinished Business

- None

Student of the Month

- Erin Kopecky, a junior in the Culinary Arts Program, has been selected as Student of the Month for October. Guidance Counselor, Irene Ives, nominated Erin because she is a "compassionate, caring, motivated, high-achieving young lady who truly aspires to be the best she can be in all aspects of her life." Mrs. Ives also spoke of Erin's leadership qualities and her involvement in SkillsUSA, serving as the Culinary Arts Program delegate. At SCVTHS, Erin is a High Honor Roll achiever who has won multiple awards for her hard work in the Culinary Arts Program. As a freshman, Erin was given the Outstanding Performance Award and last year took home the Overall Performance and Highest GPA awards. Outside of school, Erin stays very busy with her involvement in 4H and church activities. At 4H, Erin works with show dogs. Through her church she is involved in her youth group, as well as working with children at the

Awana Christian organization. In her spare time, Erin enjoys cooking, photography, sketching and painting. After graduating from SCVTHS, Erin would like to either pursue a career as an elementary school teacher or become a chef with a Farm to Table restaurant.

#### 2015 National Scholarship Merit Program

- Ms. Johnson acknowledged the students who achieved recognition for the 2015 National Scholarship Merit Program: Matthew Allen, Andrew Kerrigan, Saloni Lad, Yesha Parekh, Kennedy Ralston, and Shawn Young.

#### Construction Projects Update

- USA Architects is working with both Sunnyfield Corp. (HVAC/Boiler Replacement project) and Alarm & Communication Technologies (Emergency Communications Systems project) on closing out these projects. The Business Office is currently submitting the required support documentation as required by the New Jersey Schools Development Authority for reimbursement of the grant for the HVAC/Boiler Replacement project.
- USA Architects and Honeywell are scheduled to present ESIP recommendations at the November Board of Education meeting.

#### Honeywell Energy Savings Plan

- Sean Yates and Joseph Coscia presented the status of the Honeywell Energy Savings Plan that we have been working on since October 2013. The plan has been reviewed and approved by the Board of Public Utilities. Mr. Yates will forward to Mrs. Strober an attachment for the board to view the approved plan. The next steps will be to secure financing, prepare specifications, prepare specifications and go out to bid. Mr. Yates will keep the board updated on the status of this project. With regard to the number of years for lease purchase financing, Mr. Hyncik inquired about the estimated useful life of the equipment to be purchased through the ESIP. Mr. Torres commented on the co-generational plant proposed in the ESIP. Mr. Yates discussed the equipment system and infrastructures included in the plan and further explained how the co-generational energy source will operate.

#### Report of the Attorney

- Ms. Fittipaldi reported that the court dismissed Ernestine Nelson's case and that she is not eligible to assume other positions.

#### Committee Reports

- Board of School Estimate (Mr. Dudeck) - None
- Curriculum/Grants (Mr. Smith) - None
- NJSBA Delegate, State Convention Legislative Committee (Mr. Dudeck) – There will be a meeting in November.
- SCSBA Delegate (Mr. Dudeck) – The meeting held in October focused on board responsibilities and professional development.
- SCESC Representative (Mr. Smith) – The meeting was held on October 19<sup>th</sup>; Hal Dunsavage provided a status on the new program and facility; currently 25 students are enrolled and there will be an open house celebration in November.
- SCJIF Commissioner (Mrs. Strober) – At the September 24, 2014 meeting a resolution was passed declaring a dividend of 25% of those monies deemed excess as certified by the fund's attorney to be distributed to those members accordingly at the December Commissioner's Meeting. The next meeting is November 26<sup>th</sup>.

#### School Communications Report

- TOPS Program Presentation – A two minute video was shown. Mr. Hyncik requested more information on who to contact and how to enroll in the program. He also inquired if this video could be on Facebook and the district website. He also suggested an explanation on who the "disenfranchised students" represented.
- Mr. Wallace distributed the Jaguar Nation newsletter

## Superintendent's Report

On recommendation of Dr. Harttraft and motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, agenda items A through E as follows:

## A. Employment of Full-Time Personnel – 2014-15 School Year

The Board of Education appointed Ms. Shari Hamilton to the position of Special Education Instructor (67%) (UPC #TCH-HS-INC-FL-01), at a salary of \$42,765.43 (prorated) (masters stipend added to base), Step 13-14/C, effective November 4, 2014.

The Board of Education also appointed Ms. Katherine Mascia to the position of Special Education Instructor (67%) (UPC #TCH-HS-INC-FL-06), at a salary of \$43,532.58 (prorated), Step 18/A, effective October 28, 2014.

## B. Employment of Part-Time Hourly Personnel – 2014-15 School Year

The Board of Education approved employment of the following part-time personnel for the 2014-15 school year:

Performing Arts

Lauren McLoughlin Costumier (80 hours) \$29.84/hour

High School

Brooke Michalak Cosmetology Aide (20 hours/week) \$26.54/hour

Student Employment - \$8.25/hourPerforming Arts

Liz Carroll 65 hours

High School

Melissa Norrbom PSAT Proctor (5 hours) \$35.00/hour

Susan Alija PSAT Proctor (5 hours) \$35.00/hour

Maureen Lawler PSAT Proctor (5 hours) \$35.00/hour

Pratima Patil PSAT Proctor (5 hours) \$35.00/hour

Margaret Cross PSAT Proctor (5 hours) \$35.00/hour

Cristina Perrone PSAT Proctor (5 hours) \$35.00/hour

Mary Behot PSAT Proctor (5 hours) \$35.00/hour

## C. Salary Adjustments – 2014-15 School Year

The Board of Education approved a salary adjustment for Mr. Robert Carrig for the 2014-15 school year (retro. to September 1, 2014) school year as follows:

2014-15 Base Salary	Masters Stipend	Additional Assignments per Week	% rate	Amount	Longevity	2014-15 Total Salary
\$57,884.00	\$725.00	5	14.28%	\$8,265.84	NA	\$66,874.84

The Board of Education approved a salary adjustment for Mr. Cosimo Barbiero, retroactive to September 15, 2014 as follows:

2014-15 Base Salary	Black Seal	Carbon Monox	Tech Type Univ	CDL (B)	Plumb. License	Elect. License	2014-15 Total Salary
\$60,000.00	-	-	-	-	-	\$550.00	\$60,550.00

The Board of Education approved a salary increase in the amount of \$13,962.00 (prorated) for Ms. Valerie Hart effective November 1, 2014. (To include additional accounts payable duties and responsibilities.)

## D. Job Description

The Board of Education approved the following job description as it appears on Addendum #1.  
Affirmative Action Officer

## E. Revised Job Description

The Board of Education approved the following revised job description as it appears on Addendum #2.  
Accountant

Dr. Harttraft explained the accounts payable position was posted; three interested candidates; Valerie Hart was selected as the most qualified candidate.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	abstain	

On recommendation of Dr. Harttraft and motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, agenda items F through H as follows:

## F. School Improvement Panel (ScIP)

The Board of Education appointed the School Improvement Panel for the 2014-15 school year as follows:

Diane Ziegler, Principal  
Patrick Pelliccia, Supervisor Curriculum & Instruction  
Andrew Coslit, Teacher

## G. District Evaluation Advisory Committee (DEAC)

The Board of Education appointed the District Evaluation Advisory Committee for the 2014-15 school year as follows:

