

October 15, 2024

2024-2025 TRANSPORTATION CONTRACTS AND AGREEMENTS

<u>ROUTE NO.</u>	<u>CONTRACTOR</u>	<u>SCHOOL</u>	<u># OF RIDERS</u>	<u>COST</u>
ESQ1705	Wilderness Eagle	Howell Twp. Middle School	1	\$16,859.50
SE1751	D.A.G.	Ladacin	1	(Sept. Only) \$2,532
SE1805	Queen Mary	Hawkswood	2	\$78,428.70
V65	Hartnett Transit	High Tech.High	1	\$11,817.80
V69	Hartnett Transit	Communications High	4	\$37,349.20
V8122	Seashore Day	M.A.S.T.	2	\$11,034.20
V922	Klarr	Neptune Voc PM	1	\$14,645.80
V221AM	Safe Transit	Freehold Voc AM	1	\$29,698.50
V220	Garas Transit	Hazlet Voc AM	2	\$31,982
V62PM	Hartnett Transit	Career Center PM	1	\$11,016.90
V606pm	St. Mark School Bus	OCTVS	1	\$21,268.80

<u>Student No.</u>	<u>Placement</u>	<u>Contract Date</u>	<u>Annual Tuition & Extra Svcs.</u>	<u>ESY Estimated Transportation</u>	<u>Sept-June Estimated Transportation</u>	<u>Approval Date</u>	<u>End Date</u>
JULY 2024 - AUGUST 2024 ESY							
JULY 2024 - JUNE 2025 PLACEMENTS							
5128030635	Hawkswood School, Eatontown	July - June	\$87,049.20	\$3,717.00	\$39,214.35	4/24/2024	
1675443924	Hawkswood School, Eatontown	July - June	\$87,049.20	N/A	\$20,200 (12 months)	4/24/2024	
8301703925	Hawkswood School, Eatontown Plus Extraordinary Services \$48,090.00	July - June	\$132,139.20	\$3,717.00	\$39,214.35	4/24/2024	
3246165165	Schroth School, Wanamassa Aveanna Healthcare (1:1 nursing services) \$72,000	July - June	\$151,539.64	\$5,280.00	\$20,200 (Efft. 9/18/24)	9/17/2024	
8479235878	Schroth School, Wanamassa Plus Extraordinary Services \$61,552.46	July - June	\$141,092.10	N/A	\$20,200 (12 months)	7/25/2024	
1667616081	Wall Township High School, Wall Plus Extraordinary Services \$7,896 Plus 1:1 Aide \$45,333	July - June	\$99,525.00	N/A	\$20,200 (12 months)	4/24/2024	
4893883869	Alpha School, Jackson Plus Extraordinary Services \$37,800	July - June	\$130,546.50	N/A	\$20,200 (12 months)	7/25/2024	
9256433899	Brick Township Public Schools	July - June	\$34,845.00	\$2,220.00	\$19,980.00	9/17/2024	
SEPTEMBER 2024 - JUNE 2025 PLACEMENTS							
9817152573	Cambridge School, Pennington	Sept. - June	\$62,050.00	N/A	\$20,000.00	7/25/2024	
56567001585	Howell Township Public Schools Plus Extraordinary Services \$3,320	Sept. - June	\$54,148.00	N/A	\$16,859.50	9/17/2024	

**MANASQUAN ELEMENTARY SCHOOL ACCOUNT
BANK RECONCILIATION
FOR THE MONTH ENDING SEPTEMBER, 2024**

	RECORD BOOK ACCOUNT	BANK CHECKING ACCOUNT
BALANCE FORWARD	\$ 42,268.03	
Plus Receipts:		
interest	\$ 168.24	
SUB TOTAL:	\$ 42,436.27	
Less Expenditures:		
	<u>-1,733.86</u>	
Adj for Bank Errors		
<u>TOTAL FUNDS AVAILABLE:</u>	<u>\$ 40,702.41</u>	

Balance in Checking Account End Of SEPTEMBER, 2024

Manasquan Bank	\$ 46,166.25
Stop payment Reversal	
	\$ -
Prior Year Check 5507 (orginal check# 5114)	\$ (9.98)
Less Outstanding Checks:	(\$5,453.86)
<u>TOTAL FUNDS AVAILABLE:</u>	<u>\$ 40,702.41</u>

\$ -

**Manasquan Board of Education
Expenditure Summary
2024-25 September - Parent Funds 22**

Account	Description	Original Appropriation	Current Appropriation	Total Encumbered	Req Encumbered	Disbursed	Outstanding	Available	Percent Used
22-401-100-600-02-100	GENERAL ACCOUNT			-152.46		-152.46		152.46	
22-401-100-600-02-101	ATHLETIC OFFICIAL			-6,109.55	90.00	-6,109.55	.00	6,019.55	
22-401-100-600-02-103	MES CHORUS			-53.77		-53.77		53.77	
22-401-100-600-02-171	CLASS OF 2012		-1,476.91	-1,476.91		-1,476.91		.00	
22-401-100-600-02-179	CLASS OF 2020		-1,238.99	-1,238.99	.00	-1,238.99	.00	.00	
22-401-100-600-02-180	CLASS OF 2021			-1,616.62	.00	-1,616.62	.00	1,616.62	
22-401-100-600-02-181	CLASS OF 2022			-925.51		-925.51		925.51	
22-401-100-600-02-182	CLASS OF 2023			-4.45		-4.45		4.45	
22-401-100-600-02-183	CLASS OF 2024			-1,469.44	.00	-1,469.44	.00	1,469.44	
22-401-100-600-02-184	CLASS OF 2025			-275.80		-275.80		275.80	
22-401-100-600-02-185	CLASS OF 2026			-110.15		-110.15		110.15	
22-401-100-600-02-186	CLASS OF 2027			-743.61		-743.61		743.61	
22-401-100-600-02-187	CLASS OF 2028			-993.28		-993.28		993.28	
22-401-100-600-02-188	CLASS OF 2029			-187.50		-187.50		187.50	
22-401-100-600-02-189	CLASS OF 2030			-4.33		-4.33		4.33	
22-401-100-600-02-190	CLASS OF 2031								
22-401-100-600-02-191	CLASS OF 2032								
22-401-100-600-02-205	ART								
22-401-100-600-02-215	BAND								
22-401-100-600-02-216	BASKETBALL								
22-401-100-600-02-217	CHEERLEADING								
22-401-100-600-02-225	DRAMA CLUB			-5,615.90		-5,615.90		5,615.90	
22-401-100-600-02-226	HISTORY			-28.85		-28.85		28.85	
22-401-100-600-02-227	HEALTH & WELLNESS		-245.63	-245.63		-245.63		.00	
22-401-100-600-02-240	INTEREST			-510.29		-510.29		510.29	
22-401-100-600-02-250	LIBRARY		-929.21	-929.21		-929.21		.00	
22-401-100-600-02-255	MATH CLUB		-167.15	-167.15		-167.15		.00	
22-401-100-600-02-270	NATIONAL JR HONOR SOCIETY			-141.38		-141.38		141.38	
22-401-100-600-02-280	NOON WHISTLE		-1,931.56	-1,931.56		-1,931.56		.00	
22-401-100-600-02-281	ROAD RUNNERS		-556.21	-556.21		-556.21		.00	
22-401-100-600-02-290	STUDENT COUNCIL			-2,070.49	.00	-2,070.49	.00	2,070.49	
22-401-100-600-02-291	STEM			-28.85		-28.85		28.85	
22-401-100-600-02-295	TECHNOLOGY CLUB		-230.78	-230.78		-230.78		.00	
22-401-100-600-02-296	VIDEO PRODUCTION			-28.85		-28.85		28.85	
22-401-100-600-02-300	YEARBOOK			-4,153.47		-4,153.47		4,153.47	
22-401-100-600-02-310	STUDENT ACTIVITY		10,364.81	-5,113.05	.00	-5,113.05	.00	15,477.86	149%
22-401-100-600-02-320	ENVIRONMENTAL CLUB		-3,176.22	-3,176.22		-3,176.22		.00	
22-401-100-600-02-321	WARRIOR ATHLETICS		-239.00	-239.00		-239.00		.00	
22-401-100-600-02-330	WARRIORS WARDROBE		-173.15	-173.15		-173.15		.00	

INVESTMENT REPORT

DOCUMENT D

(1) Earned Interest Previous Balance (General Funds):	\$ 18,076.06
Agency Salary	108.50
Salary	114.36
Prior Month Adjustment	0.00
Checking Account Interest This Month:	<u>15,371.32</u>
Total Interest Earned to Date:	\$ <u>33,670.24</u>

(2) Bank Reconciliation for August, 2024

BANK BALANCES

Manasquan Bank - Funds 10, 12, 20, 40	3,799,568.44
Manasquan Bank - Funds 30 REF#2	10,192,218.90
Manasquan Bank - Funds 10/31 - Shared Service Agreement	0.00
Manasquan Bank - Funds 32 ESIP	2,741,882.06
Manasquan Bank - Fund (60) Before/After School	50,904.58
Manasquan Bank - Fund (61) Manasquan Schools Development Fund	55,331.66
Manasquan Bank - Fund 90 (Payroll Agency)	6,091.19
Manasquan Bank - Fund 96 (Salary)	339.85
Manasquan Bank - FSA Account	14,368.94
Manasquan Bank - Unemployment Account	225,105.09
Manasquan Bank - Combined Scholarship	87,945.58
Manasquan Bank - Cafeteria	333,698.93
Manasquan Bank - Staff Function Account	5,051.07
Plus Bank Adjustments and/or Deposit in Transit	-427.13
Outstanding Checks-Funds 10, 12, 20, 30, 40 (General)	-277,128.10
Outstanding Checks-Fund 32 (ESIP)	0.00
Outstanding Checks - Fund 60 (Before/After Care)	0.00
Outstanding Checks - Fund 61 (School Development Fund)	0.00
Outstanding Checks - Fund 62 (Cafeteria Account)	-3,576.10
Outstanding Checks - Fund 23 (Combined Scholarship)	-6,350.00
Outstanding Checks- Fund 90 (Payroll Agency)	2,372.61
Outstanding Checks- (Payroll)	0.00
Outstanding Checks - Fund 92 (Unemployment Account)	0.00
Outstanding Checks - Fund 93 (Staff Account)	-357.97
Outstanding Checks - Fund 98 (FSA Account)	0.00
Total Bank Balances:	** \$ <u>17,227,039.60</u>

FUND BALANCES**

Governmental Funds

Fund 10 (General)	\$ 2,560,907.60
Fund 10 (Capital Reserve)	528,422.90
Fund 10 (Maintenance Reserve)	200,000.00
Fund 20 (Special Project)	*** -230,382.31
Fund 30 (Capital Project)	10,175,735.06
Fund 31 (Capital Project)-Moved to Fund 10	0.00
Fund 32 (ESIP)	2,741,882.06
Fund 40 (Debt Service)	480,411.80
Total Governmental Funds	16,456,977.11

Enterprise Funds

Before and After Care School Program (Fund 60)	50,490.16
Manasquan Schools Development Fund (Fund 61)	56,951.66
Cafeteria (Fund 62)	329,304.58
Total Enterprise Funds	<u>436,746.40</u>

Trust and Agency Funds

Combined Scholarship Account (Fund 23)	81,595.58
Payroll Agency (Fund 90)	7,213.53
Unemployment Account (Fund 92)	225,105.09
Staff Function Account (Fund 93)	4,693.10
FSA (Fund 94)	14,368.94
Payroll (Fund 96)	339.85
Total Trust and Agency Funds	<u>333,316.09</u>

Total Fund Balances: **** \$ 17,227,039.60**

** As per Treasurer of School Monies Report.

*** Waiting for Federal Funding

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 10 - Interim Balance Sheet
For the two month period ending 08/31/2024**

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		2,560,907.60
116	Investment - Capital Reserve Account		528,422.90
117	Investment - Maintenance Reserve Account		200,000.00
121	Tax Levy Receivable		14,667,630.00
	Accounts Receivable:		
132	InterfundAccounts Receivable:	50,000.00	
141	Intergovernmental - StateAccounts Receivable:	1,238,654.39	
143	Intergovernmental - OtherAccounts Receivable:	12,943,390.15	
145	AR TECH FEESAccounts Receivable:	76,704.53	
153	Other Accounts ReceivableAccounts Receivable:	333,905.50	
154	Allowance for Uncollectible Accounts Receivable (Credit)Accounts Receivable:		14,642,654.57
	Loans Receivable:		
131	InterfundLoans Receivable:	5,000.00	
151,152	Other (net of estimated uncollectible of \$ 0)Loans Receivable:		5,000.00
			<u>32,604,615.07</u>

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	33,332,339.00	
302	Less Revenues	32,185,111.28	1,147,227.72
			<u>1,147,227.72</u>
	Total Assets and Resources:		<u>33,751,842.79</u>

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
421	Accounts Payable		19,050.00
499,xxx	Other Current Liabilities		653.00
			<u>19,703.00</u>

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year	25,813,076.01			
754+753	Reserve for Encumbrances - Current + Prior			25,813,076.01	
	Reserve Fund Balance:				
761	Capital Reserve Account	528,422.90			
604	Add: Increase in Capital Reserve	104,050.00			
317	Less: Budgeted Withdrawal from Capital Reserve-Transfer to Debt Service	0.00		632,472.90	
764	Maintenance Reserve Account	200,000.00			
606	Add: Increase in Maintenance Reserve	2,000.00			
310	Less: Budgeted Withdrawal from Maintenance Reserve	0.00		202,000.00	
311	Less: Budgeted Withdrawal from Tuition Reserve	200,000.00		(200,000.00)	
	Appropriations		34,182,085.00		
601	Appropriations		34,182,085.00		
602	Less: Expenditures	3,435,040.43			
603	Encumbrances	25,813,076.01	(29,248,116.44)	4,933,968.56	
	Total Appropriated			31,381,517.47	
	Unappropriated				
770	Unassigned Fund Balance			3,102,461.32	
303	Budgeted Fund Balance			751,839.00	
					<u>33,732,139.79</u>
	Total Liabilities and Fund Equity:				<u>33,751,842.79</u>

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Fund 10 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	34,182,085.00	29,248,116.44	4,933,968.56
Revenues	(33,332,339.00)	(32,185,111.28)	(1,147,227.72)
	849,746.00	(2,936,994.84)	3,786,740.84
Change in Capital Reserve:			
Plus: Increase in Capital Reserve /Interest Deposit to Capital Reserve (604)	104,050.00	104,050.00	.00
	104,050.00	104,050.00	.00
Change in Maintenance Reserve:			
Plus: Increase in Maintenance Reserve (606)	2,000.00	2,000.00	.00
	2,000.00	2,000.00	.00
Change in Tuition Reserve:			
Less: Budgeted Withdrawal from Tuition Reserve (311)	200,000.00	200,000.00	.00
	(200,000.00)	(200,000.00)	.00

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 10 - Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the two month period ending 08/31/2024**

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified For Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
10-1xxx	370	From Local Sources	32,242,760.00	0.00	32,242,760.00	31,248,242.11	Under	994,517.89
10-3xxx	520	From State Sources	1,068,129.00	0.00	1,068,129.00	932,525.00	Under	135,604.00
10-4xxx	570	From Federal Sources	21,450.00	0.00	21,450.00	4,344.17	Under	17,105.83
-		Total Revenues/Sources Of Funds	33,332,339.00	0.00	33,332,339.00	32,185,111.28	Under	1,147,227.72

General Fund

Current Expense

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-1xx-100-xxx	3200	Regular Programs - Instruction	9,999,016.00	(8,206.20)	9,990,809.80	210,149.57	9,307,211.92	473,448.31
11-2xx-100-xxx	10300	Special Education - Instruction	3,419,658.00	1,759.00	3,421,417.00	74,151.54	3,293,996.95	53,268.51
11-230-100-xxx	11160	Basic Skills/Remedial - Instruction	115,535.00	0.00	115,535.00	3,322.50	109,712.50	2,500.00
11-240-100-xxx	12160	Bilingual Education - Instruction	181,270.00	0.00	181,270.00	0.00	176,770.00	4,500.00
11-401-100-xxx	17100	School-Sponsored Cocurricular/Extracurricular Activities - Instruction	284,244.00	0.00	284,244.00	0.00	1,204.95	283,039.05
11-402-100-xxx	17600	School-Sponsored Athletics - Instruction	916,317.00	3,957.00	920,274.00	61,005.17	240,710.25	618,558.58
	72140	<i>Undistributed Expenditures:</i>						
11-000-100-xxx	29180	Instruction (Tuition)	1,014,112.00	0.00	1,014,112.00	21,356.66	974,469.25	18,286.09
11-000-211-xxx	29680	Attendance and Social Work Services	286,692.00	0.00	286,692.00	29,073.70	257,618.30	0.00
11-000-213-xxx	30620	Health Services	281,740.00	250.00	281,990.00	33,274.85	228,327.58	20,387.57
11-000-216-xxx	40580	Speech, OT, PT and Related Services	416,261.00	0.00	416,261.00	23,471.70	337,179.30	55,610.00
11-000-217-xxx	41080	Other Support Services Students - Extraordinary Services	485,475.00	0.00	485,475.00	0.00	437,895.00	47,580.00
11-000-218-xxx	41660	Guidance	1,008,186.00	0.00	1,008,186.00	83,042.24	802,153.11	122,990.65
11-000-219-xxx	42200	Child Study Teams	761,156.00	0.00	761,156.00	115,575.20	606,302.58	39,278.22
11-000-221-xxx	43200	Improvement of Instruction	936,255.00	0.00	936,255.00	179,981.20	650,236.80	106,037.00
11-000-222-xxx	43620	Educational Media Services/School Library	626,701.00	8,845.00	635,546.00	118,273.04	491,876.35	25,396.61
11-000-223-xxx	44180	Instructional Staff Training	27,600.00	850.00	28,450.00	664.01	495.00	27,290.99
11-000-230-xxx	45300	General Administration	743,819.00	57,807.39	801,626.39	183,584.54	432,615.52	185,426.33
11-000-240-xxx	46160	School Administration	1,220,746.00	(493.64)	1,220,252.36	206,228.34	946,411.90	67,612.12
11-000-251-xxx	47200	Central Services	596,039.00	0.00	596,039.00	111,585.07	475,642.40	8,811.53
11-000-252-xxx	47620	Administrative Information Technology	7,116.00	0.00	7,116.00	0.00	0.00	7,116.00
11-000-261-xxx	48580	Required Maintenance for School Facilities	159,874.00	363.32	160,237.32	6,062.00	30,665.04	123,510.28
11-000-262-xxx	49340	Custodial Services	2,636,405.00	(4,033.32)	2,632,371.68	803,610.82	1,647,518.42	181,242.44
11-000-263-xxx	50100	Care and Upkeep of Grounds	261,048.00	3,950.00	264,998.00	41,522.63	196,805.27	26,670.10
11-000-266-xxx	51100	Security	324,894.00	0.00	324,894.00	21,566.50	251,882.50	51,445.00
11-000-270-xxx	52480	Student Transportation	988,255.00	0.00	988,255.00	17,954.36	263,499.64	706,801.00
11-xxx-xxx-2xx	71260	Employee Benefits	6,411,557.00	(61,091.55)	6,350,465.45	1,089,584.79	3,638,977.48	1,621,903.18
		Total General Expense	34,109,971.00	3,957.00	34,113,928.00	3,435,040.43	25,800,178.01	4,878,709.56

