

Essential Tasks of the Business Office Overview

BUSINESS OFFICE IS THE CORNER STONE OF AN ORGANIZATION
PROVIDING FISCAL LEADERSHIP AND ACCOUNTABILITY

Mrs. Yolanda Koon, School Business Administrator\Board Sec'y

Introduction to Business Office Functions

Core Responsibilities

- * Manage Payroll & Benefits
- * Purchasing & Contracts
- * Risk Management & Insurance
- * Food Services
- * Financial Management & Budget
- * Regulatory Compliance & Reporting
- * Annual Financial Audit(s)



Payroll & Benefits

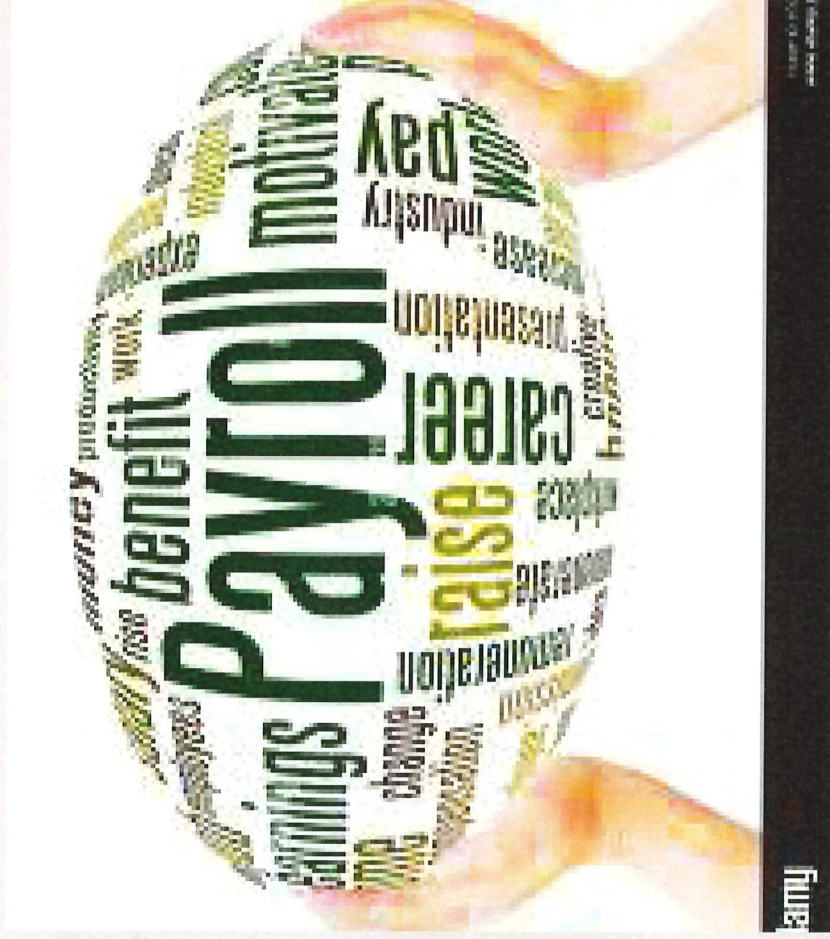
Payroll

Payroll ensures employees are paid accurately and on time. We ensure proper Taxes and Deductions are withheld.

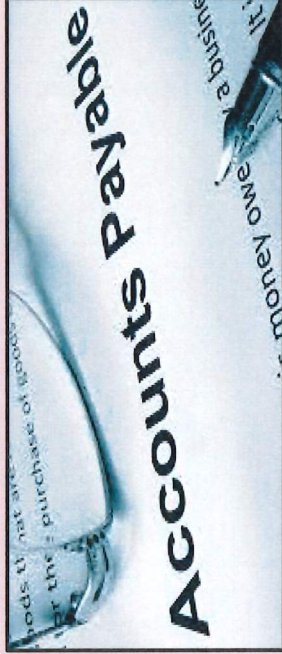
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Benefits

District offers various plan designs that best fits their family needs at the most favorable cost currently.



Purchasing, Risk Management, and Accounts Payable



Purchasing Oversight

Ensures procurement complies with NJ state laws and district policies including competitive bidding and vendor relations.

Risk Management & Insurance

Collaborate with Broker on the various insurance coverages i.e. Property, Gen. Liability, Cyber Liability, Environment, Terrorism, Auto, Crime, Certain Equip. and Worker's Compensation.

Accounts Payable

Manages invoice processing, vendor payments on a timely basis, with supporting documentation for transparency and accuracy.

Other Tasks & Responsibilities

Charter School Financial Management

Business offices manage tuition payments.

Aid in Lieu Payments

Aid in lieu provides reimbursements to parents when transportation isn't available, calculated and distributed semi-annually.

Debt Services Management

Manage and Monitoring the school districts log-term debt for possible strategies in reducing the debts.

OPRA Request

New Jersey State Law that gives the public the right to access government records.

FOOD SVC.

Management of cafeteria operations includes National School Lunch Program reimbursements, nutritional standards, and vendor coordination.



Budget Development & Oversight

Budget Planning and Forecasting

The business office forecasts revenues and allocates resources to ensure the district's fiscal sustainability and alignment with District's Mission.

Budget Oversight and Compliance

Monitoring expenditures, adjusting allocations, and reporting to the board ensure compliance and support student achievement.

More to come in March 2026.....





State and Federal Reporting & Audit(s)

List of Reports...

The business office manages multiple reports like ACFR Repository, AudSum, Budget, CDS, Chapter 44, CHE, EXAID, EWEG, School Aid, School Register Summary, SEMI, and ESSA with strict submission deadlines, just to list a few.

SUMMARY

By overseeing budgeting, purchasing, payroll, etc., the business office supports the educational mission by ensuring schools have the funding, services needed for students and staff to succeed.

Thank You !!