Patrick Pelliccia, Chair  
William Dudeck, School Board Representative  
Anna Murphy, Academic Teacher/Staff Development Leader  
Christopher Miller, Academic Teacher/Staff Development Leader  
Johanna Scholl, Academic Teacher/Staff Development Leader  
Andrew Coslit, Academic Teacher  
Kim Vasaturo, CTE Teacher  
Diane Ziegler, Principal  
Dr. Chrys Harttraft, Superintendent  
Maria Johnson, Special Education Administrator  
Teresa Morelli, Administrator Conducting Evaluations  
Mario Peluso, Administrator Conducting Evaluations  
Randee Holz, Administrator Conducting Evaluations  
Chris Lemongelli, Administrator Conducting Evaluations  
Duane Wallace, Supervisor Information & Technology  
Gary Parks, Data Analyst  
Janeen Sortor, Special Education Teacher  
Sheila Buttermore, CTE Teacher  
Irene Ives, Guidance Counselor  
Darlene Lilly, Parent

H. School Safety & Security Planning Team (Crisis/Emergency Management)

The Board of Education appointed the School Safety and Security Planning Team (Crisis/Emergency Management) for the 2014-15 school year as follows (as required pursuant to NJAC 6A:16-5.1) :

Elaine Howe, Chair  
 Chrys Harttraft, Superintendent  
 Diane Ziegler, Principal  
 Maria Johnson, Director of Pupil Services  
 Teresa Morelli, Supervisor  
 Mario Peluso, Supervisor  
 Duane Wallace, Supervisor of Learning & Technology  
 Andrew Eberhardt, Networks & Systems Administrator  
 Michael Kuschyk, Director of Buildings & Grounds  
 Stephen Boettger, Buildings & Grounds Staff  
 Richard D'Alessandro, Buildings & Grounds Staff  
 Virginia Fanelli, Security Guard  
 Ahmed Mackey, School Resource Officer  
 Kristen McNerney, Teacher Representative  
 Lawrence Blanke, Teacher Representative  
 Karen Winfield, Guidance  
 Melissa Norrbom, Guidance  
 Darlene Lilly, Front Office Staff Representative  
 Peggy Prezioso, School Nurse

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	abstain	

On recommendation of Dr. Harttraft and motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, agenda items I through P as follows:

I. Field Trips

The Board of Education approved field trips for high school students as they appear on Addendum #3.

J. Professional Seminars/Workshops/Travel Reimbursements

The Board of Education approved requests for district staff and Board of Education members to attend professional seminars, workshops and travel reimbursements as they appear on Addendum #4.

K. New Jersey Quality Single Accountability Continuum (NJQSAC)

The Board of Education approved submission of the NJQSAC District's Statement of Assurances (SOA) for School Year 2014-15.

L. District Nursing Services Plan – 2014-15 School Year

The Board of Education adopted the district's Nursing Services Plan for the 2014-15 school year pursuant to NJAC 6A:16-2.1(f)3 and NJAC 6:2.1(a)10.

M. Renewal – Memorandum of Agreement Between Education and Law Enforcement Officials

The Board of Education renewed the Amendment to the Memorandum of Agreement between Education and Law Enforcement Officials (2011/Revisions).

## N. New Board Policies – Second Reading

The Board of Education approved the following new board policies at this second reading:

3283	Electronic Communications between Support Staff Members and Students
4283	Electronic Communications between Teaching Staff Members and Students
R5612	Assaults on District Board of Education Members or Employees
5613/R5613	Removal of Students for Assaults with Weapons Offenses

## O. Revised Board Policies – Second Reading

The Board of Education approved the following revised board policies at this second reading:

2412/R2412	Home Instruction Due to Health Condition
2417/R2417	Student Intervention and Referral Services
2481/R2481	Home or Out-of-School Instruction for a General Education Student for Reasons Other than a Temporary or Chronic Health Condition
5200/R5200	Attendance
5610/R5610	Suspension
5611/R5611	Removal of Students for Firearms Offenses
5612	Assaults on District Board of Education Members or Employees
5620	Expulsion
8462/R8462	Reporting Potentially Missing or Abused Children

## P. Abolish Board Policy 1522 - School-level Planning

The Board of Education abolished the following board policy:

1522	School-level Planning.
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	abstain	

## Q. Superintendent's Update

- HIB - 0 cases submitted; YTD is 0.
- Classroom Close Up - The Graphic Communications class was selected to highlight Career and Technical education. NJEA was on site and made a video of the students while in class; the show will be aired in February.
- SCESC - Both SCVTS and SCESC representatives gave a presentation at the county curriculum director's meeting to showcase the program and solicit information from Somerset County sending districts. The program currently houses 22 students. The facility has not been approved for the temporary Certificate of Occupancy; this certificate is expected next month for the shop classes.
- Partnership Grant - The Department of Education has released and pulled back a partnership grant program expected to begin in September of 2015. Several meetings have taken place in anticipation of the grant being re-released. The school would benefit from developing a partnership with the Community College in pursuance of a stem or engineering career pathway using grant dollars for start-up costs.
- Evaluations – Teachers are on their second observation; the first round was completed on October 15<sup>th</sup>.
- Genesis - The management program is being used for grade books, interim reports and the parent's portal is now operational. All feedback continues to be positive regarding this student management system.

### Submission of Bills

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education approved the bills list for October 2014 which was included in the board packet and is attached to the regular meeting minutes.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	abstain	

### New Business

- The Requests for Proposals for professional services have been received and summarized for the board. The appointment of professional services will be on the November annual reorganization meeting agenda for board approval.
- Mr. Smith commented how sad and disturbing the Sayreville High School athletic situation is and that such a situation could happen in any district. Mrs. Strober noted that in an attempt to better supervise the boys and girls locker rooms, the girls locker room has been redesigned and renovated to minimize obstructive views of the students. It is anticipated the district will renovate and redesign the boys locker room as well.

### Report of the Assistant Superintendent for Business/Board Secretary

#### A. Reports A-148 and A-149 – September 2014

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education adopted the monthly financial statement reports for the Assistant Superintendent for Business/Board Secretary for the month of September 2014 and the Treasurer of School Monies for the month of September 2014, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #5)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	abstain	

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, agenda items B through F as follows:

#### B. Budget Transfers – 2014-15 School Year

The Board of Education approved the following budget transfers for the 2014-15 school year:

From: 11-310-100-101-00-0108 (\$105,000.00) (CTE Salaries)	To: 11-000-218-104-00-0116 \$105,000.00 (CE Salaries)
From: 11-310-100-101-60-0000 (\$ 25,000.00) (10 Month Salaries)	To: 11-000-218-104-00-0116 \$ 25,000.00 (12 Month Salaries)
From: 11-310-100-101-60-0000 (\$ 99,000.00) (CTE Salaries)	To: 11-000-240-103-00-0124 \$ 99,000.00 (New CTE Supervisor Salary)

From: 11-000-240-103-00-0124 (\$48,000.00) (Supervisor Salaries)	To: 11-000-221-102-00-0118 \$ 48,000.00 (Curriculum and Instruction Salaries)
From: 11-310-100-101-60-0000 (\$16,000.00) (Academy Salaries)	To: 11-000-222-177-16-0000 \$ 16,000.00 (Replace Technology Supervisor Salary)
From: 11-310-100-101-60-0000 (\$60,000.00) (Academy Salaries)	To: 11-000-261-100-02-0128 \$ 60,000.00 (Maintenance Salaries)
From: 11-230-100-101-00-0106 (\$40,000.00) (Basic Skills Salaries)	To: 11-230-100-106-00-0000 \$ 40,000.00 (Basic Skills Aid Salaries)

- C. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2014-15 School Year  
The Board of Education awarded the following purchases in excess of the bid threshold which are year to date amounts (may be adjusted monthly when necessary) and in compliance with law:

CDW Government	Technology/PARCC Equipment & Supplies Co-Op	\$ 157,960.00
Grainger	CTE Instructional & Maintenance Supplies State Contract	\$ 73,948.00

- D. Obsolete Equipment

The Board of Education approved the following equipment as obsolete and no longer needed for educational purposes:

<u>Item</u>	<u>Asset #</u>	<u>Date Purchased</u>	<u>Value</u>	<u>Location</u>
Mobile Buffet	00026	January 1985	\$0	Cafeteria
Kettle Steam Counter	02221	January 1996	\$0	Cafeteria

- E. Three-Year Comprehensive Maintenance Plan

The Board of Education approved submission of the Three-Year Comprehensive Maintenance Plan and M-1 as required by the NJDOE as it appears on Addendum #6.