Capital Outlay

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
12-xxx-xxx-73x	75880	Equipment	28,150.00	0.00	28,150.00	0.00	0.00	28,150.00
12-000-4xx-xxx	76260	Facilities Acquisition and Construction	40,007.00	0.00	40,007.00	0.00	12,898.00	27,109.00
		Total Capital Outlay	68,157.00	0.00	68,157.00	0.00	12,898.00	55,259.00

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Total General Fund	34,178,128.00	3,957.00	34,182,085.00	3,435,040.43	25,813,076.01	4,933,968.56
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**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 10 - Schedule of Revenues
Actual Compared with Estimate
For the two month period ending 08/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
10-1210	100	Local Tax Levy	17,601,159.00	0.00	17,601,159.00	17,601,159.00	0.00
10-12xx	120	Other Local Governmental Units-Restricted	18,000.00	0.00	18,000.00	0.00	18,000.00
10-1310	140	Tuition from Individuals	336,244.00	0.00	336,244.00	375,800.00	(39,556.00)
10-1320	150	Tuition from LEAs Within State	14,106,307.00	0.00	14,106,307.00	13,108,286.59	998,020.41
10-1xxx	350	Other Restricted Miscellaneous Revenues	181,050.00	0.00	181,050.00	162,996.52	18,053.48
10-1xxx	370	Total Revenue from Local Sources	32,242,760.00	0.00	32,242,760.00	31,248,242.11	994,517.89
- State Sources							
10-3121	420	Categorical Transportation Aid	76,841.00	0.00	76,841.00	76,841.00	0.00
10-3131	430	Extraordinary Aid	135,604.00	0.00	135,604.00	0.00	135,604.00
10-3132	440	Categorical Special Education Aid	751,220.00	0.00	751,220.00	751,220.00	0.00
10-3177	470	Categorical Security Aid	83,868.00	0.00	83,868.00	83,868.00	0.00
10-3178	480	Adjustment Aid	20,596.00	0.00	20,596.00	20,596.00	0.00
10-3xxx	520	Total Revenue from State Sources	1,068,129.00	0.00	1,068,129.00	932,525.00	135,604.00
- Federal Sources							
10-4200	540	Medicaid Reimbursement	21,450.00	0.00	21,450.00	4,344.17	17,105.83
10-4xxx	570	Total Revenue from Federal Sources	21,450.00	0.00	21,450.00	4,344.17	17,105.83
-	-	Total Revenues/Sources of Funds	33,332,339.00	0.00	33,332,339.00	32,185,111.28	1,147,227.72

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 10 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the two month period ending 08/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
General Fund								
- General Current Expense								
-- Regular Programs - Instruction								
--- Regular Programs - Instruction								
11-105-100-101	2000	Preschool - Salaries of Teachers	30,546.00	0.00	30,546.00	150.00	27,446.00	2,950.00
11-110-100-101	2080	Kindergarten - Salaries of Teachers	212,320.00	0.00	212,320.00	2,719.92	206,600.08	3,000.00
11-120-100-101	2100	Grades 1-5 - Salaries of Teachers	1,733,208.00	0.00	1,733,208.00	9,970.00	1,633,238.00	90,000.00
11-130-100-101	2120	Grades 6-8 - Salaries of Teachers	1,427,226.00	0.00	1,427,226.00	0.00	1,402,202.00	25,024.00
11-140-100-101	2140	Grades 9-12 - Salaries of Teachers	5,758,724.00	(11,312.00)	5,747,412.00	58,202.32	5,519,161.68	170,048.00
subtotal	subtotal	Total Regular Programs - Instruction	9,162,024.00	(11,312.00)	9,150,712.00	71,042.24	8,788,647.76	291,022.00
--- Regular Programs - Home Instruction								
11-150-100-101	2500	Salaries of Teachers	4,000.00	0.00	4,000.00	750.00	(570.00)	3,820.00
11-150-100-320	2540	Purchased Professional-Educational Services	15,500.00	0.00	15,500.00	0.00	0.00	15,500.00
subtotal	subtotal	Total Regular Programs - Home Instruction	19,500.00	0.00	19,500.00	750.00	(570.00)	19,320.00
--- Regular Programs - Undistributed Instruction								
11-190-100-340	3040	Purchased Technical Services	116,876.00	0.00	116,876.00	48,012.90	54,783.34	14,079.76
11-190-100-500	3060	Other Purchased Services (400-500 series)	48,132.00	4,377.80	52,509.80	15,501.13	29,048.39	7,960.28
11-190-100-610	3080	General Supplies	595,776.00	(15,183.79)	580,592.21	55,752.20	414,024.54	110,815.47
11-190-100-640	3100	Textbooks	26,658.00	13,911.79	40,569.79	18,761.10	16,357.89	5,450.80
11-190-100-800	3120	Other Objects	30,050.00	0.00	30,050.00	330.00	4,920.00	24,800.00
subtotal	subtotal	Total Regular Programs - Undistributed Instruction	817,492.00	3,105.80	820,597.80	138,357.33	519,134.16	163,106.31
11-1xx-100-xxxx	3200	Total Regular Programs - Instruction	9,999,016.00	(8,206.20)	9,990,809.80	210,149.57	9,307,211.92	473,448.31
-- Special Education Programs								
--- Learning and/or Language Disabilities - Mild/Moderate:								
11-204-100-101	4500	Salaries of Teachers	410,106.00	(1,399.65)	408,706.35	12,600.00	394,106.00	2,000.35
11-204-100-106	4520	Other Salaries for Instruction	38,232.00	3,438.65	41,670.65	3,437.85	38,232.00	0.80
11-204-100-610	4600	General Supplies	1,593.00	0.00	1,593.00	0.00	0.00	1,593.00
11-204-100-xxx	4660	Total Learning and/or Language Disabilities - Mild/Moderate	449,931.00	2,039.00	451,970.00	16,037.85	432,338.00	3,594.15
--- Multiple Disabilities:								
11-212-100-101	6500	Salaries of Teachers	319,790.00	0.00	319,790.00	12,000.00	299,790.00	8,000.00
11-212-100-106	6520	Other Salaries for Instruction	495,543.00	0.00	495,543.00	34,635.10	453,907.90	7,000.00
11-212-100-500	6580	Other Purchased Services (400-500 series)	2,000.00	0.00	2,000.00	0.00	1,600.00	400.00
11-212-100-610	6600	General Supplies	29,800.00	0.00	29,800.00	869.89	22,190.09	6,740.02
11-212-100-800	6640	Other Objects	6,510.00	(280.00)	6,230.00	0.00	1,195.66	5,034.34
11-212-100-xxx	6660	Total Multiple Disabilities	853,643.00	(280.00)	853,363.00	47,504.99	778,683.65	27,174.36
--- Resource Room/Resource Center:								
11-213-100-101	7000	Salaries of Teachers	1,699,532.00	0.00	1,699,532.00	5,637.50	1,683,894.50	10,000.00
11-213-100-106	7020	Other Salaries for Instruction	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
11-213-100-xxx	7160	Total Resource Room/Resource Center	1,702,532.00	0.00	1,702,532.00	5,637.50	1,683,894.50	13,000.00
--- Preschool Disabilities - Full-Time:								
11-216-100-101	8500	Salaries of Teachers	285,715.00	0.00	285,715.00	675.00	283,040.00	2,000.00
11-216-100-106	8520	Other Salaries for Instruction	121,837.00	0.00	121,837.00	4,296.20	116,040.80	1,500.00
11-216-100-xxx	8640	Total Preschool Disabilities - Full-Time	407,552.00	0.00	407,552.00	4,971.20	399,080.80	3,500.00
--- Home Instruction:								
11-219-100-101	9260	Salaries of Teachers	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
11-219-100-xxx	9420	Total Home Instruction	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
subtotal special ed	10300	Total Special Education - Instruction	3,419,658.00	1,759.00	3,421,417.00	74,151.54	3,293,996.95	53,268.51
-- Basic Skills/Remedial - Instruction								
11-230-100-101	11000	Salaries of Teachers	114,035.00	0.00	114,035.00	3,322.50	109,712.50	1,000.00
11-230-100-610	11100	General Supplies	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00

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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-230-100-xxx	11160	Total Basic Skills/Remedial - Instruction	115,535.00	0.00	115,535.00	3,322.50	109,712.50	2,500.00
-- Bilingual Education - Instruction								
11-240-100-101	12000	Salaries of Teachers	181,270.00	0.00	181,270.00	0.00	176,770.00	4,500.00
11-240-100-xxx	12160	Total Bilingual Education - Instruction	181,270.00	0.00	181,270.00	0.00	176,770.00	4,500.00
-- School-Sponsored Cocurricular/Extracurricular Activities - Instruction								
11-401-100-100	17000	Salaries	271,479.00	0.00	271,479.00	0.00	0.00	271,479.00
11-401-100-500	17020	Purchased Services (300-500 series)	3,400.00	1,232.00	4,632.00	0.00	0.00	4,632.00
11-401-100-600	17040	Supplies and Materials	5,912.00	(1,232.00)	4,680.00	0.00	1,204.95	3,475.05
11-401-100-800	17060	Other Objects	3,453.00	0.00	3,453.00	0.00	0.00	3,453.00
11-401-100-xxx	17100	Total School-Spon. Co/Extra-curricular Actvts. - Inst.	284,244.00	0.00	284,244.00	0.00	1,204.95	283,039.05
-- School-Sponsored Athletics - Instruction								
11-402-100-100	17500	Salaries	659,017.00	0.00	659,017.00	31,437.16	146,637.84	480,942.00
11-402-100-500	17520	Purchased Services (300-500 series)	100,100.00	0.00	100,100.00	6,355.86	64,200.00	29,544.14
11-402-100-600	17540	Supplies and Materials	71,700.00	3,957.00	75,657.00	11,322.15	29,872.41	34,462.44
11-402-100-800	17560	Other Objects	10,500.00	0.00	10,500.00	6,890.00	0.00	3,610.00
11-402-100-930	17580	Transfers to Cover Deficit (Custodial Funds)	75,000.00	0.00	75,000.00	5,000.00	0.00	70,000.00
11-402-100-xxx	17600	Total School-Sponsored Athletics - Instruction	916,317.00	3,957.00	920,274.00	61,005.17	240,710.25	618,558.58
-- Total Undistributed Expenditures								
--- Undistributed Expenditures - Instruction (Tuition)								
11-000-100-562	29020	Tuition to Other LEAs Within the State-Special	270,805.00	85,374.00	356,179.00	13,509.70	340,199.30	2,470.00
11-000-100-563	29040	Tuition to County Voc. School Dist.-Regular	115,246.00	(35,000.00)	80,246.00	0.00	74,417.00	5,829.00
11-000-100-564	29060	Tuition to County Voc. School Dist.-Special	14,026.00	(7,374.00)	6,652.00	0.00	6,554.00	98.00
11-000-100-566	29100	Tuition to Priv. Sch. for the Disabled - Within the State	614,035.00	(43,000.00)	571,035.00	7,846.96	553,298.95	9,889.09
11-000-100-xxx	29180	Total Undistributed Expenditures - Instruction (Tuition)	1,014,112.00	0.00	1,014,112.00	21,356.66	974,469.25	18,286.09
--- Undistributed Expenditures - Attendance and Social Work								
11-000-211-100	29500	Salaries	286,692.00	0.00	286,692.00	29,073.70	257,618.30	0.00
11-000-211-xxx	29680	Total Attendance and Work	286,692.00	0.00	286,692.00	29,073.70	257,618.30	0.00
--- Undistributed Expenditures - Health Services								
11-000-213-100	30500	Salaries	249,422.00	250.00	249,672.00	33,173.00	210,874.00	5,625.00
11-000-213-300	30540	Purchased Professional and Technical Services	15,600.00	0.00	15,600.00	0.00	13,000.00	2,600.00
11-000-213-500	30560	Other Purchased Services (400-500 series)	6,750.00	0.00	6,750.00	101.85	305.55	6,342.60
11-000-213-600	30580	Supplies and Materials	9,315.00	(1,000.00)	8,315.00	0.00	4,148.03	4,166.97
11-000-213-616	30585	Supplies - Menstrual Products	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00
11-000-213-800	30600	Other Objects	653.00	0.00	653.00	0.00	0.00	653.00
11-000-213-xxx	30620	Total Undistributed Expenditures - Health Services	281,740.00	250.00	281,990.00	33,274.85	228,327.58	20,387.57
--- Undistributed Expenditures - Speech, OT, PT and Related Services								
11-000-216-100	40500	Salaries	328,552.00	0.00	328,552.00	20,929.40	305,082.60	2,540.00
11-000-216-320	40520	Purchased Professional - Educational Services	83,564.00	0.00	83,564.00	600.00	30,085.00	52,879.00
11-000-216-600	40540	Supplies and Materials	4,145.00	0.00	4,145.00	1,942.30	2,011.70	191.00
11-000-216-xxx	40580	Total Speech, OT, PT and Related Services	416,261.00	0.00	416,261.00	23,471.70	337,179.30	55,610.00
--- Undistributed Expenditures-Other Supp. Serv. Students-Extraordinary Svcs								
11-000-217-100	41000	Salaries	485,475.00	0.00	485,475.00	0.00	437,895.00	47,580.00
11-000-217-xxx	41080	Total Other Support Services Students-Extraordinary Serv.	485,475.00	0.00	485,475.00	0.00	437,895.00	47,580.00
--- Undistributed Expenditures - Guidance								
11-000-218-104	41500	Salaries of Other Professional Staff	794,768.00	0.00	794,768.00	61,223.48	726,544.52	7,000.00
11-000-218-105	41520	Salaries of Secretarial and Clerical Assistants	90,525.00	0.00	90,525.00	14,987.48	74,537.52	1,000.00
11-000-218-320	41560	Purchased Professional - Educational Services	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
11-000-218-390	41580	Other Purchased Professional and Technical Services	104,783.00	0.00	104,783.00	6,831.28	0.00	97,951.72