- F. Fixed Asset Inventory and Reconciliation Report and Property Insurance Report

The Board of Education accepted the “Fixed Asset Inventory and Reconciliation Reports” required for the annual audit and “Property Insurance Report” required for the Somerset County Joint Insurance Fund annual insurance renewal application as prepared by American Appraisal Associates, Inc.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	abstain	

#### Next Meeting

The next regular meeting of the Somerset County Vocational Board of Education will be held:

November 24, 2014

5:00 P.M.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Reorganization Meeting – November 3, 2014 at 4:00 p.m. in the Technology Conference Room



## Remarks from the Public

- Andrew Coslit shared that he appreciated the session the board scheduled with board members and association representative to begin negotiations.
- Dr. Harttraft acknowledged the passing of Tom D'Alessandro. She noted Rich D'Alessandro, Tom's brother, was present at the meeting tonight. She shared that Tom touched all our students and will be missed by both students and staff.
- Rich D'Alessandro shared that his family appreciates the show of sympathy.

Executive County Superintendent Torres left the meeting at 5:44 p.m.

BE IT RESOLVED by the Vocational Board of Education of the County of Somerset that:

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to negotiations and litigation. Action may or may not be taken.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

## Closed Session

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education went into closed session at 5:45 p.m.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	abstain	

## Open Session

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education went into open session at 6:34 p.m.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	abstain	

## Adjournment

On motion by Mr. Dudeck, seconded by Mr. Smith and passed, the meeting adjourned at 6:35 p.m.

Diane Strober

Assistant Superintendent for Business/Board Secretary

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION  
JOB DESCRIPTION**

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**CATEGORY: ADMINISTRATION**

**ADOPTED:**

**TITLE: AFFIRMATIVE ACTION OFFICER**

**CERTIFIED**

**QUALIFICATIONS:**

1. NJ Standard Certification with an Administrative Endorsement.
2. Master's degree.
3. Minimum five (5) years' experience in public education
4. Knowledge of State and Federally mandated rules and regulations governing Educational Equality and Workplace Equity.
5. Ability to communicate effectively.
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** Affirmative Action Team

**JOB GOAL:** The Affirmative Action Officer ensures full adherence to the Equal Employment Opportunity Act (EEO) and to the district's Affirmative Action policies. The AAO ensures that employment practices and student admission practices give equal opportunity without regard to race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

**PERFORMANCE RESPONSIBILITIES:**

1. Responsible for the proactive analysis, development, implementation and administration of the EEO and the district's Affirmative Action policy for compliance.
2. Advises and assists departmental personnel to ensure compliance and to promote an environment free from discrimination and workplace harassment, and responds to complaints from personnel, following legal and district guidelines.
3. Investigates complaints of sexual harassment in the workplace.
4. Maintains current knowledge of related legislations, agencies and policies.
5. Develops policy statements, affirmative action programs and applicable internal and external communications.
6. Assists in the identification of problem areas and in the development of strategies to eliminate the problems.
7. Receives and investigates inquiries and complaints of unlawful discrimination.
8. Maintains confidential, professional interactions with employees while investigating and resolving applicable grievances.
9. Conducts and resolves complaints in a timely manner.
10. Recommends course(s) of action.
11. Develops and maintains well-organized files, records and reports.
12. Maintains and completes the district's Comprehensive Equity Plan.
13. Coordinates the required professional development training for all personnel pursuant to N.J.A.C. 6A:7-1.6; notifies all pupils and personnel of district grievance procedures for handling discrimination complaints; and ensures the district grievance procedures, which include investigative responsibilities and reporting information, are followed.
14. Conducts annual Affirmative Action training for all district personnel.
15. Works with local law enforcement agencies, when applicable.
16. Reviews district's hiring practices.
17. Reviews district's curriculum.
18. Serves as the district's Title IX Officer.
19. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** Twelve-month year. Stipend position.

**EVALUATION:** Job performance will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION  
JOB DESCRIPTION**

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**CATEGORY: NON INSTRUCTIONAL SUPPORT**

**ADOPTED: September 24, 1990;  
Revised: December 17, 2007**

**TITLE: ACCOUNTANT**

**NON CERTIFIED**

**QUALIFICATIONS:**

1. Associate or Bachelor Degree or any equivalent combination of education, training and experience.
2. Minimum of three years accounting experience including payroll, accounts payable, receivables and general ledger work experience (governmental accounting experience preferred).
3. Five years business office experience required.
4. Knowledge and proficient use of computer software programs.
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Assistant Superintendent for Business or designee

**SUPERVISES:** Bookkeeper/Accountant (Payroll) and purchasing responsibilities

**JOB GOAL:** Under the direction of the Assistant Superintendent for Business, the accountant is responsible for maintaining the general ledger by classifying expenditures, supervising payroll, accounts payable, purchasing and all related reports, recording revenues, generating monthly financial reports in compliance with generally accepted accounting principles applied on a consistent basis as required by law and in preparation for the annual school district audit.

**PERFORMANCE RESPONSIBILITIES:**

1. Trains accounting staff on financial software.
2. Verifies the accuracy of purchase orders, invoices, vouchers and bills list.
3. Enters receipts in general ledger, including cash, checks received, bank wires, and transfers.
4. Updates the cash journal by entering financial transactions as needed.
5. Analyzes revenues and expenditures monthly.
6. Maintains the cafeteria general ledger including posting of revenues (federal and state lunch reimbursements, student and adult paid lunches) and expenses (invoice from food service management company).
7. Proficient in district financial software program and its applications.
8. Prepares required pension reports and submits, via the internet, the district's request for pension reimbursements.
9. Invoices county for capital project reimbursement and for monthly tax levy.
10. Summarizes financial data as requested for the purpose of managing specific accounts and budgets.
11. Enters student activity financial transactions into System 3000 software.
12. Files tuition contracts and generates invoices for sending districts.
13. Closes the general ledger and prepares monthly Board Secretary Report.
14. Revises and updates fund 30 capital projects binder to include original contractor contracts, change orders, partial payments, amounts to be receivable from county, and associated architectural project fees adjusted as necessary.
15. Reconciles cash fund balances to bank statements monthly.
16. Confirms cash report with Treasurer of School Monies Report monthly.
17. Organizes financial information and support documentation for annual school district audit as required by law.
18. Assigns, supervises and coordinates the flow of work of accounting staff.
19. Evaluates the Bookkeeper/Accountant (Payroll) in compliance with statutes.
20. Works independently on a wide variety of projects.
21. Makes independent decisions related to accounting department functions in the absence of the Assistant Superintendent for Business with the advice of the school district auditor.
22. Analyzes expenditures on a monthly comparison to actual budgeting expenses.
23. Meets with CTE Coordinator to ensure all CTE grants have appropriate support documentation on file and amounts agree with grant backup and properly posted to expense account and are accurately maintained.
24. Ensures that all purchasing procedures (Business Registration Certificate, Affirmative Action, Pay to Play, State Contract, and Co-op contract) abide by state statutes and laws.
25. Processes requisitions, generates purchase orders, and submits information to vendors.
26. Submits monthly vendor bid threshold expenditure list to the Board of Education.

27. Processes and prepares 1099 tax return for vendors.
28. Analyzes monthly utilities bills.
29. Maintains three years of vendor's payment history files in the district.
30. Generates purchase orders for vendors paid on a monthly basis.
31. Processes invoices, preparing payment, and generating a bills list for the Board of Education monthly meetings.
32. Opens mail.
33. Verifies vendor data information to determine that remittances are properly recorded.
34. Finalizes and closes out all purchase orders for yearend rollover process.
35. Updates vendor data information as needed.
36. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Twelve-month year. Salary, calendar and benefits to be established by the Board of Education.

EVALUATION: Job performance will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

October 2014

<u>Date of Trip</u>	<u>CTE Program / Other</u>	<u>Location</u>	<u>Cost Per Student/Paid by</u>	<u>Transportation Provided/Paid by</u>
11/3/2014	Dance	Philadelphia Zoo Philadelphia, PA	\$20.00 each/Student Paid	District
11/12/2014	Culinary Arts	Culinary Institute of America Hyde Park, NY	\$25.00 each/Student Paid	District
11/20/2014	Junior & Seniors	RVCC Branchburg, NJ	\$0.00	Outside Agency/ District
11/21/2014	AHMS Sophomores	Washington Crossing State Historic Park Titusville, NJ	\$0.00	District
11/26/2014	CTE (Middle School Tours)	Branchburg Middle School Branchburg, NJ	\$0.00	District
12/1/2014	AHMS Juniors	J&J ITS Raritan, NJ	\$0.00	Outside Agency/ District
12/3/2014	Auto Body CTE Classes	Automotive Training Center Warminster, NJ	\$0.00	Outside Agency/ Automotive Training Center
12/4/2014	(Welding, Carpentry, Plumbing & Electrical)	Triangle Tech Bethlehem, PA	\$0.00	District
12/5, 12/12, 2014 1/30, 2/27, 3/13, 3/27, 4/17, 5/8, 5/22, 2015	AHMS Freshmen	RVCC Library Branchburg, NJ	\$0.00	District & Outside Agency/District
12/10/2014	CTE (Middle School Tours)	Hillsborough Middle School Hillsborough, NJ	\$0.00	District
12/19/2014	Freshmen Class	Strike & Spare Bowling Green Brook, NJ	\$18.00/Student Paid	District
2/4/2015	NTHS Students	State Theater New Brunswick, NJ	\$8.00 each/Student Paid	District
3/18/2015	Junior & Seniors	Kean University Union, NJ	\$0.00	District
3/26/2015	Open to all Grades	RVCC Branchburg, NJ	\$0.00	District
4/23/2015	Open to all Grades	New Jersey National College Fair Secaucus, NJ	\$0.00	District
4/24/2015	Open to all Grades	RVCC Branchburg, NJ	\$0.00	District

Professional Seminars/Workshops/Travel Reimbursements  
October 2014

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	July 8-11, 2014*	George Byrd	\$150.00	\$288.92	High School Instructor Seminar on Collision Repair	Cleveland, OH
2	October 15, 2014*	Karen Winfield	NA	\$7.27/mileage	HESAA Training	Lawrenceville, NJ
3	October 16, 2014*	Gary Parks	\$380.00	Parking/\$14.00 Train/\$26.00 Mileage/\$3.24	Presenting Data & Information Conference	New York City, NY
4	October 17, 2014*	Susan Alija Maureen Lawler	NA	NA	HESAA Training	Morristown, NJ
5	October 21, 2014*	Paul Brinkmann	NA	NA	Low Voltage System Wiring Analysis and Voltage Drop Calculations	Clinton, NJ
6	October 22, 2014*	George Lee	NA	\$12.40/mileage	NJ Green Program of Study	East Brunswick, NJ
7	October 27, 2014*	Larry Blanke Jaime Morales	NA	NA	Law Enforcement and Educators Conference	Branchburg, NJ
8	October 28, 2014*	Chris Lemongelli	NA	\$30.16/mileage	Dropout Prevention Workshop	Sussex, NJ
9	October 30, 2014	Irene Ives	NA	NA	HESAA Training	Galloway, NJ
10	November 3, 2014	Brendan Downey Chris Miller Kristen McNerney Cristina Perrone	\$249.00 ea.	\$3.67/mileage \$15.38/mileage \$10.79/mileage \$6.08/mileage	Chromebooks and the Common Core	Monroe, NJ
11	November 11, 2014	Maria Johnson Diane Ziegler	\$150 ea.	NA	Evaluating Staff	Monroe, NJ
12	November 12, 2014	Elaine Howe	NA	NA	Annual Fall Conference from Hunterdon Prevention Resources and Safe Communities Coalition	Branchburg, NJ
13	November 12, 2014	Melissa Norrbom Karen Winfield	NA	\$12.49/mileage NA	NJCCVTS Special Session on Admissions	Freehold, NJ

14	November 13, 2014	Irene Ives	NA	\$12.00/parking \$5.00/tolls	Atlantic City National College Fair	Atlantic City, NJ
15	November 13, 2014	Jason Cohen	\$116.10	NA	Dealing with Differences and Diversity in the Clinical Treatment of Children	Piscataway, NJ
16	November 13, 2014	Susan Alija Maureen Lawler Kristen McNerney Janeen Sortor	\$189.99 ea.	NA NA \$15.92/mileage \$14.21/mileage	Special Education Law Workshop	Parsippany, NJ
17	November 14, 2014	Vicky Fulmer	\$189.99	\$11.35/mileage	Special Education Law Workshop	Edison, NJ
18	November 14, 2014	Irene Ives Karen Winfield	\$189.99 ea.	NA	Special Education Law Workshop	Edison, NJ
19	November 18, 2014	Irene Ives	NA	NA	The Role & Impact of Section 504, FERPA and IDEA in the College Application Process	Tinton Falls, NJ
20	November 19 <sup>th</sup> and 20 <sup>th</sup> , 2014	Bonnie DeFazio Nancy Hall	\$249 ea.	\$19.60/mileage \$19.72/mileage	Excel Workshop	Edison, NJ
21	December 6, 2014	Jason Cohen	\$116.10	NA	LCSW/LSW Examination Preparation Course	New Brunswick, NJ
22	December 15, 2014	Vicky Fulmer	\$239.00	\$11.72/mileage	Strengthening Special Needs Students' Executive Function Skills	Allentown, PA
23	December 17, 2014	Brendan Downey Chris Miller Kristen McNerney	\$239 ea.	\$8.88/mileage \$8.66/mileage \$8.62/mileage	Strengthening Your Special Needs Students' Executive Function Skills	Edison, NJ
24	December 18, 2014	Kristen McNerney Chris Miller	\$235.00 ea.	\$24.33/mileage \$30.25/mileage	Practical Strategies for Flipping Student Learning	Bethlehem, PA
25	March 25-29, 2015	Christopher Lemongelli	\$290.00	\$676.00/hotel \$252.00/meals \$220/shuttles/parking \$480.00/airfare	National Alternative Education Association Conference	Ponte Vedra Beach, FL

\*Prior approval given by Superintendent

10/8 9:00am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10 (including 16, 17 & 18)  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/2014

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ASSETS AND RESOURCES

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--- A S S E T S ---

101	Cash in bank		\$1,138,798.99
121	Tax levy receivable		\$8,912,356.00
	Accounts receivable:		
132	Interfund	\$18,926.00	
141	Intergovernmental - State	\$1,322,795.20	
142	Intergovernmental - Federal	\$4,236.52	
143	Intergovernmental - Other	(\$1,775.82)	
			\$1,344,181.90
	Other Current Assets		\$0.00

--- R E S O U R C E S ---

301	Estimated Revenues	\$14,155,865.00	
302	Less Revenues	(\$12,776,219.67)	
			\$1,379,645.33
	Total assets and resources		\$12,774,982.22
			=====