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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-218-500	41600	Other Purchased Services (400-500 series)	1,364.00	0.00	1,364.00	0.00	0.00	1,364.00
11-000-218-600	41620	Supplies and Materials	11,380.00	0.00	11,380.00	0.00	1,071.07	10,308.93
11-000-218-800	41640	Other Objects	3,366.00	0.00	3,366.00	0.00	0.00	3,366.00
11-000-218-xxx	41660	Total Undistributed Expenditures - Guidance	1,008,186.00	0.00	1,008,186.00	83,042.24	802,153.11	122,990.65
--- Undistributed Expenditures - Child Study Teams								
11-000-219-104	42000	Salaries of Other Professional Staff	621,627.00	0.00	621,627.00	86,726.59	524,888.33	10,012.08
11-000-219-105	42020	Salaries of Secretarial and Clerical Assistants	92,525.00	0.00	92,525.00	14,920.84	74,604.16	3,000.00
11-000-219-320	42060	Purchased Professional - Educational Services	7,200.00	0.00	7,200.00	0.00	0.00	7,200.00
11-000-219-390	42080	Other Purchased Prof. and Tech. Services	13,344.00	0.00	13,344.00	13,342.57	0.00	1.43
11-000-219-500	42100	Other Purchased Services (400-500 series) (voc and cssd only)	5,307.00	0.00	5,307.00	0.00	1,800.00	3,507.00
11-000-219-600	42160	Supplies and Materials	18,058.00	0.00	18,058.00	585.20	5,010.09	12,462.71
11-000-219-800	42180	Other Objects	3,095.00	0.00	3,095.00	0.00	0.00	3,095.00
11-000-219-xxx	42200	Total Child Study Teams	761,156.00	0.00	761,156.00	115,575.20	606,302.58	39,278.22
--- Undistributed Expenditures - Improvement of Instruction Services								
11-000-221-102	43000	Salaries of Supervisor of Instruction	674,176.00	0.00	674,176.00	111,182.52	562,993.48	0.00
11-000-221-104	43020	Salaries of Other Professional Staff	93,544.00	0.00	93,544.00	15,590.68	77,953.32	0.00
11-000-221-105	43040	Salaries of Secretarial and Clerical Assist.	15,468.00	0.00	15,468.00	2,578.00	12,890.00	0.00
11-000-221-110	43060	Other Salaries	53,100.00	0.00	53,100.00	48,510.00	(3,600.00)	8,190.00
11-000-221-176	43080	Salaries of Facilitators, Math and Literacy Coaches	93,875.00	0.00	93,875.00	0.00	0.00	93,875.00
11-000-221-500	43140	Other Purchased Services (400-500)	1,720.00	0.00	1,720.00	730.00	0.00	990.00
11-000-221-600	43160	Supplies and Materials	2,490.00	0.00	2,490.00	0.00	0.00	2,490.00
11-000-221-800	43180	Other Objects	1,882.00	0.00	1,882.00	1,390.00	0.00	492.00
11-000-221-xxx	43200	Total Improvement of Instruction Services	936,255.00	0.00	936,255.00	179,981.20	650,236.80	106,037.00
--- Undistributed Expenditures - Educational Media Services/School Library								
11-000-222-100	43500	Salaries	104,976.00	0.00	104,976.00	2,212.50	99,426.00	3,337.50
11-000-222-177	43520	Salaries of Technology Coordinators	488,181.00	9,023.00	497,204.00	110,317.16	386,886.37	0.47
11-000-222-500	43560	Other Purchased Services (400-500 series)	26,469.00	(300.99)	26,168.01	5,639.16	4,520.74	16,008.11
11-000-222-600	43580	Supplies and Materials	6,470.00	122.99	6,592.99	104.22	963.24	5,525.53
11-000-222-800	43600	Other Objects	605.00	0.00	605.00	0.00	80.00	525.00
11-000-222-xxx	43620	Total Educational Media Services/School Library	626,701.00	8,845.00	635,546.00	118,273.04	491,876.35	25,396.61
--- Undistributed Expenditures - Instructional Staff Training Services								
11-000-223-104	44020	Salaries of Other Professional Staff	11,160.00	0.00	11,160.00	0.00	0.00	11,160.00
11-000-223-320	44080	Purchased Professional - Educational Service	7,340.00	500.00	7,840.00	300.00	0.00	7,540.00
11-000-223-500	44120	Other Purchased Services (400-500 series)	8,490.00	350.00	8,840.00	0.00	495.00	8,345.00
11-000-223-600	44140	Supplies and Materials	610.00	0.00	610.00	364.01	0.00	245.99
11-000-223-xxx	44180	Total Instructional Staff Training Services	27,600.00	850.00	28,450.00	664.01	495.00	27,290.99
--- Undistributed Expenditures - Support Services - General Administration								
11-000-230-100	45000	Salaries	355,729.00	61,091.55	416,820.55	114,611.37	302,209.18	0.00
11-000-230-331	45040	Legal Services	105,000.00	0.00	105,000.00	4,965.00	0.00	100,035.00
11-000-230-332	45060	Audit Fees	15,000.00	0.00	15,000.00	0.00	12,500.00	2,500.00
11-000-230-334	45080	Architectural/Engineering Services	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
11-000-230-339	45100	Other Purchased Professional Services	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
11-000-230-340	45120	Purchased Technical Services	21,767.00	0.00	21,767.00	21,267.09	381.50	118.41
11-000-230-530	45140	Communications / Telephone	105,450.00	(3,284.16)	102,165.84	15,386.99	51,243.64	35,535.21
11-000-230-590	45180	Misc Purchased Services (400-500 series, O/T 530 and 585)	90,976.00	0.00	90,976.00	4,405.48	63,519.20	23,051.32
11-000-230-610	45200	General Supplies	8,847.00	0.00	8,847.00	3,848.71	2,762.00	2,236.29
11-000-230-890	45260	Miscellaneous Expenditures	12,050.00	0.00	12,050.00	6,124.00	0.00	5,926.00
11-000-230-895	45280	BOE Membership Dues and Fees	14,000.00	0.00	14,000.00	12,975.90	0.00	1,024.10

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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-xxx	45300	Total Support Services - General Administration	743,819.00	57,807.39	801,626.39	183,584.54	432,615.52	185,426.33
--- Undistributed Expenditures - Support Services - School Administration								
11-000-240-103	46000	Salaries of Principals/Assistant Principals	790,870.00	0.00	790,870.00	117,984.27	657,449.73	15,436.00
11-000-240-105	46040	Salaries of Secretarial and Clerical Assistants	302,043.00	0.00	302,043.00	42,527.14	254,029.08	5,486.78
11-000-240-300	46080	Purchased Professional and Technical Services	4,100.00	4,100.00	8,200.00	0.00	425.00	7,775.00
11-000-240-500	46100	Other Purchased Services (400-500 series)	75,226.00	(3,293.64)	71,932.36	39,049.74	14,457.52	18,425.10
11-000-240-600	46120	Supplies and Materials	37,587.00	(4,800.00)	32,787.00	317.19	16,145.57	16,324.24
11-000-240-800	46140	Other Objects	10,920.00	3,500.00	14,420.00	6,350.00	3,905.00	4,165.00
11-000-240-xxx	46160	Total Support Services - School Administration	1,220,746.00	(493.64)	1,220,252.36	206,228.34	946,411.90	67,612.12
--- Undistributed Expenditures - Central Services								
11-000-251-100	47000	Salaries	569,468.00	0.00	569,468.00	94,209.08	475,258.92	0.00
11-000-251-330	47020	Purchased Professional Services	2,000.00	100.00	2,100.00	2,100.00	0.00	0.00
11-000-251-340	47040	Purchased Technical Services	8,821.00	0.00	8,821.00	8,820.00	0.00	1.00
11-000-251-592	47060	Miscellaneous Purchased Services (400-500 series)	2,250.00	1,000.00	3,250.00	2,156.50	343.50	750.00
11-000-251-600	47100	Supplies and Materials	10,500.00	(1,100.00)	9,400.00	1,758.39	39.98	7,601.63
11-000-251-890	47180	Miscellaneous Expenditures	3,000.00	0.00	3,000.00	2,541.10	0.00	458.90
11-000-251-xxx	47200	Total Central Services	596,039.00	0.00	596,039.00	111,585.07	475,642.40	8,811.53
--- Undistributed Expenditures - Administrative Information Technology								
11-000-252-100	47500	Salaries	7,116.00	0.00	7,116.00	0.00	0.00	7,116.00
11-000-252-xxx	47620	Total Administrative Information Technology	7,116.00	0.00	7,116.00	0.00	0.00	7,116.00
--- Operation and Maintenance of Plant Services								
---- Undistributed Expenditures - Required Maintenance for School Facilities								
11-000-261-100	48500	Salaries	0.00	833.32	833.32	0.00	0.00	833.32
11-000-261-420	48520	Cleaning, Repair, and Maintenance Services	159,874.00	(470.00)	159,404.00	6,062.00	30,665.04	122,676.96
11-000-261-xxx	48580	Total Required Maintenance for School Facilities	159,874.00	363.32	160,237.32	6,062.00	30,665.04	123,510.28
---- Undistributed Expenditures - Custodial Services								
11-000-262-100	49000	Salaries	992,406.00	(50,326.32)	942,079.68	146,305.90	780,607.10	15,166.68
11-000-262-107	49020	Salaries of Non-Instructional Aides	58,897.00	49,493.00	108,390.00	8,248.80	98,641.20	1,500.00
11-000-262-420	49060	Cleaning, Repair, and Maintenance Services	194,596.00	(12,721.00)	181,875.00	26,914.46	98,090.47	56,870.07
11-000-262-441	49080	Rental of Land and Bldg. Oth. than Lease Pur Agrmt	244,500.00	0.00	244,500.00	244,500.00	0.00	0.00
11-000-262-490	49120	Other Purchased Property Services	28,200.00	0.00	28,200.00	1,032.84	14,876.70	12,290.46
11-000-262-520	49140	Insurance	242,481.00	12,721.00	255,202.00	130,792.00	124,410.00	0.00
11-000-262-590	49160	Miscellaneous Purchased Services	2,000.00	0.00	2,000.00	68.47	731.53	1,200.00
11-000-262-610	49180	General Supplies	98,025.00	100.00	98,125.00	14,390.38	5,786.21	77,948.41
11-000-262-621	49200	Energy (Natural Gas)	186,153.00	3,436.00	189,589.00	7,710.81	181,878.19	0.00
11-000-262-622	49220	Energy (Electricity)	339,727.00	(3,436.00)	336,291.00	49,402.98	275,597.02	11,291.00
11-000-262-800	49280	Other Objects	10,700.00	(3,300.00)	7,400.00	1,224.18	1,200.00	4,975.82
11-000-262-837	49300	Interest - Energy Savings Improvement Program Bonds	193,720.00	0.00	193,720.00	128,020.00	65,700.00	0.00
11-000-262-917	49320	Principal - Energy Savings Improvement Program Bonds	45,000.00	0.00	45,000.00	45,000.00	0.00	0.00
11-000-262-xxx	49340	Total Custodial Services	2,636,405.00	(4,033.32)	2,632,371.68	803,610.82	1,647,518.42	181,242.44
---- Undistributed Expenditures - Care and Upkeep of Grounds								
11-000-263-100	50000	Salaries	205,103.00	0.00	205,103.00	32,433.82	162,169.18	10,500.00
11-000-263-420	50040	Cleaning, Repair, and Maintenance Services	41,945.00	2,200.00	44,145.00	4,120.00	25,183.40	14,841.60
11-000-263-610	50060	General Supplies	14,000.00	1,750.00	15,750.00	4,968.81	9,452.69	1,328.50
11-000-263-xxx	50100	Total Care And Upkeep Of Grounds	261,048.00	3,950.00	264,998.00	41,522.63	196,805.27	26,670.10
---- Undistributed Expenditures - Security								
11-000-266-100	51000	Salaries	286,009.00	0.00	286,009.00	21,566.50	242,942.50	21,500.00
11-000-266-300	51020	Purchased Professional and Technical Services	36,500.00	0.00	36,500.00	0.00	8,800.00	27,700.00
11-000-266-420	51040	Cleaning, Repair, and Maintenance Services	250.00	0.00	250.00	0.00	0.00	250.00
11-000-266-610	51060	General Supplies	2,135.00	0.00	2,135.00	0.00	140.00	1,995.00

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-266-xxx	51100	Total Security	324,894.00	0.00	324,894.00	21,566.50	251,882.50	51,445.00
subtotal of 11-000-26x-xxx	51120	Total Operation and Maintenance of Plant Services	3,382,221.00	280.00	3,382,501.00	872,761.95	2,126,871.23	382,867.82
--- Undistributed Expenditures - Student Transportation Services								
11-000-270-161	52040	Salaries for Pupil Trans. (Bet Home and Sch)-Special Ed.	16,124.00	0.00	16,124.00	2,697.68	13,426.32	0.00
11-000-270-162	52060	Salaries for Pupil Trans. (Other than Between Home and Sch)	44,000.00	0.00	44,000.00	0.00	0.00	44,000.00
11-000-270-442	52160	Rental Payments - School Buses	30,000.00	0.00	30,000.00	0.00	24,000.00	6,000.00
11-000-270-512	52280	Contracted Services (Other than Between Home and Sch)-Vendors	168,955.00	0.00	168,955.00	5,970.00	110,360.00	52,625.00
11-000-270-513	52300	Contracted Services (Between Home and Sch)-Joint Agreements	48,158.00	0.00	48,158.00	0.00	0.00	48,158.00
11-000-270-514	52320	Contracted Services (Special Ed Students)-Vendors	0.00	125,000.00	125,000.00	9,286.68	115,713.32	0.00
11-000-270-517	52360	Contracted Services (Regular Students)-ESCs and CTSAs	258,798.00	0.00	258,798.00	0.00	0.00	258,798.00
11-000-270-518	52380	Contracted Services (Special Ed. Students)-ESCs and CTSAs	422,220.00	(125,000.00)	297,220.00	0.00	0.00	297,220.00
11-000-270-xxx	52480	Total Student Transportation Services	988,255.00	0.00	988,255.00	17,954.36	263,499.64	706,801.00
--- Employee Benefits								
---- Unallocated Benefits								
11-000-291-220	71020	Social Security Contributions	506,495.00	0.00	506,495.00	60,357.77	0.00	446,137.23
11-000-291-241	71060	Other Retirement Contributions - PERS	543,068.00	0.00	543,068.00	104.44	0.00	542,963.56
11-000-291-260	71160	Worker's Compensation	152,255.00	0.00	152,255.00	146,252.78	0.00	6,002.22
11-000-291-270	71180	Health Benefits	4,439,409.00	0.00	4,439,409.00	859,173.80	3,539,525.86	40,709.34
11-000-291-280	71200	Tuition Reimbursement	221,242.00	0.00	221,242.00	8,696.00	32,787.72	179,758.28
11-000-291-290	71220	Other Employee Benefits	549,088.00	(61,091.55)	487,996.45	15,000.00	66,663.90	406,332.55
total unallocated benefits	71240	11-000-291-2xx	6,411,557.00	(61,091.55)	6,350,465.45	1,089,584.79	3,638,977.48	1,621,903.18
11-xxx-xxx-2xx	71260	Total Employee Benefits	6,411,557.00	(61,091.55)	6,350,465.45	1,089,584.79	3,638,977.48	1,621,903.18
	72140	Total Undistributed Expenditures	19,193,931.00	6,447.20	19,200,378.20	3,086,411.65	12,670,571.44	3,443,395.11
	72260	Total General Expense	34,109,971.00	3,957.00	34,113,928.00	3,435,040.43	25,800,178.01	4,878,709.56
- Capital Outlay								
-- Equipment								
---- Instructional Equipment - Regular Education:								
12-120-100-730	73040	Grades 1-5	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
12-130-100-730	73060	Grades 6-8	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
12-140-100-730	73080	Grades 9-12	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
-		Total Instructional Equipment - Regular Education	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
--- Equipment - Undistributed:								
12-000-266-730	75760	Undistributed Expenditures - Security	12,150.00	0.00	12,150.00	0.00	0.00	12,150.00
-		Total Equipment - Undistributed	12,150.00	0.00	12,150.00	0.00	0.00	12,150.00
12-xxx-xxx-73x	75880	Total Equipment	28,150.00	0.00	28,150.00	0.00	0.00	28,150.00
-- Facilities Acquisition and Construction Services								
12-000-400-450	76080	Construction Services	12,898.00	0.00	12,898.00	0.00	12,898.00	0.00
12-000-400-896	76210	Assessment for Debt Service on SDA Funding	27,109.00	0.00	27,109.00	0.00	0.00	27,109.00
12-000-400-xxx	76260	Total Facilities Acquisition and Construction Services	40,007.00	0.00	40,007.00	0.00	12,898.00	27,109.00
12-xxx-xxx-xxx	76400	Total Capital Outlay	68,157.00	0.00	68,157.00	0.00	12,898.00	55,259.00
	84060	Total General Fund	34,178,128.00	3,957.00	34,182,085.00	3,435,040.43	25,813,076.01	4,933,968.56

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 20 - Interim Balance Sheet
For the two month period ending 08/31/2024**

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		218,738.41
	Accounts Receivable:		
141	Intergovernmental - StateAccounts Receivable:	27,112.00	
149	AR Manasquan Boro GrantAccounts Receivable:	13,850.00	
xxx	Other Current AssetsAccounts Receivable:		40,962.00
			<u>259,700.41</u>

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	504,364.77	
302	Less Revenues	35,452.54	468,912.23
			<u>468,912.23</u>
	Total Assets and Resources:		<u>728,612.64</u>

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
421	Accounts Payable		997.00
			<u>997.00</u>

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year		225,139.38		
754	Reserve for Encumbrances - Prior Year		16,870.00		
754+753	Reserve for Encumbrances - Current + Prior			<u>242,009.38</u>	
	Reserve Fund Balance:				
758	Student Activity Fund			367,525.14	
759	Scholarship Fund			81,595.58	
601	Appropriations		521,234.77		
602	Less: Expenditures	175,186.13			
603	Encumbrances	242,009.38	(417,195.51)	104,039.26	
770	Unassigned Fund Balance			(67,553.72)	
					<u>727,615.64</u>
	Total Liabilities and Fund Equity:				<u>728,612.64</u>

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Fund 20 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	521,234.77	417,195.51	104,039.26
Revenues	(504,364.77)	(35,452.54)	(468,912.23)
	16,870.00	381,742.97	(364,872.97)

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 20 - Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the two month period ending 08/31/2024**

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
20-1xxx	745	From Local Sources	35,452.28	19,486.56	54,938.84	35,452.28	Under	19,486.56
20-4xxx	830	From Federal Sources	341,868.00	107,557.93	449,425.93	0.26	Under	449,425.67
-		Total Revenues/Sources Of Funds	377,320.28	127,044.49	504,364.77	35,452.54	Under	468,912.23

Special Revenue Fund

Local Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	84100	Local Projects	0.00	71,808.84	71,808.84	0.00	36,356.56	35,452.28
		Total Local Projects	0.00	71,808.84	71,808.84	0.00	36,356.56	35,452.28