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10 (including 16, 17 & 18)  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/2014

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LIABILITIES AND FUND EQUITY

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--- L I A B I L I T I E S ---

421	Accounts Payable	\$4,236.52
	Other current liabilities	\$3,050.00
		\$7,286.52
	TOTAL LIABILITIES	=====

F U N D   B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$9,316,460.41
	Reserved fund balance:	
760	Reserved Fund Balance	\$546,053.84
601	Appropriations	\$14,658,281.83
602	Less : Expenditures	\$2,899,473.85
603	Encumbrances	\$9,316,460.41 (\$12,215,934.26)
		\$2,442,347.57
	Total Appropriated	\$12,304,861.82

--- U n a p p r o p r i a t e d ---

770	Fund Balance	\$964,325.21
303	Budgeted Fund Balance	(\$501,491.33)

TOTAL FUND BALANCE	\$12,767,695.70
TOTAL LIABILITIES AND FUND EQUITY	\$12,774,982.22

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$14,658,281.83	\$12,215,934.26	\$2,442,347.57
Revenues	(\$14,155,865.00)	(\$12,776,219.67)	(\$1,379,645.33)
	\$502,416.83	(\$560,285.41)	\$1,062,702.24
Less: Adjust for prior year encumb.	(\$925.50)	(\$925.50)	
	\$501,491.33	(\$561,210.91)	\$1,062,702.24
Budgeted Fund Balance	\$501,491.33	(\$561,210.91)	\$1,062,702.24
	=====	=====	=====

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$501,491.33	(\$561,210.91)	\$1,062,702.24
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
	\$501,491.33	(\$561,210.91)	\$1,062,702.24
TOTAL Budgeted Fund Balance	\$501,491.33	(\$561,210.91)	\$1,062,702.24
	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 3 Month Period Ending 09/30/2014

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,731,923.00	\$11,352,277.67		\$1,379,645.33
3XXX	From State Sources	\$1,423,942.00	\$1,423,942.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$14,155,865.00	\$12,776,219.67		\$1,379,645.33
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** EXPENDITURES ***					
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,588,957.00	\$204,889.52	\$1,318,293.51	\$65,773.97
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$97,135.00	\$9,203.40	\$64,830.60	\$23,101.00
11-240-X00-XXX	Bilingual Education - Instruction	\$63,200.00	\$6,382.90	\$56,817.10	.00
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,972,387.52	\$468,081.31	\$2,600,389.45	\$903,916.76
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$75,696.00	\$2,299.40	\$50,160.82	\$23,235.78
11-402-100-XXX	School-Spons. Athletics - Instruction	\$66,441.00	\$11,529.61	\$44,178.09	\$10,733.30
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$184,466.00	\$36,233.39	\$128,212.39	\$20,020.22
11-000-218-XXX	Guidance	\$499,015.00	\$103,645.90	\$375,574.11	\$19,794.99
11-000-219-XXX	Child Study Teams	\$183,621.00	\$39,547.84	\$133,036.88	\$11,036.28
11-000-221-XXX	Improvement Of Inst./Other Support				
	Improvement of Inst. Serv.	\$277,128.00	\$69,460.13	\$201,785.74	\$5,882.13
11-000-222-XXX	Educational Media Serv/School Library	\$147,256.00	\$27,560.30	\$112,378.14	\$7,317.56
11-000-223-XXX	Instructional Staff Training Services	\$113,876.00	\$14,189.08	\$8,510.38	\$91,176.54
11-000-230-XXX	Supp. Serv.-General Administration	\$555,775.22	\$158,650.07	\$357,754.03	\$39,371.12
11-000-240-XXX	Supp. Serv.-School Administration	\$689,199.19	\$160,453.13	\$385,460.32	\$143,285.74
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$749,281.28	\$248,260.25	\$489,195.24	\$11,825.79
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,050,562.62	\$281,741.32	\$524,146.32	\$244,674.98
11-000-262-XXX	Custodial Services	\$1,287,350.00	\$343,848.73	\$761,681.55	\$181,819.72
11-000-263-XXX	Care and Upkeep of Grounds	\$15,500.00	\$7,999.51	\$7,456.05	\$44.44
11-000-266-XXX	Security	\$96,000.00	\$26,908.58	\$55,957.52	\$13,133.90
11-000-270-XXX	Student Transportation Services	\$110,811.00	\$8,733.15	\$40,453.45	\$61,624.40
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,600,618.00	\$583,495.05	\$1,545,456.06	\$471,666.89
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$14,424,275.83	\$2,813,112.57	\$9,261,727.75	\$2,349,435.51
		=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 3 Month Period Ending 09/30/2014

	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** EXPENDITURES - cont'd ***				
*** CAPITAL OUTLAY ***				
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$174,006.00	\$81,064.80	\$53,155.00	\$39,786.20
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$174,006.00	\$81,064.80	\$53,155.00	\$39,786.20
	=====	=====	=====	=====
*** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$60,000.00	\$5,296.48	\$1,577.66	\$53,125.86
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$60,000.00	\$5,296.48	\$1,577.66	\$53,125.86
	=====	=====	=====	=====
  TOTAL GENERAL FUND EXPENDITURES	\$14,658,281.83	\$2,899,473.85	\$9,316,460.41	\$2,442,347.57
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including 16, 17 & 18)  
 SCHEDULE OF REVENUES  
 ACTUAL COMPARED WITH ESTIMATED  
 For 3 Month Period Ending 09/30/2014

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,291,923.00	\$11,291,923.00	.00
1310	Tuition- From LEA's	\$592,800.00	\$9,120.00	\$583,680.00
1XXX	Miscellaneous	\$847,200.00	\$51,234.67	\$795,965.33
		-----	-----	-----
	TOTAL	\$12,731,923.00	\$11,352,277.67	\$1,379,645.33
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$293,914.00	\$293,914.00	.00
3176	Equalization	\$580,221.00	\$580,221.00	.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3178	Adjustment Aid	\$366,426.00	\$366,426.00	.00
3XXX	Other State Aids	\$118,656.00	\$118,656.00	\$0.00
		-----	-----	-----
	TOTAL	\$1,423,942.00	\$1,423,942.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,155,865.00	\$12,776,219.67	\$1,379,645.33
		=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,392,000.00	\$159,728.26	\$1,232,271.74	\$0.00
11-140-100-106 Other Salaries for Instruction	\$41,200.00	\$7,827.76	\$32,000.00	\$1,372.24
11-140-100-320 Purchased Prof.-Ed. Services	\$40,000.00	.00	.00	\$40,000.00
11-140-100-500 Other Purchased Services	\$5,584.00	.00	\$2,797.92	\$2,786.08
11-140-100-610 General Supplies	\$77,040.00	\$31,734.31	\$42,660.15	\$2,645.54
11-140-100-640 Textbooks	\$13,000.00	\$2,979.19	\$8,563.70	\$1,457.11
11-140-100-800 Other Objects	\$18,103.00	\$1,000.00	.00	\$17,103.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,030.00	\$1,620.00	\$0.00	\$410.00
<hr/>				
TOTAL	\$1,588,957.00	\$204,889.52	\$1,318,293.51	\$65,773.97
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$95,135.00	\$7,203.40	\$64,830.60	\$23,101.00
11-230-100-610 General Supplies	\$2,000.00	\$2,000.00	.00	.00
<hr/>				
TOTAL	\$97,135.00	\$9,203.40	\$64,830.60	\$23,101.00
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$63,200.00	\$6,382.90	\$56,817.10	\$0.00
<hr/>				
TOTAL	\$63,200.00	\$6,382.90	\$56,817.10	\$0.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,942,032.00	\$339,159.90	\$2,200,235.46	\$402,636.64
11-310-100-106 Other Salaries for Instruction	\$57,000.00	\$4,893.00	\$52,107.00	.00
11-310-100-320 Purchased Prof.-Ed. Services	\$203,020.00	.00	.00	\$203,020.00
11-310-100-500 Other Purchased Services	\$52,332.00	\$1,891.41	\$4,010.00	\$46,430.59
11-310-100-610 General Supplies	\$300,867.52	\$69,198.63	\$112,046.22	\$119,622.67
11-310-100-640 Textbooks	\$16,242.00	\$15,657.13	\$2.54	\$582.33
11-310-100-800 Other Objects	\$8,562.00	\$3,155.00	.00	\$5,407.00
<hr/>				
Total	\$3,580,055.52	\$433,955.07	\$2,368,401.22	\$777,699.23
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$275,151.00	\$25,631.44	\$225,211.26	\$24,308.30
11-320-100-106 Other Salaries for Instruction	\$75,000.00	.00	.00	\$75,000.00
11-320-100-500 Other Purchased Services	\$1,015.00	.00	.00	\$1,015.00