Federal Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	88500	Title I	7,305.47	16,109.00	23,414.47	9,475.00	(1,230.00)	15,169.47
20-xxx-xxx-xxx	88520	Title II	47,622.00	(2,169.00)	45,453.00	0.00	31,232.00	14,221.00
20-xxx-xxx-xxx	88540	Title III	4,175.00	0.00	4,175.00	0.00	0.00	4,175.00
20-xxx-xxx-xxx	88560	Title IV	8,500.00	1,500.00	10,000.00	0.00	0.00	10,000.00
20-xxx-xxx-xxx	88620	I.D.E.A. Part B (Handicapped)	268,739.00	47,340.00	316,079.00	137,216.67	177,200.82	1,661.51
20-xxx-xxx-xxx	88640	Vocational Education	15,089.00	2,671.00	17,760.00	0.00	0.00	17,760.00
-		Additional Federal Grants	0.00	32,544.46	32,544.46	28,494.46	(1,550.00)	5,600.00
20-xxx-xxx-xxx		Total Federal Projects	351,430.47	97,995.46	449,425.93	175,186.13	205,652.82	68,586.98
		Total Special Revenue Fund	351,430.47	169,804.30	521,234.77	175,186.13	242,009.38	104,039.26

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 20 - Schedule of Revenues
Actual Compared with Estimate
For the two month period ending 08/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
20-1xxx	740	Other Revenue from Local Sources	35,452.28	19,486.56	54,938.84	35,452.28	19,486.56
20-1xxx	745	Total Local Sources	35,452.28	19,486.56	54,938.84	35,452.28	19,486.56
- Federal Sources							
20-4411-4414	775	Title I	36,254.00	18,392.47	54,646.47	0.00	54,646.47
20-4451-4455	780	Title II	11,368.00	2,853.00	14,221.00	0.26	14,220.74
20-4491-4494	785	Title III	1,918.00	2,257.00	4,175.00	0.00	4,175.00
20-4471-4474	790	Title IV	8,500.00	1,500.00	10,000.00	0.00	10,000.00
20-4420-4429	805	I.D.E.A. Part B (Handicapped)	268,739.00	47,340.00	316,079.00	0.00	316,079.00
20-4542	807	ARP ESSER Subgrant Evidence-Based Summer Learning and Enrichment Activities Grant	0.00	9,825.00	9,825.00	0.00	9,825.00
20-4544	809	ARP ESSER Subgrant New Jersey Tiered System of Supports (NJTSS) Mental Health Support Staffing Grant	0.00	10,000.00	10,000.00	0.00	10,000.00
20-4430	810	Vocational Education	15,089.00	2,671.00	17,760.00	0.00	17,760.00
20-4540	814	ARP ESSER	0.00	12,719.46	12,719.46	0.00	12,719.46
20-4xxx	830	Total from Federal Sources	341,868.00	107,557.93	449,425.93	0.26	449,425.67
-	-	Total Revenues/Sources of Funds	377,320.28	127,044.49	504,364.77	35,452.54	468,912.23

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 20 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the two month period ending 08/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Special Revenue Fund								
- Local Projects								
-- Local Projects								
20-xxx-xxx-xxx	84100	Local Projects	0.00	71,808.84	71,808.84	0.00	36,356.56	35,452.28
20-xxx-xxx-xxx	84100		<u>0.00</u>	<u>71,808.84</u>	<u>71,808.84</u>	<u>0.00</u>	<u>36,356.56</u>	<u>35,452.28</u>
	-	Total Local Projects	0.00	71,808.84	71,808.84	0.00	36,356.56	35,452.28
- Federal Projects								
-- Title I								
20-xxx-100-101	88480	Salaries- Instruction- Salaries of Teacher	0.00	8,245.00	8,245.00	9,475.00	(1,230.00)	0.00
20-xxx-200-200	88491	Benefits	7,305.47	7,864.00	15,169.47	0.00	0.00	15,169.47
20-xxx-xxx-xxx	88500	Total Title I	<u>7,305.47</u>	<u>16,109.00</u>	<u>23,414.47</u>	<u>9,475.00</u>	<u>(1,230.00)</u>	<u>15,169.47</u>
-- Title II								
20-xxx-100-101	88501	Salaries- Instruction- Salaries of Teacher	36,254.00	(5,022.00)	31,232.00	0.00	31,232.00	0.00
20-xxx-200-300	88512	Professional Tech Services- Support	11,368.00	(7,647.00)	3,721.00	0.00	0.00	3,721.00
20-xxx-200-500	88514	Other Purchased Services - Support	0.00	10,500.00	10,500.00	0.00	0.00	10,500.00
20-xxx-xxx-xxx	88520	Total Title II	<u>47,622.00</u>	<u>(2,169.00)</u>	<u>45,453.00</u>	<u>0.00</u>	<u>31,232.00</u>	<u>14,221.00</u>
-- Title III								
20-xxx-100-600	88525	Instructional Supplies- Instruction	1,918.00	0.00	1,918.00	0.00	0.00	1,918.00
20-xxx-200-600	88535	Supplies and Materials-Support	2,257.00	0.00	2,257.00	0.00	0.00	2,257.00
20-xxx-xxx-xxx	88540	Total Title III	<u>4,175.00</u>	<u>0.00</u>	<u>4,175.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,175.00</u>
-- Title IV								
20-xxx-100-500	88544	Other Purchased Services- Instruction (400-500 series)	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00
20-xxx-100-600	88545	Instructional Supplies- Instruction	8,500.00	(8,500.00)	0.00	0.00	0.00	0.00
20-xxx-xxx-xxx	88560	Total Title IV	<u>8,500.00</u>	<u>1,500.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
-- I.D.E.A. Part B (Handicapped)								
20-xxx-100-500	88604	Other Purchased Services- Instruction (400-500 series)	268,739.00	38,628.00	307,367.00	136,736.64	170,630.36	0.00
20-xxx-100-600	88607	Instructional Supplies- Instruction	0.00	8,712.00	8,712.00	480.03	6,570.46	1,661.51
20-xxx-xxx-xxx	88620	Total I.D.E.A. Part B (Handicapped)	<u>268,739.00</u>	<u>47,340.00</u>	<u>316,079.00</u>	<u>137,216.67</u>	<u>177,200.82</u>	<u>1,661.51</u>
-- Vocational Education								
20-xxx-100-101	88621	Salaries- Instruction- Salaries of Teacher	15,089.00	(4,359.00)	10,730.00	0.00	0.00	10,730.00
20-xxx-100-300	88623	Purchased Services- Instruction	0.00	2,700.00	2,700.00	0.00	0.00	2,700.00
20-xxx-200-200	88631	Benefits	0.00	821.00	821.00	0.00	0.00	821.00
20-xxx-200-500	88634	Other Purchased Services - Support	0.00	3,509.00	3,509.00	0.00	0.00	3,509.00
20-xxx-xxx-xxx	88640	Total Vocational Education	<u>15,089.00</u>	<u>2,671.00</u>	<u>17,760.00</u>	<u>0.00</u>	<u>0.00</u>	<u>17,760.00</u>
-- Additional Federal Grants								
20-487-xxx-xxx	88713	ARP ESSER Grant Program	0.00	12,719.46	12,719.46	12,719.46	0.00	0.00
20-489-xxx-xxx	88715	ARP ESSER Subgrant Evidence-Based Summer Learning and Enrichment Activities Grant	0.00	9,825.00	9,825.00	9,475.00	0.00	350.00
20-491-xxx-xxx	88717	ARP ESSER Subgrant New Jersey Tiered System of Supports (NJTSS) Mental Health Support Staffing Grant	0.00	10,000.00	10,000.00	6,300.00	(1,550.00)	5,250.00
20-xxx-xxx-xxx	-	Total Additional Federal Grants	<u>0.00</u>	<u>32,544.46</u>	<u>32,544.46</u>	<u>28,494.46</u>	<u>(1,550.00)</u>	<u>5,600.00</u>
20-xxx-xxx-xxx	88740	Total Federal Projects	<u>351,430.47</u>	<u>97,995.46</u>	<u>449,425.93</u>	<u>175,186.13</u>	<u>205,652.82</u>	<u>68,586.98</u>
20-xxx-xxx-xxx	88760	Total Special Revenue Fund	<u>351,430.47</u>	<u>169,804.30</u>	<u>521,234.77</u>	<u>175,186.13</u>	<u>242,009.38</u>	<u>104,039.26</u>

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 30 - Interim Balance Sheet
For the two month period ending 08/31/2024**

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		10,175,735.06
	Accounts Receivable:		
	Loans Receivable:		
			<u>10,175,735.06</u>

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	0.00	
302	Less Revenues	87,115.42	(87,115.42)
			<u>(87,115.42)</u>
	Total Assets and Resources:		<u>10,088,619.64</u>

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
			0.00

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year			212,627.83	
754	Reserve for Encumbrances - Prior Year			7,920,825.30	
601	Appropriations		10,957,187.73		
602	Less: Expenditures	868,912.18			
603	Encumbrances	8,133,453.13	(9,002,365.31)	1,954,822.42	
	Unappropriated:				
770	Unassigned Fund Balance		2,173,003.89		
303	Budgeted Fund Balance		2,172,659.80	344.09	
	Total Fund Balance			10,088,619.64	
					<u>10,088,619.64</u>
	Total Liabilities and Fund Equity:				<u>10,088,619.64</u>

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Fund 30 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	10,957,187.73	9,002,365.31	1,954,822.42
Revenues	(.00)	(87,115.42)	(-87,115.42)
	10,957,187.73	8,915,249.89	2,041,937.84

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 30 - Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the two month period ending 08/31/2024**

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
10-1xxx	370	From Local Sources	0.00	0.00	0.00	87,115.42	Over	(87,115.42)
	-	Total Revenues/Sources Of Funds	0.00	0.00	0.00	87,115.42	Over	(87,115.42)

Total Capital Projects Fund Expenditures

Facilities Acquisition and Construction Services

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
30-000-4xx-390	89060	Other Purchased Professional and Technical Services	0.00	283,297.07	283,297.07	94,009.35	189,287.72	0.00
30-000-4xx-450	89080	Construction Services	2,172,659.80	8,501,230.86	10,673,890.66	774,902.83	7,944,165.41	1,954,822.42
			2,172,659.80	8,784,527.93	10,957,187.73	868,912.18	8,133,453.13	1,954,822.42
		Total Capital Projects Fund Expenditures	2,172,659.80	8,784,527.93	10,957,187.73	868,912.18	8,133,453.13	1,954,822.42

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 30 - Schedule of Revenues
Actual Compared with Estimate
For the two month period ending 08/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
30-1510	950	Earnings on Investments	0.00	0.00	0.00	87,115.42	(87,115.42)
10-1xxx	370	Total Revenue from Local Sources	0.00	0.00	0.00	87,115.42	(87,115.42)
	-	Total Revenues/Sources of Funds	0.00	0.00	0.00	87,115.42	(87,115.42)

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 30 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the two month period ending 08/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Total Capital Projects Fund Expenditures								
- Facilities Acquisition and Construction Services								
-- Other Purchased Professional and Technical Services								
30-000-4xx-390	89060	Other Purchased Professional and Technical Services	0.00	283,297.07	283,297.07	94,009.35	189,287.72	0.00
30-000-4xx-390	89060		0.00	283,297.07	283,297.07	94,009.35	189,287.72	0.00
-- Construction Services								
30-000-4xx-450	89080	Construction Services	2,172,659.80	8,501,230.86	10,673,890.66	774,902.83	7,944,165.41	1,954,822.42
30-000-4xx-450	89080		2,172,659.80	8,501,230.86	10,673,890.66	774,902.83	7,944,165.41	1,954,822.42
	89200		2,172,659.80	8,784,527.93	10,957,187.73	868,912.18	8,133,453.13	1,954,822.42
	84060	Total Capital Projects Fund Expenditures	2,172,659.80	8,784,527.93	10,957,187.73	868,912.18	8,133,453.13	1,954,822.42

**Profit and Loss Report
Manasquan Board of Education
Fund 32**

**Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the two month period ending 08/31/2024**

Revenues

Account Number	Description	Revised	Accrued	Earned	Receipts	Balance
32-1510-011-01	Interest				21,216.43	-21,216.43
32-1510-402	ESIP Bond Principal					
		<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>21,216.43</u>	<u>-21,216.43</u>

Current Expense

Account Number	Description	Appropriation	Requested	Outstanding	Disbursed To Date	Available
32-000-402-331-00-ES	ESIP 2023 - Legal					
32-000-402-390-00-ES	ESIP 2023 - Financial Svcs					
32-000-402-390-10-ES	ESIP 2023 - Arch/Engr/CM			15,003.31	7,669.15	.00
32-000-402-450-00-ES	ESIP - 2023 Construction	161,679.00		2,746,451.32		500.00
		<u>161,679.00</u>	<u>.00</u>	<u>2,761,454.63</u>	<u>7,669.15</u>	<u>500.00</u>

YTD Profit/Loss: \$-2,747,907.35

**Manasquan Board of Education
Balance Sheet (Condensed)
2024-25 August**

32 ESIP

ASSETS

Current Assets

101	Cash in Bank	2,741,882.06
		Total Assets:
		2,741,882.06

LIABILITIES

Current Liabilities

Total Liabilities:	.00
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FUND EQUITY

Budgeting Accounts

302	Revenues (Control Account / Normal Credit Balance)	21,216.43
303	Budgeted Fund Balance	(161,679.00)

Fund Equities

601	Appropriations (Control Account/Normal Credit Balance)	2,769,623.78
602	Expenditures/Expenses (Control Account/Normal Debit Balance)	(7,669.15)
603	Encumbrances (Control Account/Normal Debit or Credit Balance)	(2,761,454.63)
753	Reserve for Encumbrances - Current Year	161,179.00
754	Reserve for Encumbrances - Prior Year	2,600,275.63
770	Unassigned Fund Balance	120,390.00

Total Fund Equity:	2,741,882.06
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Total Liabilities and Fund Equity:	2,741,882.06
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**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 40 - Interim Balance Sheet
For the two month period ending 08/31/2024**

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		480,411.80
121	Tax Levy Receivable		942,610.00
	Accounts Receivable:		
141	Intergovernmental - StateAccounts Receivable:	266,066.00	
153,154	Other (net of estimated uncollectible of \$10,000)Accounts Receivable:		266,066.00
	Loans Receivable:		
			<u>1,689,087.80</u>

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	2,440,780.00	
302	Less Revenues	2,440,780.00	0.00
			<u>0.00</u>
	Total Assets and Resources:		<u>1,689,087.80</u>

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
			0.00

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year		1,170,508.48		
754+753	Reserve for Encumbrances - Current + Prior			<u>1,170,508.48</u>	
	Reserve Fund Balance:				
	Appropriations				
601	Appropriations		2,444,084.00		
602	Less: Expenditures	1,273,575.52			
603	Encumbrances	1,170,508.48	<u>(2,444,084.00)</u>	0.00	
	Total Appropriated			1,170,508.48	
	Unappropriated				
770	Unassigned Fund Balance			521,883.32	
303	Budgeted Fund Balance			3,304.00	
					<u>1,689,087.80</u>
	Total Liabilities and Fund Equity:				<u>1,689,087.80</u>

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Fund 40 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	2,444,084.00	2,444,084.00	.00
Revenues	(2,440,780.00)	(2,440,780.00)	(.00)
	3,304.00	3,304.00	.00

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 40 - Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the two month period ending 08/31/2024**

Revenues

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
-		Total Revenue from Local Sources	1,885,220.00	0.00	1,885,220.00	1,885,220.00		0.00
-		Total from Revenue from State Sources	555,560.00	0.00	555,560.00	555,560.00		0.00
-		Total Revenues	2,440,780.00	0.00	2,440,780.00	2,440,780.00		0.00

Expenditures

Regular Debt Service

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
40-701-510-910	89560	Redemption of Principal on Early Retirement Bonds	1,110,000.00	0.00	1,110,000.00	475,000.00	635,000.00	0.00
40-701-510-834	89600	Interest on Bonds	1,334,084.00	0.00	1,334,084.00	798,575.52	535,508.48	0.00
		Total Regular Debt Service Expenditures	2,444,084.00	0.00	2,444,084.00	1,273,575.52	1,170,508.48	0.00
		Total Debt Service Fund Expenditures	2,444,084.00	0.00	2,444,084.00	1,273,575.52	1,170,508.48	0.00

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 40 - Schedule of Revenues
Actual Compared with Estimate
For the two month period ending 08/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues							
- Local Sources							
40-1210	860	Local Tax Levy	1,885,220.00	0.00	1,885,220.00	1,885,220.00	0.00
-		Total Revenue from Local Sources	1,885,220.00	0.00	1,885,220.00	1,885,220.00	0.00
- State Sources							
40-3160	890	Debt Service Aid Type II	555,560.00	0.00	555,560.00	555,560.00	0.00
-		Total from Revenue from State Sources	555,560.00	0.00	555,560.00	555,560.00	0.00
-		Total Revenues	2,440,780.00	0.00	2,440,780.00	2,440,780.00	0.00
Expenditures							
-		Total Debt Service Fund Expenditures	0.00	0.00	0.00	0.00	0.00

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 40 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the two month period ending 08/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Expenditures								
- Regular Debt Service								
-- Redemption of Principal on Early Retirement Bonds								
40-701-510-910	89560	Redemption of Principal on Early Retirement Bonds	1,110,000.00	0.00	1,110,000.00	475,000.00	635,000.00	0.00
40-701-510-910	89560		1,110,000.00	0.00	1,110,000.00	475,000.00	635,000.00	0.00
-- Interest on Bonds								
40-701-510-834	89600	Interest on Bonds	1,334,084.00	0.00	1,334,084.00	798,575.52	535,508.48	0.00
40-701-510-834	89600		1,334,084.00	0.00	1,334,084.00	798,575.52	535,508.48	0.00
	89660	Total Regular Debt Service Expenditures	2,444,084.00	0.00	2,444,084.00	1,273,575.52	1,170,508.48	0.00
	-	Total Debt Service Fund Expenditures	2,444,084.00	0.00	2,444,084.00	1,273,575.52	1,170,508.48	0.00


 School Business Administrator Signature

10/15/24
 Date

**Manasquan Board of Education
Monthly Transfer Report
2024-25 August**

Budget Category	Accounts	Original Budget	Encumbrances	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1xx-100-xxx 12-1xx-100-xxx 13-1xx-100-xxx 18-1xx-100-xxx	10,015,016.00	.00	.00	10,015,016.00	1,001,501.60	-8,206.20	-08	993,295.40	454,730.16
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1x-2xx-100-xxx 1x-000-216-xxx 1x-000-217-xxx	4,618,199.00	.00	.00	4,618,199.00	461,819.90	1,759.00	.04	463,578.90	163,458.51
Vocational Programs-Local	1x-3xx-100-xxx	.00	.00	.00	.00	.00	.00	.00	.00	.00
School-Spon. Co/Extra-Curr. Activities,School Sponsored Athletics, and Other Instructional	11-4xx-100-xxx 11-4xx-2xx-xxx 12-4xx-100-xxx	1,200,561.00	3,957.00	3,957.00	1,204,518.00	120,451.80	.00	.00	120,451.80	900,429.63
Community Services Programs/Operations	1x-800-330-xxx	.00	.00	.00	.00	.00	.00	.00	.00	.00
UNDISTRIBUTED EXPENSES		15,833,776.00	3,957.00	3,957.00	15,837,733.00	1,583,773.30	-6,447.20	-04	1,577,326.10	1,518,618.30
Tuition	11-000-100-xxx 16-000-100-xxx 17-000-100-xxx 18-000-100-xxx	1,014,112.00	.00	.00	1,014,112.00	101,411.20	.00	.00	101,411.20	18,286.09
Attendance and Social Work, Health, Guidance, Child Study Teams, Education, Media Services	1x-000-211-xxx 1x-000-213-xxx 1x-000-218-xxx 1x-000-219-xxx 1x-000-222-xxx	2,964,475.00	.00	.00	2,964,475.00	296,447.50	9,095.00	.31	305,542.50	192,343.35
Improvement of Instruction Services and Instructional Staff Training Services	1x-000-221-xxx 1x-000-223-xxx	963,855.00	.00	.00	963,855.00	96,385.50	850.00	.09	97,235.50	130,394.99
General Administration	11-000-230-xxx	743,819.00	.00	.00	743,819.00	74,381.90	57,807.39	7.77	132,189.29	185,426.33
School Administration	11-000-240-xxx	1,220,746.00	.00	.00	1,220,746.00	122,074.60	-493.64	-04	121,580.96	64,589.68
Central Services & Administrative Information Technology	11-000-25x-xxx	603,155.00	.00	.00	603,155.00	60,315.50	.00	.00	60,315.50	15,927.53
Operation and Maintenance of Plant Services	11-000-26x-xxx	3,382,221.00	.00	.00	3,382,221.00	338,222.10	280.00	.01	338,502.10	380,805.82
Student Transportation Services	11-000-270-xxx	988,255.00	.00	.00	988,255.00	98,825.50	.00	.00	98,825.50	706,801.00
Personal Services-Employee Benefits	11-xxx-xxx-2xx	6,411,557.00	.00	.00	6,411,557.00	641,155.70	-61,091.55	-95	580,064.15	1,621,903.18
Food Services	11-000-310-xxx	.00	.00	.00	.00	.00	.00	.00	.00	.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	.00	.00	.00	.00	.00	.00	.00	.00	.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL GENERAL CURRENT EXPENSE		18,292,195.00	.00	.00	18,292,195.00	1,829,219.50	6,447.20	.04	1,835,666.70	3,316,477.97
Equipment	12-xxx-xxx-73x	12,150.00	.00	.00	12,150.00	1,215.00	.00	.00	1,215.00	12,150.00

**Manasquan Board of Education
Monthly Transfer Report
2024-25 August**

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Facilities Acquisition and Construction Services	12-000-4xx-xxx	40,007.00	.00	40,007.00	4,000.70	.00	.00	4,000.70	27,109.00
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4xx-931	.00	.00	.00	.00	.00	.00	.00	.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4xx-933	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CAPITAL EXPENDITURES		52,157.00	.00	52,157.00	5,215.70	.00	.00	5,215.70	39,259.00
TOTAL SPECIAL SCHOOLS	13-xxx-xxx-xxx	.00	.00	.00	.00	.00	.00	.00	.00
Transfer of Funds to Charter Schools	10-000-100-56x	.00	.00	.00	.00	.00	.00	.00	.00
General Fund Contribution to School Based Budgets	10-000-520-930	.00	.00	.00	.00	.00	.00	.00	.00
OPERATING BUDGET GRAND TOTAL		34,178,128.00	3,957.00	34,182,085.00	3,418,208.50	.00	.00	3,418,208.50	4,874,355.27



School Business Administrator Signature

Date

10/15/2024

Appropriation Adjustment Journal for 2024-25 August

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
61-800-330-320-05-04-00-000	MSDF - Brick - Purch Svc.	79733	8/1/2024	Adjustment - Adjustments for msdf	.00	64.16	64.16
11-000-222-177-01-01-00-001	Hs-Salary Ed Media Tech	80249	8/1/2024	Adjustment - Adjustments for tech coordinator	227,035.00	80,000.00	307,035.00
11-000-222-177-01-01-NB-001	HS Technology Director-NB	80249	8/1/2024	Adjustment - Adjustments for tech coordinator	80,000.00	-80,000.00	.00
11-000-222-177-02-01-00-002	Es-Salary Ed Media Tech	80249	8/1/2024	Adjustment - Adjustments for tech coordinator	56,758.00	20,000.00	76,758.00
11-000-222-177-02-02-NB-002	ES-Technology Director NB	80249	8/1/2024	Adjustment - Adjustments for tech coordinator	20,000.00	-20,000.00	.00
61-800-330-320-05-04-00-000	MSDF - Brick - Purch Svc.	79871	8/5/2024	Adjustment - Adjustments for msdf brick	64.16	150.00	214.16
11-190-100-610-02-01-00-002	Es-Teaching Supplies-Upper	80083	8/9/2024	Adjustment - Budget Transfer request from 6225 Walsh, Amy fund wit and wisdom	21,000.00	-1,729.79	19,270.21
11-190-100-640-02-00-00-002	Es-Textbook-Upper	80083	8/9/2024	Adjustment - Budget Transfer request from 6225 Walsh, Amy fund wit and wisdom	300.00	1,729.79	2,029.79
11-000-240-580-02-02-00-002	Es-Principal Travel-Upper	80084	8/9/2024	Adjustment - Budget Transfer request from 6225 Walsh, Amy fund BRSE conference costs	1,100.00	700.00	1,800.00
11-000-240-600-02-00-00-002	Es-Adm Supplies/Material-Upper	80084	8/9/2024	Adjustment - Budget Transfer request from 6225 Walsh, Amy fund BRSE conference costs	5,100.00	-700.00	4,400.00
11-000-223-580-02-03-01-002	ES-Teacher Registration - Lower	80085	8/9/2024	Adjustment - Budget Transfer request from 6225 Walsh, Amy fund BRSC	1,000.00	-600.00	400.00
11-000-240-580-02-02-01-002	ES-Principal Travel-Lower	80085	8/9/2024	Adjustment - Budget Transfer request from 6225 Walsh, Amy fund BRSC	500.00	600.00	1,100.00
62-910-310-420-20-00	Board-Repair of Equipment	80222	8/9/2024	Adjustment - Adjustments for cafeteria	.00	1,000.00	1,000.00
62-910-310-610-20-00	Board-Misc/Supplies	80222	8/9/2024	Adjustment - Adjustments for cafeteria	.00	12,235.00	12,235.00
60-800-330-100-01	WCH Salaries-Coord	80247	8/14/2024	Adjustment - Adjustments for wch	.00	414.42	414.42
11-000-240-330-01-00-01	Hs-Graduation Expenses-Services	80573	8/21/2024	Adjustment - Budget Transfer request from 4826 Winter, Stephanie Moving to the Service Line for Graduation Sound	.00	1,800.00	1,800.00
11-000-240-600-01-01-00-001	Hs-Graduation Exp	80573	8/21/2024	Adjustment - Budget Transfer request from 4826 Winter, Stephanie Moving to the Service Line for Graduation Sound	20,800.00	-1,800.00	19,000.00
						.00	

Appropriation Adjustment Journal for 2024-25 August

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-190-100-640-01-02-00-001	Hs-Lang Textbook	80574	8/21/2024	Adjustment - Budget Transfer request from 4826 Winter, Stephanie Need to increase for WL Online Textbooks	3,000.00	350.00	3,350.00
11-190-100-640-01-05-00-001	Hs-Soc Studies Textbook	80574	8/21/2024	Adjustment - Budget Transfer request from 4826 Winter, Stephanie Need to increase for WL Online Textbooks	1,324.00	-350.00	974.00
11-402-100-300-01-00-00-001	HS HUDDL	80575	8/21/2024	Adjustment - Budget Transfer request from 4336 Mahon, Kathleen A to cover cost	10,100.00	2,000.00	12,100.00
11-402-100-300-01-00-AT-001	HS Impact Testing	80575	8/21/2024	Adjustment - Budget Transfer request from 4336 Mahon, Kathleen A to cover cost	6,000.00	-2,000.00	4,000.00
21-401-100-600-01-393	ROBOTICS	80640	8/21/2024	Adjustment - Adjustments for MHS Robotics (transfer from robotics to innovation lab as per boe agenda 8/20/24)	.00	-617.91	-617.91
21-401-100-600-01-344	INNOVATION LAB	80641	8/21/2024	Adjustment - adj for innovation lab (transfer from robotics to innovation lab as per boe agenda 8/20/24)	.00	617.91	617.91
11-000-222-500-02-02-00-002	Es-Library Media Softwar	80735	8/26/2024	Adjustment - Budget Transfer request from 6225 Walsh, Amy fund periodicals order	6,742.00	-122.99	6,619.01
11-000-222-600-02-02-00-002	Es-Per & News	80735	8/26/2024	Adjustment - Budget Transfer request from 6225 Walsh, Amy fund periodicals order	1,000.00	122.99	1,122.99
62-910-310-800-20-00	Board-Other Exp	81098	8/27/2024	Adjustment - Adjustments	.00	41.20	41.20
61-800-330-610-00-01-00-000	MSDF - Banners - Supplies	81229	8/27/2024	Adjustment - Adjustments msdf	.00	165.00	165.00
11-000-223-320-02-03-00-002	ES - Lower - Purch Prof Educ Svcs	80925	8/28/2024	Adjustment - Budget Transfer request from 6225 Walsh, Amy Fund Tools of the Mind	300.00	500.00	800.00
11-190-100-610-02-01-01-002	Es-Teaching Supplies-Lower	80925	8/28/2024	Adjustment - Budget Transfer request from 6225 Walsh, Amy Fund Tools of the Mind	49,584.00	-500.00	49,084.00
62-910-310-610-20-00	Board-Misc/Supplies	81097	8/28/2024	Adjustment - Adjustments	12,235.00	11,750.00	23,985.00
30-000-251-335-08-H	REF#2023-PR SRVS	81831	8/28/2024	Adjustment - Adjustments	.00	19.12	19.12
30-000-401-450-01-H	REF #2-CONSTRUCTION	81831	8/28/2024	Adjustment - Adjustments	2,172,659.80	-19.12	2,172,640.68
11-401-100-300-01-00-00-001	HS Band/Clubs-Services	81002	8/30/2024	Adjustment - Budget Transfer request from 4527 Read, Richard W NEW SERVICE LINE	.00	1,232.00	1,232.00

Appropriation Adjustment Journal for 2024-25 August

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-401-100-600-01-00-00-001	Hs-Band/Clubs Sup/Mat	81002	8/30/2024	Adjustment - Budget Transfer request from 4527 Read, Richard W NEW SERVICE LINE	3,000.00	-1,232.00	1,768.00
11-000-263-420-01-00-00	Hs-Grounds Clean,Rep, Ma	81003	8/30/2024	Adjustment - Budget Transfer request from 4973 Picker, Michelle E TOPSOIL FOR ES PLAYGROUND SOD	34,285.00	-500.00	33,785.00
11-000-263-610-02-03-00	Es-Grounds Supply	81003	8/30/2024	Adjustment - Budget Transfer request from 4973 Picker, Michelle E TOPSOIL FOR ES PLAYGROUND SOD	4,000.00	500.00	4,500.00
11-000-100-562-20-00-00	Tuition to Other LEA in State - Special Education	83494	8/31/2024	Adjustment - Adjustments for tuition accounts	270,805.00	42,374.00	313,179.00
11-000-100-563-22-00-00	Tuit Cty Vocreg	83494	8/31/2024	Adjustment - Adjustments for tuition accounts	115,246.00	-35,000.00	80,246.00
11-000-100-564-22-00-00	Tuit Cty Vocspe	83494	8/31/2024	Adjustment - Adjustments for tuition accounts	14,026.00	-7,374.00	6,652.00
						.00	

Appropriation Adjustment Journal for 2024-25 August

Summary Page

Fund	Program	Current Appropriation	Adjustment	New Appropriation
11	General Current Expense			
	000 Undistributed Expenditures	19,193,931.00	-91,033.04	19,102,897.96
	100 Regular Programs - Elementary/Secondary	.00	7,345.50	7,345.50
	105 Regular Programs- Preschool	30,546.00	395,305.00	425,851.00
	110 Regular Programs - Kindergarten	212,320.00	.00	212,320.00
	120 Regular Programs - Grades 1-5	1,733,208.00	-7,345.50	1,725,862.50
	130 Regular Programs - Grades 6-8	1,427,226.00	.00	1,427,226.00
	140 Regular Programs - Grades 9-12	5,758,724.00	43,664.00	5,802,388.00
	150 Regular Programs - Home Instruction	19,500.00	.00	19,500.00
	190 Regular Programs - Undistributed	817,492.00	175.04	817,667.04
	204 Special Education - Learning and/or Language Disabilities	449,931.00	2,039.00	451,970.00
	212 Special Education - Multiple Disabilities	853,643.00	41,879.00	895,522.00
	213 Special Education - Resource Room/Resource Center	1,702,532.00	.00	1,702,532.00
	216 Special Education - Preschool Disabilities - Full-Time	407,552.00	-395,305.00	12,247.00
	219 Special Education - Home Instruction	6,000.00	.00	6,000.00
	230 Basic Skills/Remedial - Instruction	115,535.00	.00	115,535.00
	240 Bilingual Education - Instruction	181,270.00	.00	181,270.00
	401 School - Sponsored Co-curricular and Extra-curricular Activities	284,244.00	100.00	284,344.00
	402 School - Sponsored Athletics	916,317.00	2,235.00	918,552.00
		34,109,971.00	-941.00	34,109,030.00
12	Capital Outlay			
	000 Undistributed Expenditures	52,157.00	941.00	53,098.00
	120 Regular Programs - Grades 1-5	4,000.00	.00	4,000.00
	130 Regular Programs - Grades 6-8	4,000.00	.00	4,000.00
	140 Regular Programs - Grades 9-12	8,000.00	.00	8,000.00
		68,157.00	941.00	69,098.00
20	Special Revenue Fund			
	061 Athletic/Football - Summit	.00	2,000.00	2,000.00
	062 Athletic/Basketball-Summit	.00	160.00	160.00
	063 Athletic/Soccer-Summit	.00	1,000.00	1,000.00
	074 Shaping NJ Health	.00	296.51	296.51
	075 Rotary	.00	1,065.45	1,065.45
	076 NJ Audobon Society	.00	1,502.50	1,502.50
	079 SSB-VEEVR_HVAC Grant	.00	30,396.00	30,396.00
	081 Morro Donation-Curtains	.00	19,486.56	19,486.56
	083 ESL Funds HS	.00	31.82	31.82
	090 National Council for Well Being	.00	1,000.00	1,000.00
	231 ESSA Title I, Part A	43,559.47	11,087.00	54,646.47
	242 ESSA Title III	4,175.00	.00	4,175.00
	255 IDEA Part B	.00	8,712.00	8,712.00
	256 IDEA Part B	268,739.00	38,628.00	307,367.00
	278 ESSA Title IIA / IID	11,368.00	2,853.00	14,221.00