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-320-100-610 General Supplies	\$41,166.00	\$8,494.80	\$6,776.97	\$25,894.23
<b>Total</b>	<b>\$392,332.00</b>	<b>\$34,126.24</b>	<b>\$231,988.23</b>	<b>\$126,217.53</b>
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$44,500.00	.00	\$44,500.00	.00
11-401-100-500 Purchased Services	\$18,000.00	.00	\$650.00	\$17,350.00
11-401-100-600 Supplies and Materials	\$13,196.00	\$2,299.40	\$5,010.82	\$5,885.78
<b>TOTAL</b>	<b>\$75,696.00</b>	<b>\$2,299.40</b>	<b>\$50,160.82</b>	<b>\$23,235.78</b>
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$43,000.00	\$3,870.68	\$39,129.32	.00
11-402-100-500 Purchased Services	\$18,000.00	\$6,627.50	\$945.00	\$10,427.50
11-402-100-600 Supplies and Materials	\$5,441.00	\$1,031.43	\$4,103.77	\$305.80
<b>TOTAL</b>	<b>\$66,441.00</b>	<b>\$11,529.61</b>	<b>\$44,178.09</b>	<b>\$10,733.30</b>
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$155,000.00	\$31,867.68	\$123,132.32	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$22,969.00	\$1,369.63	\$3,108.89	\$18,490.48
11-000-213-600 Supplies and Materials	\$6,091.00	\$2,996.08	\$1,971.18	\$1,123.74
11-000-213-800 Other Objects	\$406.00	.00	.00	\$406.00
<b>TOTAL</b>	<b>\$184,466.00</b>	<b>\$36,233.39</b>	<b>\$128,212.39</b>	<b>\$20,020.22</b>
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$372,000.00	\$72,558.24	\$299,441.76	.00
11-000-218-105 Sal Sec. & Clerical Asst.	\$106,000.00	\$31,641.21	\$74,358.79	.00
11-000-218-500 Other Purchased Services	\$20,000.00	(\$553.55)	\$849.00	\$19,704.55
11-000-218-600 Supplies and Materials	\$1,015.00	.00	\$924.56	\$90.44
<b>TOTAL</b>	<b>\$499,015.00</b>	<b>\$103,645.90</b>	<b>\$375,574.11</b>	<b>\$19,794.99</b>
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$77,000.00	\$13,004.56	\$63,995.44	.00
11-000-219-105 Sal Sec. & Clerical Asst.	\$96,500.00	\$25,278.47	\$62,237.88	\$8,983.65
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,076.00	\$170.00	\$4,000.00	\$906.00

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-500 Other Purchased Services	\$1,015.00	\$29.41	\$380.00	\$605.59
11-000-219-600 Supplies and Materials	\$2,030.00	\$866.40	\$1,163.60	.00
11-000-219-800 Other Objects	\$2,000.00	\$199.00	\$1,259.96	\$541.04
TOTAL	\$183,621.00	\$39,547.84	\$133,036.88	\$11,036.28
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$92,000.00	\$23,951.46	\$68,048.54	.00
11-000-221-104 Salaries Other Prof. Staff	\$78,224.00	\$20,840.49	\$57,383.51	.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$96,245.00	\$24,053.70	\$71,971.26	\$220.04
11-000-221-500 Other Purchased Services	\$5,076.00	\$614.48	\$1,843.43	\$2,618.09
11-000-221-600 Supplies and Materials	\$2,538.00	.00	\$2,538.00	.00
11-000-221-800 Other Objects	\$3,045.00	.00	\$1.00	\$3,044.00
TOTAL	\$277,128.00	\$69,460.13	\$201,785.74	\$5,882.13
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$30,000.00	\$2,907.94	\$26,171.46	\$920.60
11-000-222-177 Salaries of Technology Coordinators	\$88,000.00	\$24,024.70	\$63,975.30	.00
11-000-222-500 Other Purchased Services	\$4,060.00	.00	.00	\$4,060.00
11-000-222-600 Supplies and Materials	\$21,136.00	\$627.66	\$20,056.38	\$451.96
11-000-222-800 Other Objects	\$4,060.00	.00	\$2,175.00	\$1,885.00
TOTAL	\$147,256.00	\$27,560.30	\$112,378.14	\$7,317.56
--- Instructional Staff Training Services ---				
11-000-223-104 Salaries Other Prof. Staff	\$73,000.00	\$8,400.00	.00	\$64,600.00
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$20,000.00	\$1,320.00	\$2,680.00	\$16,000.00
11-000-223-500 Other Purchased Services	\$18,846.00	\$4,070.08	\$4,830.38	\$9,945.54
11-000-223-600 Supplies and Materials	\$2,030.00	\$399.00	\$1,000.00	\$631.00
TOTAL	\$113,876.00	\$14,189.08	\$8,510.38	\$91,176.54
--- Support services-general administration ---				
11-000-230-100 Salaries	\$302,125.00	\$77,667.76	\$224,332.16	\$125.08
11-000-230-331 Legal Services	\$76,777.22	\$20,049.63	\$51,594.59	\$5,133.00
11-000-230-332 Audit Fees	\$33,500.00	.00	\$33,500.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,045.00	\$827.50	.00	\$2,217.50
11-000-230-530 Communications/Telephone	\$76,132.00	\$15,570.95	\$38,963.83	\$21,597.22
11-000-230-590 Other Purchased Services	\$13,000.00	\$6,425.00	\$5,031.00	\$1,544.00
11-000-230-61X General Supplies	\$11,166.00	\$9,589.45	\$365.36	\$1,211.19

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,553.00	\$1,126.34	\$395.07	\$2,031.59
11-000-230-890 Misc. Expenditures	\$28,742.00	\$20,643.69	\$3,572.02	\$4,526.29
11-000-230-895 BOE Membership Dues and Fees	\$7,735.00	\$6,749.75	.00	\$985.25
<b>TOTAL</b>	<b>\$555,775.22</b>	<b>\$158,650.07</b>	<b>\$357,754.03</b>	<b>\$39,371.12</b>
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$465,000.00	\$101,982.68	\$243,017.32	\$120,000.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$171,500.00	\$43,627.32	\$127,872.68	.00
11-000-240-11X Other Salaries	\$15,000.00	\$625.00	.00	\$14,375.00
11-000-240-500 Other Purchased Services	\$22,704.00	\$12,746.50	\$4,516.76	\$5,440.74
11-000-240-600 Supplies and Materials	\$10,450.19	\$396.63	\$10,053.56	.00
11-000-240-800 Other Objects	\$4,545.00	\$1,075.00	.00	\$3,470.00
<b>TOTAL</b>	<b>\$689,199.19</b>	<b>\$160,453.13</b>	<b>\$385,460.32</b>	<b>\$143,285.74</b>
--- Central Services ---				
11-000-251-100 Salaries	\$342,000.00	\$86,558.61	\$255,441.39	.00
11-000-251-330 Purchased Prof. Svcs.	\$29,000.00	\$25,504.23	\$2,425.80	\$1,069.97
11-000-251-340 Purchased Technical Svcs.	\$13,281.28	\$8,769.08	\$2,250.00	\$2,262.20
11-000-251-600 Supplies and Materials	\$9,000.00	\$1,549.78	\$4,147.38	\$3,302.84
11-000-251-89X Other Objects	\$4,000.00	\$2,242.50	\$795.50	\$962.00
<b>TOTAL</b>	<b>\$397,281.28</b>	<b>\$124,624.20</b>	<b>\$265,060.07</b>	<b>\$7,597.01</b>
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$265,000.00	\$66,062.40	\$198,187.20	\$750.40
11-000-252-500 Other Pur Serv. (400-500 series )	\$70,000.00	\$41,542.19	\$25,811.21	\$2,646.60
11-000-252-600 Supplies and Materials	\$17,000.00	\$16,031.46	\$136.76	\$831.78
<b>TOTAL</b>	<b>\$352,000.00</b>	<b>\$123,636.05</b>	<b>\$224,135.17</b>	<b>\$4,228.78</b>
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$554,500.00	\$163,124.57	\$390,452.23	\$923.20
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$449,911.62	\$98,439.07	\$115,827.49	\$235,645.06
11-000-261-610 General Supplies	\$36,000.00	\$18,550.69	\$13,496.60	\$3,952.71
11-000-261-800 Other Objects	\$10,151.00	\$1,626.99	\$4,370.00	\$4,154.01
<b>TOTAL</b>	<b>\$1,050,562.62</b>	<b>\$281,741.32</b>	<b>\$524,146.32</b>	<b>\$244,674.98</b>
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$361,100.00	\$90,340.12	\$270,759.88	.00
11-000-262-490 Other Purchased Property Svc.	\$68,900.00	\$7,474.39	\$53,253.61	\$8,172.00
11-000-262-520 Insurance	\$244,350.00	\$128,979.00	\$112,602.00	\$2,769.00



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-621 Energy (Natural Gas)	\$130,000.00	\$6,659.20	\$1.00	\$123,339.80
11-000-262-622 Energy (Electricity)	\$483,000.00	\$110,396.02	\$325,065.06	\$47,538.92
<b>TOTAL</b>	<b>\$1,287,350.00</b>	<b>\$343,848.73</b>	<b>\$761,681.55</b>	<b>\$181,819.72</b>
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$15,500.00	\$7,999.51	\$7,456.05	\$44.44
<b>TOTAL</b>	<b>\$15,500.00</b>	<b>\$7,999.51</b>	<b>\$7,456.05</b>	<b>\$44.44</b>
--- Security ---				
11-000-266-100 Salaries	\$96,000.00	\$26,908.58	\$55,957.52	\$13,133.90
<b>TOTAL</b>	<b>\$96,000.00</b>	<b>\$26,908.58</b>	<b>\$55,957.52</b>	<b>\$13,133.90</b>
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$45,000.00	\$4,547.55	\$40,452.45	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,045.00	\$400.00	.00	\$2,645.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$26,091.00	\$225.00	\$1.00	\$25,865.00
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$3,045.00	.00	.00	\$3,045.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$21,600.00	\$1,372.00	.00	\$20,228.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$8,000.00	\$250.00	.00	\$7,750.00
11-000-270-610 General Supplies	\$2,030.00	\$1,938.60	.00	\$91.40
11-000-270-800 Misc. Expenditures	\$2,000.00	.00	.00	\$2,000.00
<b>TOTAL</b>	<b>\$110,811.00</b>	<b>\$8,733.15</b>	<b>\$40,453.45</b>	<b>\$61,624.40</b>
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$240,000.00	\$55,803.05	\$182,036.84	\$2,160.11
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$300,000.00	\$5,395.67	\$80,268.66	\$214,335.67
11-XXX-XXX-250 Unemployment Compensation	\$50,000.00	\$1,872.86	\$6,492.98	\$41,634.16
11-XXX-XXX-260 Workman's Compensation	\$180,688.00	\$90,344.00	\$90,344.00	.00
11-XXX-XXX-270 Health Benefits	\$1,754,930.00	\$418,943.97	\$1,186,312.58	\$149,673.45
11-XXX-XXX-280 Tuition Reimbursement	\$25,000.00	\$5,115.00	\$1.00	\$19,884.00
11-XXX-XXX-290 Other Employee Benefits	\$50,000.00	\$6,020.50	.00	\$43,979.50
<b>TOTAL</b>	<b>\$2,600,618.00</b>	<b>\$583,495.05</b>	<b>\$1,545,456.06</b>	<b>\$471,666.89</b>
<b>Total Undistributed expenditures</b>	<b>\$8,560,459.31</b>	<b>\$2,110,726.43</b>	<b>\$5,127,058.18</b>	<b>\$1,322,674.70</b>
<b>*** TOTAL CURRENT EXPENSE EXPENDITURES ***</b>	<b>\$14,424,275.83</b>	<b>\$2,813,112.57</b>	<b>\$9,261,727.75</b>	<b>\$2,349,435.51</b>
11-000-520-93X Transfers to other funds	\$14,424,275.83	\$2,813,112.57	\$9,261,727.75	
			\$2,349,435.51	

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including 16, 17 & 18)  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$14,424,275.83	\$2,813,112.57	\$9,261,727.75	\$2,349,435.51
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
*** C A P I T A L O U T L A Y ***				
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$7,000.00	.00	.00	\$7,000.00
12-000-400-450 Construction services	\$135,568.00	\$81,064.80	\$53,155.00	\$1,348.20
12-000-400-800 Other objects	\$31,438.00	.00	.00	\$31,438.00
Facilitys. Acqstn. Const. Sevr. -- TOTAL --	\$174,006.00	\$81,064.80	\$53,155.00	\$39,786.20
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$174,006.00	\$81,064.80	\$53,155.00	\$39,786.20
TOTAL CAPITAL OUTLAY EXPENDITURES	\$174,006.00	\$81,064.80	\$53,155.00	\$39,786.20
*** S P E C I A L S C H O O L S ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$55,000.00	\$3,401.25	\$293.46	\$51,305.29
13-422-100-610 General supplies	\$5,000.00	\$1,895.23	\$1,284.20	\$1,820.57
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$5,000.00	\$1,895.23	\$1,284.20	\$1,820.57
TOTAL SUMMER SCHOOL	\$60,000.00	\$5,296.48	\$1,577.66	\$53,125.86
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$60,000.00	\$5,296.48	\$1,577.66	\$53,125.86
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,658,281.83	\$2,899,473.85	\$9,316,460.41	\$2,442,347.57

For 3 Month Period Ending 09/30/2014

September 30, 2014

Date \_\_\_\_\_

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

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10/8 9:00am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/14

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		(\$8,770.87)
	Accounts receivable:		
141	Intergovernmental - State	\$5,465.00	
		<hr/>	\$5,465.00

--- R E S O U R C E S ---

301	Estimated Revenues	\$1,014,191.00	
302	Less Revenues	(\$214,292.00)	
		<hr/>	\$799,899.00
			<hr/>
	Total assets and resources		\$796,593.13
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/14

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LIABILITIES AND FUND EQUITY

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--- L I A B I L I T I E S ---