Appropriation Adjustment Journal for 2024-25 August

Fund	Program	Current Appropriation	Adjustment	New Appropriation
	280 ESSA Title IV	8,500.00	1,500.00	10,000.00
	361 Vocational Programs - Federal	15,089.00	2,671.00	17,760.00
	486 Comp Special Education and Related Services (ACSERS)	.00	26,002.00	26,002.00
	487 ARP-ESSER Grant Program	.00	12,719.46	12,719.46
	489 ARP ESSER Subgrant (EBSLEA)	.00	9,825.00	9,825.00
	491 ARP ESSER Subgrant (NJTSS)	.00	10,000.00	10,000.00
		351,430.47	180,936.30	532,366.77
21 HS Central Funds	401 School - Sponsored Co-curricular and Extra-curricular Activities	.00	.00	.00
		.00	.00	.00
22 ES Student Activities	401 School - Sponsored Co-curricular and Extra-curricular Activities	.00	.00	.00
		.00	.00	.00
30 Capital Projects Fund-Ref#2023	000 Undistributed Expenditures	2,172,659.80	.00	2,172,659.80
		2,172,659.80	.00	2,172,659.80
32 ESIP	000 Undistributed Expenditures	.00	161,679.00	161,679.00
		.00	161,679.00	161,679.00
40 Debt Service Fund	701 Debt Service - Regular	2,444,084.00	.00	2,444,084.00
		2,444,084.00	.00	2,444,084.00
60 Manasquan Warrior Club	800 Community Services Programs	.00	5,017.60	5,017.60
		.00	5,017.60	5,017.60
61 Manasquan Schools Development Fund	800 Community Services Programs	.00	1,045.00	1,045.00
		.00	1,045.00	1,045.00
62 Manasquan Cafeteria	910 Food Services	.00	865,250.81	865,250.81
		.00	865,250.81	865,250.81

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 10 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the three month period ending 09/30/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
General Fund								
- General Current Expense								
-- Regular Programs - Instruction								
--- Regular Programs - Instruction								
11-105-100-101	2000	Preschool - Salaries of Teachers	30,546.00	395,305.00	425,851.00	42,132.78	377,848.22	5,870.00
11-110-100-101	2080	Kindergarten - Salaries of Teachers	212,320.00	4,158.00	216,478.00	27,159.66	186,318.34	3,000.00
11-120-100-101	2100	Grades 1-5 - Salaries of Teachers	1,733,208.00	(4,158.00)	1,729,050.00	173,692.77	1,469,673.83	85,683.40
11-130-100-101	2120	Grades 6-8 - Salaries of Teachers	1,427,226.00	0.00	1,427,226.00	140,502.14	1,262,061.26	24,662.60
11-140-100-101	2140	Grades 9-12 - Salaries of Teachers	5,758,724.00	44,024.00	5,802,748.00	603,628.78	4,985,604.22	213,515.00
subtotal	subtotal	Total Regular Programs - Instruction	9,162,024.00	439,329.00	9,601,353.00	987,116.13	8,281,505.87	332,731.00
--- Regular Programs - Home Instruction								
11-150-100-101	2500	Salaries of Teachers	4,000.00	0.00	4,000.00	750.00	0.00	3,250.00
11-150-100-320	2540	Purchased Professional-Educational Services	15,500.00	0.00	15,500.00	0.00	0.00	15,500.00
subtotal	subtotal	Total Regular Programs - Home Instruction	19,500.00	0.00	19,500.00	750.00	0.00	18,750.00
--- Regular Programs - Undistributed Instruction								
11-190-100-340	3040	Purchased Technical Services	116,876.00	0.00	116,876.00	56,343.58	46,379.34	14,153.08
11-190-100-500	3060	Other Purchased Services (400-500 series)	48,132.00	4,377.80	52,509.80	17,724.84	26,824.68	7,960.28
11-190-100-610	3080	General Supplies	595,776.00	(22,539.75)	573,236.25	395,223.14	101,498.53	76,514.58
11-190-100-640	3100	Textbooks	26,658.00	19,136.99	45,794.99	34,361.65	5,110.33	6,323.01
11-190-100-800	3120	Other Objects	30,050.00	0.00	30,050.00	3,330.00	1,420.00	25,300.00
subtotal	subtotal	Total Regular Programs - Undistributed Instruction	817,492.00	975.04	818,467.04	506,983.21	181,232.88	130,250.95
11-1xx-100-xxxx	3200	Total Regular Programs - Instruction	9,999,016.00	440,304.04	10,439,320.04	1,494,849.34	8,462,738.75	481,731.95
-- Special Education Programs								
--- Learning and/or Language Disabilities - Mild/Moderate:								
11-204-100-101	4500	Salaries of Teachers	410,106.00	(1,399.65)	408,706.35	51,660.60	354,695.40	2,350.35
11-204-100-106	4520	Other Salaries for Instruction	38,232.00	3,438.65	41,670.65	6,949.03	34,720.82	0.80
11-204-100-610	4600	General Supplies	1,593.00	0.00	1,593.00	0.00	1,521.56	71.44
11-204-100-xxx	4660	Total Learning and/or Language Disabilities - Mild/Moderate	449,931.00	2,039.00	451,970.00	58,609.63	390,937.78	2,422.59
--- Multiple Disabilities:								
11-212-100-101	6500	Salaries of Teachers	319,790.00	0.00	319,790.00	41,714.00	270,076.00	8,000.00
11-212-100-106	6520	Other Salaries for Instruction	495,543.00	0.00	495,543.00	82,875.23	406,082.77	6,585.00
11-212-100-500	6580	Other Purchased Services (400-500 series)	2,000.00	0.00	2,000.00	0.00	1,600.00	400.00
11-212-100-610	6600	General Supplies	29,800.00	0.00	29,800.00	3,313.61	20,969.96	5,516.43
11-212-100-800	6640	Other Objects	6,510.00	(280.00)	6,230.00	995.00	2,215.98	3,019.02
11-212-100-xxx	6660	Total Multiple Disabilities	853,643.00	(280.00)	853,363.00	128,897.84	700,944.71	23,520.45
--- Resource Room/Resource Center:								
11-213-100-101	7000	Salaries of Teachers	1,699,532.00	0.00	1,699,532.00	173,893.20	1,515,638.80	10,000.00
11-213-100-106	7020	Other Salaries for Instruction	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
11-213-100-xxx	7160	Total Resource Room/Resource Center	1,702,532.00	0.00	1,702,532.00	173,893.20	1,515,638.80	13,000.00
--- Preschool Disabilities - Full-Time:								
11-216-100-101	8500	Salaries of Teachers	285,715.00	(278,715.00)	7,000.00	675.00	6,325.00	0.00
11-216-100-106	8520	Other Salaries for Instruction	121,837.00	(116,590.00)	5,247.00	4,296.20	950.80	0.00
11-216-100-xxx	8640	Total Preschool Disabilities - Full-Time	407,552.00	(395,305.00)	12,247.00	4,971.20	7,275.80	0.00
--- Home Instruction:								
11-219-100-101	9260	Salaries of Teachers	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
11-219-100-xxx	9420	Total Home Instruction	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
subtotal special ed	10300	Total Special Education - Instruction	3,419,658.00	(393,546.00)	3,026,112.00	366,371.87	2,614,797.09	44,943.04
-- Basic Skills/Remedial - Instruction								
11-230-100-101	11000	Salaries of Teachers	114,035.00	0.00	114,035.00	13,757.50	99,277.50	1,000.00
11-230-100-610	11100	General Supplies	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-230-100-xxx	11160	Total Basic Skills/Remedial - Instruction	115,535.00	0.00	115,535.00	13,757.50	99,277.50	2,500.00
-- Bilingual Education - Instruction								
11-240-100-101	12000	Salaries of Teachers	181,270.00	0.00	181,270.00	17,327.00	159,443.00	4,500.00
11-240-100-xxx	12160	Total Bilingual Education - Instruction	181,270.00	0.00	181,270.00	17,327.00	159,443.00	4,500.00
-- School-Sponsored Cocurricular/Extracurricular Activities - Instruction								
11-401-100-100	17000	Salaries	271,479.00	0.00	271,479.00	0.00	0.00	271,479.00
11-401-100-500	17020	Purchased Services (300-500 series)	3,400.00	1,332.00	4,732.00	1,331.50	0.00	3,400.50
11-401-100-600	17040	Supplies and Materials	5,912.00	(1,232.00)	4,680.00	494.15	862.50	3,323.35
11-401-100-800	17060	Other Objects	3,453.00	0.00	3,453.00	0.00	0.00	3,453.00
11-401-100-xxx	17100	Total School-Spon. Co/Extra-curricular Actvts. - Inst.	284,244.00	100.00	284,344.00	1,825.65	862.50	281,655.85
-- School-Sponsored Athletics - Instruction								
11-402-100-100	17500	Salaries	659,017.00	1,875.00	660,892.00	49,610.74	132,494.26	478,787.00
11-402-100-500	17520	Purchased Services (300-500 series)	100,100.00	0.00	100,100.00	6,355.86	64,200.00	29,544.14
11-402-100-600	17540	Supplies and Materials	71,700.00	3,957.00	75,657.00	30,392.65	11,219.94	34,044.41
11-402-100-800	17560	Other Objects	10,500.00	0.00	10,500.00	6,890.00	0.00	3,610.00
11-402-100-930	17580	Transfers to Cover Deficit (Custodial Funds)	75,000.00	0.00	75,000.00	5,000.00	0.00	70,000.00
11-402-100-xxx	17600	Total School-Sponsored Athletics - Instruction	916,317.00	5,832.00	922,149.00	98,249.25	207,914.20	615,985.55
-- Total Undistributed Expenditures								
--- Undistributed Expenditures - Instruction (Tuition)								
11-000-100-562	29020	Tuition to Other LEAs Within the State-Special	270,805.00	107,052.00	377,857.00	36,930.93	340,926.07	0.00
11-000-100-563	29040	Tuition to County Voc. School Dist.-Regular	115,246.00	(35,000.00)	80,246.00	890.00	66,153.00	13,203.00
11-000-100-564	29060	Tuition to County Voc. School Dist.-Special	14,026.00	(7,374.00)	6,652.00	0.00	6,554.00	98.00
11-000-100-566	29100	Tuition to Priv. Sch. for the Disabled - Within the State	614,035.00	(76,373.62)	537,661.38	21,046.23	474,073.39	42,541.76
11-000-100-xxx	29180	Total Undistributed Expenditures - Instruction (Tuition)	1,014,112.00	(11,695.62)	1,002,416.38	58,867.16	887,706.46	55,842.76
--- Undistributed Expenditures - Attendance and Social Work								
11-000-211-100	29500	Salaries	286,692.00	0.00	286,692.00	54,854.05	231,837.95	0.00
11-000-211-xxx	29680	Total Attendance and Work	286,692.00	0.00	286,692.00	54,854.05	231,837.95	0.00
--- Undistributed Expenditures - Health Services								
11-000-213-100	30500	Salaries	249,422.00	19,683.00	269,105.00	56,361.11	207,702.82	5,041.07
11-000-213-300	30540	Purchased Professional and Technical Services	15,600.00	0.00	15,600.00	0.00	13,000.00	2,600.00
11-000-213-500	30560	Other Purchased Services (400-500 series)	6,750.00	0.00	6,750.00	101.85	305.55	6,342.60
11-000-213-600	30580	Supplies and Materials	9,315.00	(1,000.00)	8,315.00	3,247.82	973.15	4,094.03
11-000-213-616	30585	Supplies - Menstrual Products	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00
11-000-213-800	30600	Other Objects	653.00	0.00	653.00	0.00	0.00	653.00
11-000-213-xxx	30620	Total Undistributed Expenditures - Health Services	281,740.00	19,683.00	301,423.00	59,710.78	221,981.52	19,730.70
--- Undistributed Expenditures - Speech, OT, PT and Related Services								
11-000-216-100	40500	Salaries	328,552.00	0.00	328,552.00	51,488.60	275,033.40	2,030.00
11-000-216-320	40520	Purchased Professional - Educational Services	83,564.00	0.00	83,564.00	1,285.00	29,400.00	52,879.00
11-000-216-600	40540	Supplies and Materials	4,145.00	0.00	4,145.00	1,942.30	2,011.70	191.00
11-000-216-xxx	40580	Total Speech, OT, PT and Related Services	416,261.00	0.00	416,261.00	54,715.90	306,445.10	55,100.00
--- Undistributed Expenditures-Other Supp. Serv. Students-Extraordinary Svcs								
11-000-217-100	41000	Salaries	485,475.00	93,875.00	579,350.00	48,299.89	484,332.61	46,717.50
11-000-217-xxx	41080	Total Other Support Services Students-Extraordinary Serv.	485,475.00	93,875.00	579,350.00	48,299.89	484,332.61	46,717.50
--- Undistributed Expenditures - Guidance								
11-000-218-104	41500	Salaries of Other Professional Staff	794,768.00	(71,450.00)	723,318.00	123,508.94	598,713.39	1,095.67
11-000-218-105	41520	Salaries of Secretarial and Clerical Assistants	90,525.00	0.00	90,525.00	22,481.22	67,043.78	1,000.00
11-000-218-320	41560	Purchased Professional - Educational Services	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
11-000-218-390	41580	Other Purchased Professional and Technical Services	104,783.00	593.00	105,376.00	6,581.28	5,093.00	93,701.72

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-218-500	41600	Other Purchased Services (400-500 series)	1,364.00	0.00	1,364.00	0.00	0.00	1,364.00
11-000-218-600	41620	Supplies and Materials	11,380.00	0.00	11,380.00	1,246.99	877.06	9,255.95
11-000-218-800	41640	Other Objects	3,366.00	0.00	3,366.00	0.00	0.00	3,366.00
11-000-218-xxx	41660	Total Undistributed Expenditures - Guidance	1,008,186.00	(70,857.00)	937,329.00	153,818.43	671,727.23	111,783.34
--- Undistributed Expenditures - Child Study Teams								
11-000-219-104	42000	Salaries of Other Professional Staff	621,627.00	2,992.00	624,619.00	140,260.01	478,358.24	6,000.75
11-000-219-105	42020	Salaries of Secretarial and Clerical Assistants	92,525.00	0.00	92,525.00	22,381.26	67,143.74	3,000.00
11-000-219-320	42060	Purchased Professional - Educational Services	7,200.00	0.00	7,200.00	750.00	1,000.00	5,450.00
11-000-219-390	42080	Other Purchased Prof. and Tech. Services	13,344.00	0.00	13,344.00	13,342.57	0.00	1.43
11-000-219-500	42100	Other Purchased Services (400-500 series) (voc and cssd only)	5,307.00	0.00	5,307.00	0.00	2,513.63	2,793.37
11-000-219-600	42160	Supplies and Materials	18,058.00	(100.00)	17,958.00	2,454.17	10,607.73	4,896.10
11-000-219-800	42180	Other Objects	3,095.00	100.00	3,195.00	0.00	0.00	3,195.00
11-000-219-xxx	42200	Total Child Study Teams	761,156.00	2,992.00	764,148.00	179,188.01	559,623.34	25,336.65
--- Undistributed Expenditures - Improvement of Instruction Services								
11-000-221-102	43000	Salaries of Supervisor of Instruction	674,176.00	35,079.00	709,255.00	177,313.56	531,941.44	0.00
11-000-221-104	43020	Salaries of Other Professional Staff	93,544.00	0.00	93,544.00	23,386.02	70,157.98	0.00
11-000-221-105	43040	Salaries of Secretarial and Clerical Assist.	15,468.00	0.00	15,468.00	3,867.00	11,601.00	0.00
11-000-221-110	43060	Other Salaries	53,100.00	0.00	53,100.00	50,310.00	0.00	2,790.00
11-000-221-176	43080	Salaries of Facilitators, Math and Literacy Coaches	93,875.00	(93,875.00)	0.00	0.00	0.00	0.00
11-000-221-500	43140	Other Purchased Services (400-500)	1,720.00	0.00	1,720.00	730.00	0.00	990.00
11-000-221-600	43160	Supplies and Materials	2,490.00	0.00	2,490.00	0.00	0.00	2,490.00
11-000-221-800	43180	Other Objects	1,882.00	0.00	1,882.00	1,357.65	0.00	524.35
11-000-221-xxx	43200	Total Improvement of Instruction Services	936,255.00	(58,796.00)	877,459.00	256,964.23	613,700.42	6,794.35
--- Undistributed Expenditures - Educational Media Services/School Library								
11-000-222-100	43500	Salaries	104,976.00	0.00	104,976.00	12,407.50	90,068.50	2,500.00
11-000-222-177	43520	Salaries of Technology Coordinators	488,181.00	19,991.00	508,172.00	154,894.31	353,275.63	2.06
11-000-222-500	43560	Other Purchased Services (400-500 series)	26,469.00	149.01	26,618.01	8,929.16	1,230.74	16,458.11
11-000-222-600	43580	Supplies and Materials	6,470.00	(327.01)	6,142.99	1,494.81	0.00	4,648.18
11-000-222-800	43600	Other Objects	605.00	0.00	605.00	80.00	0.00	525.00
11-000-222-xxx	43620	Total Educational Media Services/School Library	626,701.00	19,813.00	646,514.00	177,805.78	444,574.87	24,133.35
--- Undistributed Expenditures - Instructional Staff Training Services								
11-000-223-104	44020	Salaries of Other Professional Staff	11,160.00	0.00	11,160.00	0.00	0.00	11,160.00
11-000-223-320	44080	Purchased Professional - Educational Servic	7,340.00	34,279.00	41,619.00	950.00	34,279.00	6,390.00
11-000-223-500	44120	Other Purchased Services (400-500 series)	8,490.00	171.00	8,661.00	0.00	1,175.04	7,485.96
11-000-223-600	44140	Supplies and Materials	610.00	0.00	610.00	364.01	0.00	245.99
11-000-223-xxx	44180	Total Instructional Staff Training Services	27,600.00	34,450.00	62,050.00	1,314.01	35,454.04	25,281.95
--- Undistributed Expenditures - Support Services - General Administration								
11-000-230-100	45000	Salaries	355,729.00	26,481.55	382,210.55	141,371.28	240,839.27	0.00
11-000-230-331	45040	Legal Services	105,000.00	0.00	105,000.00	11,527.50	73,437.50	20,035.00
11-000-230-332	45060	Audit Fees	15,000.00	0.00	15,000.00	6,250.00	6,250.00	2,500.00
11-000-230-334	45080	Architectural/Engineering Services	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
11-000-230-339	45100	Other Purchased Professional Services	10,000.00	(6,382.00)	3,618.00	0.00	0.00	3,618.00
11-000-230-340	45120	Purchased Technical Services	21,767.00	6,382.00	28,149.00	21,267.09	6,881.50	0.41
11-000-230-530	45140	Communications / Telephone	105,450.00	(3,284.16)	102,165.84	23,741.58	49,609.71	28,814.55
11-000-230-590	45180	Misc Purchased Services (400-500 series, O/T 530 and 585)	90,976.00	0.00	90,976.00	4,878.96	71,418.80	14,678.24
11-000-230-610	45200	General Supplies	8,847.00	0.00	8,847.00	5,922.88	1,598.54	1,325.58
11-000-230-890	45260	Miscellaneous Expenditures	12,050.00	0.00	12,050.00	6,124.00	0.00	5,926.00
11-000-230-895	45280	BOE Membership Dues and Fees	14,000.00	0.00	14,000.00	12,975.90	0.00	1,024.10