421	Accounts Payable	\$5,741.18
481	Deferred revenues	\$0.21
	Other current liabilities	\$18,926.00
		\$24,667.39
	TOTAL LIABILITIES	\$24,667.39

F U N D   B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$362,787.92
601	Appropriations	\$1,014,191.00
602	Less: Expenditures	\$242,265.26
603	Encumbrances	\$362,787.92    (\$605,053.18)
		\$409,137.82
	TOTAL FUND BALANCE	\$771,925.74
	TOTAL LIABILITIES AND FUND EQUITY	\$796,593.13

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 3 Month Period Ending 09/30/14

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$98,800.00	\$98,800.00		.00
3XXX From State Sources	\$492,977.00	\$115,492.00		\$377,485.00
4XXX From Federal Sources	\$422,414.00	.00		\$422,414.00
TOTAL REVENUE/SOURCES OF FUNDS	\$1,014,191.00	\$214,292.00		\$799,899.00
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:	\$98,800.00	\$90,639.07	\$807.52	\$7,353.41
STATE PROJECTS:				
Vocational education	\$146,500.00	\$10,349.99	.00	\$136,150.01
Other special projects	\$346,477.00	\$79,859.54	\$255,647.28	\$10,970.18
TOTAL STATE PROJECTS	\$492,977.00	\$90,209.53	\$255,647.28	\$147,120.19
FEDERAL PROJECTS:				
NCLB Title I	\$60,082.00	\$8,701.26	\$8,809.35	\$42,571.39
NCLB Title II - Part A/D	\$10,782.00	\$3,971.68	\$1,593.49	\$5,216.83
I.D.E.A. Part B (Handicapped)	\$116,550.00	\$24,387.61	\$57,419.28	\$34,743.11
Vocational Education	\$235,000.00	\$24,356.11	\$38,511.00	\$172,132.89
TOTAL FEDERAL PROJECTS	\$422,414.00	\$61,416.66	\$106,333.12	\$254,664.22
*** TOTAL EXPENDITURES ***	\$1,014,191.00	\$242,265.26	\$362,787.92	\$409,137.82
	=====	=====	=====	=====



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
SPECIAL REVENUE - FUND 20  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 3 Month Period Ending 09/30/14

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$98,800.00	\$98,800.00	\$0.00
	-----	-----	-----
Total Revenues from Local Sources	\$98,800.00	\$98,800.00	\$0.00
	=====	=====	=====
--- STATE SOURCES ---			
3XXX Other State Aids	\$492,977.00	\$115,492.00	\$377,485.00
	-----	-----	-----
Total Revenue from State Sources	\$492,977.00	\$115,492.00	\$377,485.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$60,082.00	.00	\$60,082.00
4451-55 Title II	\$10,782.00	.00	\$10,782.00
4420-29 I.D.E.A. Part B (Handicapped)	\$116,550.00	.00	\$116,550.00
4430-39 Vocational Education	\$235,000.00	.00	\$235,000.00
	-----	-----	-----
Total Revenues from Federal Sources	\$422,414.00	\$0.00	\$422,414.00
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$1,014,191.00	\$214,292.00	\$799,899.00
	=====	=====	=====

For 3 Month Period Ending 09/30/14

September 30, 2014

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

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10/8 9:00am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/14

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ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		(\$504,279.07)
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$351,977.61	
		<hr/>	\$351,977.61

--- R E S O U R C E S ---

301	Estimated Revenues	\$2,500,000.00	
302	Less Revenues	(\$1,551,918.56)	
		<hr/>	\$948,081.44
			<hr/>
	Total assets and resources		\$795,779.98
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/14

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LIABILITIES AND FUND EQUITY

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FUND BALANCE

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--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$93,353.44
754	Reserve for encumbrances - Prior Year		\$263,928.12
751,752,76X	Other reserves		\$31,853.51
601	Appropriations	\$4,205,632.30	
602	Less : Expenditures	\$1,439,267.53	
603	Encumbrances	\$357,281.56 (\$1,796,549.09)	
			\$2,409,083.21
	Total Appropriated		\$2,798,218.28

--- Unappropriated ---

770	Fund balance	(\$1,984,211.50)
303	Budgeted Fund Balance	(\$18,226.80)

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TOTAL FUND BALANCE \$795,779.98

TOTAL LIABILITIES AND FUND EQUITY \$795,779.98

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REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 3 Month Period Ending 09/30/14

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,500,000.00	\$1,551,918.56		\$948,081.44
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$2,500,000.00	\$1,551,918.56		\$948,081.44
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$4,205,632.30	\$1,439,267.53	\$357,281.56	\$2,409,083.21
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$4,205,632.30	\$1,439,267.53	\$357,281.56	\$2,409,083.21
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$4,205,632.30	\$1,439,267.53	\$357,281.56	\$2,409,083.21
*** TOTAL EXPENDITURES AND TRANSFERS	\$4,205,632.30	\$1,439,267.53	\$357,281.56	\$2,409,083.21
	=====	=====	=====	=====

For 3 Month Period Ending 09/30/14

September 30, 2014

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

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Report of the Treasurer  
to the Board of Education

Somerset County Vocational  
All Funds  
For Month Ended: September 30, 2014

CASH REPORT

<b>FUNDS</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
<b>Governmental Funds</b>	<b>Adjusted Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General Fund (10)	\$1,328,350.07	\$1,070,805.19	-\$1,260,356.27	\$1,138,798.99
ARRA-ESF Fund (16)	\$0.00	\$0.00	\$0.00	\$0.00
ARRA-GSF Fund (17)	\$0.00	\$0.00	\$0.00	\$0.00
Fund (18)	\$0.00	\$0.00	\$0.00	\$0.00
Special Revenue Fund (20)	\$46,218.94	\$38,730.00	-\$93,719.81	-\$8,770.87
Capital Project Fund (30)	-\$531,479.07	\$779,830.20	-\$752,630.20	-\$504,279.07
Debt Services Fund (40)	\$0.00	\$0.00	\$0.00	\$0.00
Total Governmental Funds	\$843,089.94	\$1,889,365.39	-\$2,106,706.28	\$625,749.05
Summer Savings	\$0.00	\$10,009.02	\$0.00	\$10,009.02
Enterprise Fund (60) Cafeteria	\$20,881.14	\$7,157.34	-\$18,590.00	\$9,448.48
Payroll Fund (70)	\$0.00	\$469,309.53	-\$469,309.53	\$0.00
Agency Fund (90)	\$0.00	\$286,785.50	-\$286,695.60	\$89.90
Total Trust & Agency	\$20,881.14	\$773,261.39	-\$774,595.13	\$19,547.40
Grand Total for all Funds	\$863,971.08	\$2,662,626.78	-\$2,881,301.41	\$645,296.45
				\$645,296.45

Prepared and submitted by:

Michelle Fresco, Treasurer of School Moneys

10/13/2014

# Somerset County Vocational & Technical Schools

Somerset/4810

Comprehensive Maintenance Plan

Report

Actual FY 14-- Budgeted FY 15-- Projected FY 16

<u>School Name</u>	<u>13-14 Actual</u>	<u>14-15 Budgeted</u>	<u>15-16 Projected</u>
<b>Somerset County Vo-Tech</b>			
	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.
	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.
	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.
	Replace carpet and tile.	Replace carpet and tile.	Replace carpet and tile.
	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.
	Repair piping or insulation,	Repair piping or insulation,	Repair piping or insulation,
	Chemical water treatment,	Chemical water treatment,	Chemical water treatment,
	Annual service and inspection of all sys.	Annual service and Inspection of all sys.	Annual service and Inspection of all sys.
<b>Total</b>	<b>\$1,047,756</b>	<b>\$1,050,563</b>	<b>\$1,050,563</b>