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-xxx	45300	Total Support Services - General Administration	743,819.00	23,197.39	767,016.39	234,059.19	450,035.32	82,921.88
--- Undistributed Expenditures - Support Services - School Administration								
11-000-240-103	46000	Salaries of Principals/Assistant Principals	790,870.00	(55,028.00)	735,842.00	177,518.07	542,887.93	15,436.00
11-000-240-105	46040	Salaries of Secretarial and Clerical Assistants	302,043.00	811.00	302,854.00	66,607.40	231,174.65	5,071.95
11-000-240-300	46080	Purchased Professional and Technical Services	4,100.00	6,225.00	10,325.00	0.00	425.00	9,900.00
11-000-240-500	46100	Other Purchased Services (400-500 series)	75,226.00	(3,293.64)	71,932.36	44,407.62	11,589.52	15,935.22
11-000-240-600	46120	Supplies and Materials	37,587.00	(4,800.00)	32,787.00	631.81	16,003.38	16,151.81
11-000-240-800	46140	Other Objects	10,920.00	3,500.00	14,420.00	7,735.00	3,520.00	3,165.00
11-000-240-xxx	46160	Total Support Services - School Administration	1,220,746.00	(52,585.64)	1,168,160.36	296,899.90	805,600.48	65,659.98
--- Undistributed Expenditures - Central Services								
11-000-251-100	47000	Salaries	569,468.00	994.00	570,462.00	141,313.62	429,147.38	1.00
11-000-251-330	47020	Purchased Professional Services	2,000.00	100.00	2,100.00	2,100.00	0.00	0.00
11-000-251-340	47040	Purchased Technical Services	8,821.00	0.00	8,821.00	8,820.00	0.00	1.00
11-000-251-592	47060	Miscellaneous Purchased Services (400-500 series)	2,250.00	1,000.00	3,250.00	2,446.50	343.50	460.00
11-000-251-600	47100	Supplies and Materials	10,500.00	(1,100.00)	9,400.00	2,114.29	0.00	7,285.71
11-000-251-890	47180	Miscellaneous Expenditures	3,000.00	0.00	3,000.00	2,541.10	275.00	183.90
11-000-251-xxx	47200	Total Central Services	596,039.00	994.00	597,033.00	159,335.51	429,765.88	7,931.61
--- Undistributed Expenditures - Administrative Information Technology								
11-000-252-100	47500	Salaries	7,116.00	0.00	7,116.00	0.00	0.00	7,116.00
11-000-252-xxx	47620	Total Administrative Information Technology	7,116.00	0.00	7,116.00	0.00	0.00	7,116.00
--- Operation and Maintenance of Plant Services								
---- Undistributed Expenditures - Required Maintenance for School Facilities								
11-000-261-100	48500	Salaries	0.00	833.32	833.32	0.00	0.00	833.32
11-000-261-420	48520	Cleaning, Repair, and Maintenance Services	159,874.00	(470.00)	159,404.00	28,909.71	29,627.00	100,867.29
11-000-261-xxx	48580	Total Required Maintenance for School Facilities	159,874.00	363.32	160,237.32	28,909.71	29,627.00	101,700.61
---- Undistributed Expenditures - Custodial Services								
11-000-262-100	49000	Salaries	992,406.00	(50,326.32)	942,079.68	222,308.66	704,580.50	15,190.52
11-000-262-107	49020	Salaries of Non-Instructional Aides	58,897.00	49,493.00	108,390.00	15,894.55	91,114.85	1,380.60
11-000-262-420	49060	Cleaning, Repair, and Maintenance Services	194,596.00	(13,321.00)	181,275.00	47,523.98	88,491.95	45,259.07
11-000-262-441	49080	Rental of Land and Bldg. Oth. than Lease Pur Agrmt	244,500.00	0.00	244,500.00	244,500.00	0.00	0.00
11-000-262-490	49120	Other Purchased Property Services	28,200.00	11,695.62	39,895.62	17,400.55	11,617.16	10,877.91
11-000-262-520	49140	Insurance	242,481.00	12,721.00	255,202.00	130,792.00	124,410.00	0.00
11-000-262-590	49160	Miscellaneous Purchased Services	2,000.00	0.00	2,000.00	68.47	731.53	1,200.00
11-000-262-610	49180	General Supplies	98,025.00	(400.00)	97,625.00	29,073.91	4,776.99	63,774.10
11-000-262-621	49200	Energy (Natural Gas)	186,153.00	3,436.00	189,589.00	15,156.58	174,432.42	0.00
11-000-262-622	49220	Energy (Electricity)	339,727.00	(3,436.00)	336,291.00	73,769.30	251,230.70	11,291.00
11-000-262-800	49280	Other Objects	10,700.00	(2,700.00)	8,000.00	2,424.18	600.00	4,975.82
11-000-262-837	49300	Interest - Energy Savings Improvement Program Bonds	193,720.00	0.00	193,720.00	128,020.00	65,700.00	0.00
11-000-262-917	49320	Principal - Energy Savings Improvement Program Bonds	45,000.00	0.00	45,000.00	45,000.00	0.00	0.00
11-000-262-xxx	49340	Total Custodial Services	2,636,405.00	7,162.30	2,643,567.30	971,932.18	1,517,686.10	153,949.02
---- Undistributed Expenditures - Care and Upkeep of Grounds								
11-000-263-100	50000	Salaries	205,103.00	0.00	205,103.00	48,650.73	145,952.27	10,500.00
11-000-263-420	50040	Cleaning, Repair, and Maintenance Services	41,945.00	(300.00)	41,645.00	12,286.40	20,668.23	8,690.37
11-000-263-610	50060	General Supplies	14,000.00	4,750.00	18,750.00	7,637.35	9,596.58	1,516.07
11-000-263-xxx	50100	Total Care And Upkeep Of Grounds	261,048.00	4,450.00	265,498.00	68,574.48	176,217.08	20,706.44
---- Undistributed Expenditures - Security								
11-000-266-100	51000	Salaries	286,009.00	0.00	286,009.00	57,253.35	216,319.25	12,436.40
11-000-266-300	51020	Purchased Professional and Technical Services	36,500.00	(2,125.00)	34,375.00	3,064.98	12,332.02	18,978.00
11-000-266-420	51040	Cleaning, Repair, and Maintenance Services	250.00	0.00	250.00	0.00	0.00	250.00
11-000-266-610	51060	General Supplies	2,135.00	496.76	2,631.76	480.00	1,932.76	219.00

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-266-xxx	51100	Total Security	324,894.00	(1,628.24)	323,265.76	60,798.33	230,584.03	31,883.40
subtotal of 11-000-26x-xxx	51120	Total Operation and Maintenance of Plant Services	3,382,221.00	10,347.38	3,392,568.38	1,130,214.70	1,954,114.21	308,239.47
--- Undistributed Expenditures - Student Transportation Services								
11-000-270-161	52040	Salaries for Pupil Trans. (Bet Home and Sch)-Special Ed.	16,124.00	0.00	16,124.00	4,046.52	12,077.48	0.00
11-000-270-162	52060	Salaries for Pupil Trans. (Other than Between Home and Sch)	44,000.00	0.00	44,000.00	6,022.50	0.00	37,977.50
11-000-270-442	52160	Rental Payments - School Buses	30,000.00	0.00	30,000.00	0.00	24,000.00	6,000.00
11-000-270-512	52280	Contracted Services (Other than Between Home and Sch)-Vendors	168,955.00	0.00	168,955.00	7,299.98	109,750.00	51,905.02
11-000-270-513	52300	Contracted Services (Between Home and Sch)-Joint Agreements	48,158.00	0.00	48,158.00	0.00	0.00	48,158.00
11-000-270-514	52320	Contracted Services (Special Ed Students)-Vendors	0.00	145,200.00	145,200.00	10,970.02	134,229.98	0.00
11-000-270-517	52360	Contracted Services (Regular Students)-ESCs and CTSA's	258,798.00	0.00	258,798.00	0.00	0.00	258,798.00
11-000-270-518	52380	Contracted Services (Special Ed. Students)-ESCs and CTSA's	422,220.00	(145,200.00)	277,020.00	22,846.25	0.00	254,173.75
11-000-270-xxx	52480	Total Student Transportation Services	988,255.00	0.00	988,255.00	51,185.27	280,057.46	657,012.27
--- Employee Benefits								
---- Unallocated Benefits								
11-000-291-220	71020	Social Security Contributions	506,495.00	0.00	506,495.00	95,706.77	0.00	410,788.23
11-000-291-241	71060	Other Retirement Contributions - PERS	543,068.00	0.00	543,068.00	1,196.28	0.00	541,871.72
11-000-291-260	71160	Worker's Compensation	152,255.00	0.00	152,255.00	146,252.78	0.00	6,002.22
11-000-291-270	71180	Health Benefits	4,439,409.00	0.00	4,439,409.00	1,159,717.71	3,140,276.66	139,414.63
11-000-291-280	71200	Tuition Reimbursement	221,242.00	0.00	221,242.00	13,652.00	35,536.89	172,053.11
11-000-291-290	71220	Other Employee Benefits	549,088.00	(61,091.55)	487,996.45	16,144.39	66,107.51	405,744.55
total unallocated benefits	71240	11-000-291-2xx	6,411,557.00	(61,091.55)	6,350,465.45	1,432,669.93	3,241,921.06	1,675,874.46
11-xxx-xxx-2xx	71260	Total Employee Benefits	6,411,557.00	(61,091.55)	6,350,465.45	1,432,669.93	3,241,921.06	1,675,874.46
	72140	Total Undistributed Expenditures	19,193,931.00	(49,674.04)	19,144,256.96	4,349,902.74	11,618,877.95	3,175,476.27
	72260	Total General Expense	34,109,971.00	3,016.00	34,112,987.00	6,342,283.35	23,163,910.99	4,606,792.66
- Capital Outlay								
-- Equipment								
--- Instructional Equipment - Regular Education:								
12-120-100-730	73040	Grades 1-5	4,000.00	0.00	4,000.00	0.00	3,499.00	501.00
12-130-100-730	73060	Grades 6-8	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
12-140-100-730	73080	Grades 9-12	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
-		Total Instructional Equipment - Regular Education	16,000.00	0.00	16,000.00	0.00	3,499.00	12,501.00
--- Equipment - Undistributed:								
12-000-266-730	75760	Undistributed Expenditures - Security	12,150.00	941.00	13,091.00	0.00	13,090.00	1.00
-		Total Equipment - Undistributed	12,150.00	941.00	13,091.00	0.00	13,090.00	1.00
12-xxx-xxx-73x	75880	Total Equipment	28,150.00	941.00	29,091.00	0.00	16,589.00	12,502.00
-- Facilities Acquisition and Construction Services								
12-000-400-450	76080	Construction Services	12,898.00	0.00	12,898.00	12,898.00	0.00	0.00
12-000-400-896	76210	Assessment for Debt Service on SDA Funding	27,109.00	0.00	27,109.00	0.00	0.00	27,109.00
12-000-400-xxx	76260	Total Facilities Acquisition and Construction Services	40,007.00	0.00	40,007.00	12,898.00	0.00	27,109.00
12-xxx-xxx-xxx	76400	Total Capital Outlay	68,157.00	941.00	69,098.00	12,898.00	16,589.00	39,611.00
	84060	Total General Fund	34,178,128.00	3,957.00	34,182,085.00	6,355,181.35	23,180,499.99	4,646,403.66

**Manasquan Board of Education
Monthly Transfer Report
2024-25 September**

Budget Category	Accounts	Original Budget	Encumbrances	Prior Year	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1xx-100-xxx 12-1xx-100-xxx 13-1xx-100-xxx 18-1xx-100-xxx	10,015,016.00	.00	.00	10,015,016.00	1,001,501.60	440,304.04	4.40	1,441,805.64	470,928.38
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1x-2xx-100-xxx 1x-000-216-xxx 1x-000-217-xxx	4,618,199.00	.00	.00	4,618,199.00	461,819.90	-351,387.00	-7.61	110,432.90	153,760.54
Vocational Programs-Local	1x-3xx-100-xxx	.00	.00	.00	.00	.00	.00	.00	.00	.00
School-Spon. Co/Extra-Curr. Activities,School Sponsored Athletics, and Other Instructional	11-4xx-100-xxx 11-4xx-2xx-xxx 12-4xx-100-xxx	1,200,561.00	3,957.00	3,957.00	1,204,518.00	120,451.80	1,975.00	.16	122,426.80	896,623.40
Community Services Programs/Operations	1x-800-330-xxx	.00	.00	.00	.00	.00	.00	.00	.00	.00
UNDISTRIBUTED EXPENSES		15,833,776.00	3,957.00	3,957.00	15,837,733.00	1,583,773.30	90,892.04	.57	1,674,665.34	1,521,312.32
Tuition	11-000-100-xxx 16-000-100-xxx 17-000-100-xxx 18-000-100-xxx	1,014,112.00	.00	.00	1,014,112.00	101,411.20	-11,695.62	-1.15	89,715.58	55,842.76
Attendance and Social Work, Health, Guidance, Child Study Teams, Education, Media Services	1x-000-211-xxx 1x-000-213-xxx 1x-000-218-xxx 1x-000-219-xxx 1x-000-222-xxx	2,964,475.00	.00	.00	2,964,475.00	296,447.50	-28,369.00	-9.6	268,078.50	165,473.02
Improvement of Instruction Services and Instructional Staff Training Services	1x-000-221-xxx 1x-000-223-xxx	963,855.00	.00	.00	963,855.00	96,385.50	27,370.00	2.84	123,755.50	29,793.30
General Administration	11-000-230-xxx	743,819.00	.00	.00	743,819.00	74,381.90	23,197.39	3.12	97,579.29	82,697.43
School Administration	11-000-240-xxx	1,220,746.00	.00	.00	1,220,746.00	122,074.60	-52,585.64	-4.31	69,488.96	56,485.68
Central Services & Administrative Information Technology	11-000-25x-xxx	603,155.00	.00	.00	603,155.00	60,315.50	994.00	.16	61,309.50	14,874.65
Operation and Maintenance of Plant Services	11-000-26x-xxx	3,382,221.00	.00	.00	3,382,221.00	338,222.10	10,347.38	.31	348,569.48	305,474.41
Student Transportation Services	11-000-270-xxx	988,255.00	.00	.00	988,255.00	98,825.50	.00	.00	98,825.50	657,012.27
Personal Services-Employee Benefits	11-xxx-xxx-2xx	6,411,557.00	.00	.00	6,411,557.00	641,155.70	-61,091.55	-9.5	580,064.15	1,675,874.46
Food Services	11-000-310-xxx	.00	.00	.00	.00	.00	.00	.00	.00	.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	.00	.00	.00	.00	.00	.00	.00	.00	.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL GENERAL CURRENT EXPENSE		18,292,195.00	.00	.00	18,292,195.00	1,829,219.50	-91,833.04	-5.0	1,737,386.46	3,043,527.98
Equipment	12-xxx-xxx-73x	12,150.00	.00	.00	12,150.00	1,215.00	941.00	7.74	2,156.00	1.00

**Manasquan Board of Education
Monthly Transfer Report
2024-25 September**

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Facilities Acquisition and Construction Services	12-000-4xx-xxx	40,007.00	.00	40,007.00	4,000.70	.00	.00	4,000.70	27,109.00
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4xx-931	.00	.00	.00	.00	.00	.00	.00	.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4xx-933	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CAPITAL EXPENDITURES		52,157.00	.00	52,157.00	5,215.70	941.00	1.80	6,156.70	27,110.00
TOTAL SPECIAL SCHOOLS	13-xxx-xxx-xxx	.00	.00	.00	.00	.00	.00	.00	.00
Transfer of Funds to Charter Schools	10-000-100-56x	.00	.00	.00	.00	.00	.00	.00	.00
General Fund Contribution to School Based Budgets	10-000-520-930	.00	.00	.00	.00	.00	.00	.00	.00
OPERATING BUDGET GRAND TOTAL		34,178,128.00	3,957.00	34,182,085.00	3,418,208.50	.00	.00	3,418,208.50	4,591,950.30

School Business Administrator Signature

Date

INVESTMENT REPORT

DOCUMENT D1

(1) Earned Interest Previous Balance (General Funds):	\$ 33,670.24
Agency Salary	503.51
Salary	420.65
Prior Month Adjustment	
Checking Account Interest This Month:	<u>20,710.25</u>
Total Interest Earned to Date:	\$ <u>55,304.65</u>

(2) Bank Reconciliation for September, 2024

BANK BALANCES

Manasquan Bank - Funds 10, 12, 20, 40	5,958,218.69
Manasquan Bank - Funds 30 REF#2	5,603,632.88
Manasquan Bank - Funds 10/31 - Shared Service Agreement	0.00
Manasquan Bank - Funds 32 ESIP	2,747,110.81
Manasquan Bank - Fund (60) Before/After School	53,083.60
Manasquan Bank - Fund (61) Manasquan Schools Development Fund	8,206.93
Manasquan Bank - Fund 90 (Payroll Agency)	64,824.17
Manasquan Bank - Fund 96 (Salary)	760.50
Manasquan Bank - FSA Account	12,542.29
Manasquan Bank - Unemployment Account	218,658.75
Manasquan Bank - Combined Scholarship	87,765.60
Manasquan Bank - Cafeteria	354,695.75
Manasquan Bank - Staff Function Account	4,801.24
Plus Bank Adjustments and/or Deposit in Transit	541.95
Outstanding Checks-Funds 10, 12, 20, 30, 40 (General)	-241,225.37
Outstanding Checks-Fund 32 (ESIP)	0.00
Outstanding Checks - Fund 60 (Before/After Care)	0.00
Outstanding Checks - Fund 61 (School Development Fund)	0.00
Outstanding Checks - Fund 62 (Cafeteria Account)	-3,142.43
Outstanding Checks - Fund 23 (Combined Scholarship)	-5,850.00
Outstanding Checks- Fund 90 (Payroll Agency)	-58,788.43
Outstanding Checks- (Payroll)	0.00
Outstanding Checks - Fund 92 (Unemployment Account)	0.00
Outstanding Checks - Fund 93 (Staff Account)	-90.43
Outstanding Checks - Fund 98 (FSA Account)	0.00
<u>Total Bank Balances:</u>	** \$ <u>14,805,746.50</u>

FUND BALANCES**

Governmental Funds

Fund 10 (General)	\$ 4,768,779.00
Fund 10 (Capital Reserve)	528,422.90
Fund 10 (Maintenance Reserve)	200,000.00
Fund 20 (Special Project)	*** -247,215.37
Fund 30 (Capital Project)	5,591,438.68
Fund 31 (Capital Project)-Moved to Fund 10	0.00
Fund 32 (ESIP)	2,747,110.81
Fund 40 (Debt Service)	480,411.80

Total Governmental Funds 14,068,947.82

Enterprise Funds

Before and After Care School Program (Fund 60)	52,669.18
Manasquan Schools Development Fund (Fund 61)	9,826.93
Cafeteria (Fund 62)	350,735.07

Total Enterprise Funds 413,231.18

Trust and Agency Funds

Combined Scholarship Account (Fund 23)	81,915.60
Payroll Agency (Fund 90)	4,979.55
Unemployment Account (Fund 92)	218,658.75
Staff Function Account (Fund 93)	4,710.81
FSA (Fund 94)	12,542.29
Payroll (Fund 96)	760.50

Total Trust and Agency Funds 323,567.50

Total Fund Balances: ** \$ 14,805,746.50

** As per Treasurer of School Monies Report.

*** Waiting for Federal Funding

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 10 - Interim Balance Sheet
For the three month period ending 09/30/2024**

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		4,768,779.00
116	Investment - Capital Reserve Account		528,422.90
117	Investment - Maintenance Reserve Account		200,000.00
121	Tax Levy Receivable		11,734,104.00
	Accounts Receivable:		
134	Interfund Accounts Receivable	(199.12)	
141	Intergovernmental - State	895,298.79	
143	Intergovernmental - Other	12,259,018.24	
145	AR TECH FEES	55,064.53	
153	Other Accounts Receivable	309,315.00	
154	Allowance for Uncollectible Accounts Receivable (Credit)		13,518,497.44
	Loans Receivable:		
131	Interfund	5,000.00	
151,152	Other (net of estimated uncollectible of \$ 0)		5,000.00
			<u>30,754,803.34</u>

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	33,332,339.00	
302	Less Revenues	33,273,847.47	58,491.53
			<u>58,491.53</u>
	Total Assets and Resources:		<u>30,813,294.87</u>

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
499,xxx	Other Current Liabilities		1,296.00
			<u>1,296.00</u>

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year	23,180,499.99			
754+753	Reserve for Encumbrances - Current + Prior		23,180,499.99		
	Reserve Fund Balance:				
761	Capital Reserve Account	528,422.90			
604	Add: Increase in Capital Reserve	104,050.00			
317	Less: Budgeted Withdrawal from Capital Reserve-Transfer to Debt Service	0.00		632,472.90	
764	Maintenance Reserve Account	200,000.00			
606	Add: Increase in Maintenance Reserve	2,000.00			
310	Less: Budgeted Withdrawal from Maintenance Reserve	0.00		202,000.00	
311	Less: Budgeted Withdrawal from Tuition Reserve	200,000.00		(200,000.00)	
	Appropriations				
601	Appropriations	34,182,085.00			
602	Less: Expenditures	6,355,181.35			
603	Encumbrances	23,180,499.99	(29,535,681.34)	4,646,403.66	
	Total Appropriated			28,461,376.55	
	Unappropriated				
770	Unassigned Fund Balance			3,102,461.32	
303	Budgeted Fund Balance			751,839.00	
					<u>30,811,998.87</u>
	Total Liabilities and Fund Equity:				<u>30,813,294.87</u>

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Fund 10 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	34,182,085.00	29,535,681.34	4,646,403.66
Revenues	(33,332,339.00)	(33,273,847.47)	(58,491.53)
	849,746.00	(3,738,166.13)	4,587,912.13
Change in Capital Reserve:			
Plus: Increase in Capital Reserve /Interest Deposit to Capital Reserve (604)	104,050.00	104,050.00	.00
	104,050.00	104,050.00	.00
Change in Maintenance Reserve:			
Plus: Increase in Maintenance Reserve (606)	2,000.00	2,000.00	.00
	2,000.00	2,000.00	.00
Change in Tuition Reserve:			
Less: Budgeted Withdrawal from Tuition Reserve (311)	200,000.00	200,000.00	.00
	(200,000.00)	(200,000.00)	.00

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 10 - Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the three month period ending 09/30/2024**

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
10-1xxx	370	From Local Sources	32,242,760.00	0.00	32,242,760.00	32,336,978.30	Over	(94,218.30)
10-3xxx	520	From State Sources	1,068,129.00	0.00	1,068,129.00	932,525.00	Under	135,604.00
10-4xxx	570	From Federal Sources	21,450.00	0.00	21,450.00	4,344.17	Under	17,105.83
-	-	Total Revenues/Sources Of Funds	33,332,339.00	0.00	33,332,339.00	33,273,847.47	Under	58,491.53

General Fund

Current Expense

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-1xx-100-xxx	3200	Regular Programs - Instruction	9,999,016.00	440,304.04	10,439,320.04	1,494,849.34	8,462,738.75	481,731.95
11-2xx-100-xxx	10300	Special Education - Instruction	3,419,658.00	(393,546.00)	3,026,112.00	366,371.87	2,614,797.09	44,943.04
11-230-100-xxx	11160	Basic Skills/Remedial - Instruction	115,535.00	0.00	115,535.00	13,757.50	99,277.50	2,500.00
11-240-100-xxx	12160	Bilingual Education - Instruction	181,270.00	0.00	181,270.00	17,327.00	159,443.00	4,500.00
11-401-100-xxx	17100	School-Sponsored Cocurricular/Extracurricular Activities - Instruction	284,244.00	100.00	284,344.00	1,825.65	862.50	281,655.85
11-402-100-xxx	17600	School-Sponsored Athletics - Instruction	916,317.00	5,832.00	922,149.00	98,249.25	207,914.20	615,985.55
	72140	<i>Undistributed Expenditures:</i>						
11-000-100-xxx	29180	Instruction (Tuition)	1,014,112.00	(11,695.62)	1,002,416.38	58,867.16	887,706.46	55,842.76
11-000-211-xxx	29680	Attendance and Social Work Services	286,692.00	0.00	286,692.00	54,854.05	231,837.95	0.00
11-000-213-xxx	30620	Health Services	281,740.00	19,683.00	301,423.00	59,710.78	221,981.52	19,730.70
11-000-216-xxx	40580	Speech, OT, PT and Related Services	416,261.00	0.00	416,261.00	54,715.90	306,445.10	55,100.00
11-000-217-xxx	41080	Other Support Services Students - Extraordinary Services	485,475.00	93,875.00	579,350.00	48,299.89	484,332.61	46,717.50
11-000-218-xxx	41660	Guidance	1,008,186.00	(70,857.00)	937,329.00	153,818.43	671,727.23	111,783.34
11-000-219-xxx	42200	Child Study Teams	761,156.00	2,992.00	764,148.00	179,188.01	559,623.34	25,336.65
11-000-221-xxx	43200	Improvement of Instruction	936,255.00	(58,796.00)	877,459.00	256,964.23	613,700.42	6,794.35
11-000-222-xxx	43620	Educational Media Services/School Library	626,701.00	19,813.00	646,514.00	177,805.78	444,574.87	24,133.35
11-000-223-xxx	44180	Instructional Staff Training	27,600.00	34,450.00	62,050.00	1,314.01	35,454.04	25,281.95
11-000-230-xxx	45300	General Administration	743,819.00	23,197.39	767,016.39	234,059.19	450,035.32	82,921.88
11-000-240-xxx	46160	School Administration	1,220,746.00	(52,585.64)	1,168,160.36	296,899.90	805,600.48	65,659.98
11-000-251-xxx	47200	Central Services	596,039.00	994.00	597,033.00	159,335.51	429,765.88	7,931.61
11-000-252-xxx	47620	Administrative Information Technology	7,116.00	0.00	7,116.00	0.00	0.00	7,116.00
11-000-261-xxx	48580	Required Maintenance for School Facilities	159,874.00	363.32	160,237.32	28,909.71	29,627.00	101,700.61
11-000-262-xxx	49340	Custodial Services	2,636,405.00	7,162.30	2,643,567.30	971,932.18	1,517,686.10	153,949.02
11-000-263-xxx	50100	Care and Upkeep of Grounds	261,048.00	4,450.00	265,498.00	68,574.48	176,217.08	20,706.44
11-000-266-xxx	51100	Security	324,894.00	(1,628.24)	323,265.76	60,798.33	230,584.03	31,883.40
11-000-270-xxx	52480	Student Transportation	988,255.00	0.00	988,255.00	51,185.27	280,057.46	657,012.27
11-xxx-xxx-2xx	71260	Employee Benefits	6,411,557.00	(61,091.55)	6,350,465.45	1,432,669.93	3,241,921.06	1,675,874.46
		Total General Expense	34,109,971.00	3,016.00	34,112,987.00	6,342,283.35	23,163,910.99	4,606,792.66

Capital Outlay

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
12-xxx-xxx-73x	75880	Equipment	28,150.00	941.00	29,091.00	0.00	16,589.00	12,502.00
12-000-4xx-xxx	76260	Facilities Acquisition and Construction	40,007.00	0.00	40,007.00	12,898.00	0.00	27,109.00
		Total Capital Outlay	68,157.00	941.00	69,098.00	12,898.00	16,589.00	39,611.00

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Total General Fund	34,178,128.00	3,957.00	34,182,085.00	6,355,181.35	23,180,499.99	4,646,403.66
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**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 10 - Schedule of Revenues
Actual Compared with Estimate
For the three month period ending 09/30/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
10-1210	100	Local Tax Levy	17,601,159.00	0.00	17,601,159.00	17,601,159.00	0.00
10-12xx	120	Other Local Governmental Units-Restricted	18,000.00	0.00	18,000.00	0.00	18,000.00
10-1310	140	Tuition from Individuals	336,244.00	0.00	336,244.00	400,750.00	(64,506.00)
10-1320	150	Tuition from LEAs Within State	14,106,307.00	0.00	14,106,307.00	14,133,759.19	(27,452.19)
10-1xxx	350	Other Restricted Miscellaneous Revenues	181,050.00	0.00	181,050.00	201,310.11	(20,260.11)
10-1xxx	370	Total Revenue from Local Sources	32,242,760.00	0.00	32,242,760.00	32,336,978.30	(94,218.30)
- State Sources							
10-3121	420	Categorical Transportation Aid	76,841.00	0.00	76,841.00	76,841.00	0.00
10-3131	430	Extraordinary Aid	135,604.00	0.00	135,604.00	0.00	135,604.00
10-3132	440	Categorical Special Education Aid	751,220.00	0.00	751,220.00	751,220.00	0.00
10-3177	470	Categorical Security Aid	83,868.00	0.00	83,868.00	83,868.00	0.00
10-3178	480	Adjustment Aid	20,596.00	0.00	20,596.00	20,596.00	0.00
10-3xxx	520	Total Revenue from State Sources	1,068,129.00	0.00	1,068,129.00	932,525.00	135,604.00
- Federal Sources							
10-4200	540	Medicaid Reimbursement	21,450.00	0.00	21,450.00	4,344.17	17,105.83
10-4xxx	570	Total Revenue from Federal Sources	21,450.00	0.00	21,450.00	4,344.17	17,105.83
-	-	Total Revenues/Sources of Funds	33,332,339.00	0.00	33,332,339.00	33,273,847.47	58,491.53

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 10 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the three month period ending 09/30/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
General Fund								
- General Current Expense								
-- Regular Programs - Instruction								
--- Regular Programs - Instruction								
11-105-100-101	2000	Preschool - Salaries of Teachers	30,546.00	395,305.00	425,851.00	42,132.78	377,848.22	5,870.00
11-110-100-101	2080	Kindergarten - Salaries of Teachers	212,320.00	4,158.00	216,478.00	27,159.66	186,318.34	3,000.00
11-120-100-101	2100	Grades 1-5 - Salaries of Teachers	1,733,208.00	(4,158.00)	1,729,050.00	173,692.77	1,469,673.83	85,683.40
11-130-100-101	2120	Grades 6-8 - Salaries of Teachers	1,427,226.00	0.00	1,427,226.00	140,502.14	1,262,061.26	24,662.60
11-140-100-101	2140	Grades 9-12 - Salaries of Teachers	5,758,724.00	44,024.00	5,802,748.00	603,628.78	4,985,604.22	213,515.00
subtotal	subtotal	Total Regular Programs - Instruction	9,162,024.00	439,329.00	9,601,353.00	987,116.13	8,281,505.87	332,731.00
--- Regular Programs - Home Instruction								
11-150-100-101	2500	Salaries of Teachers	4,000.00	0.00	4,000.00	750.00	0.00	3,250.00
11-150-100-320	2540	Purchased Professional-Educational Services	15,500.00	0.00	15,500.00	0.00	0.00	15,500.00
subtotal	subtotal	Total Regular Programs - Home Instruction	19,500.00	0.00	19,500.00	750.00	0.00	18,750.00
--- Regular Programs - Undistributed Instruction								
11-190-100-340	3040	Purchased Technical Services	116,876.00	0.00	116,876.00	56,343.58	46,379.34	14,153.08
11-190-100-500	3060	Other Purchased Services (400-500 series)	48,132.00	4,377.80	52,509.80	17,724.84	26,824.68	7,960.28
11-190-100-610	3080	General Supplies	595,776.00	(22,539.75)	573,236.25	395,223.14	101,498.53	76,514.58
11-190-100-640	3100	Textbooks	26,658.00	19,136.99	45,794.99	34,361.65	5,110.33	6,323.01
11-190-100-800	3120	Other Objects	30,050.00	0.00	30,050.00	3,330.00	1,420.00	25,300.00
subtotal	subtotal	Total Regular Programs - Undistributed Instruction	817,492.00	975.04	818,467.04	506,983.21	181,232.88	130,250.95
11-1xx-100-xxxx	3200	Total Regular Programs - Instruction	9,999,016.00	440,304.04	10,439,320.04	1,494,849.34	8,462,738.75	481,731.95
-- Special Education Programs								
--- Learning and/or Language Disabilities - Mild/Moderate:								
11-204-100-101	4500	Salaries of Teachers	410,106.00	(1,399.65)	408,706.35	51,660.60	354,695.40	2,350.35
11-204-100-106	4520	Other Salaries for Instruction	38,232.00	3,438.65	41,670.65	6,949.03	34,720.82	0.80
11-204-100-610	4600	General Supplies	1,593.00	0.00	1,593.00	0.00	1,521.56	71.44
11-204-100-xxx	4660	Total Learning and/or Language Disabilities - Mild/Moderate	449,931.00	2,039.00	451,970.00	58,609.63	390,937.78	2,422.59
--- Multiple Disabilities:								
11-212-100-101	6500	Salaries of Teachers	319,790.00	0.00	319,790.00	41,714.00	270,076.00	8,000.00
11-212-100-106	6520	Other Salaries for Instruction	495,543.00	0.00	495,543.00	82,875.23	406,082.77	6,585.00
11-212-100-500	6580	Other Purchased Services (400-500 series)	2,000.00	0.00	2,000.00	0.00	1,600.00	400.00
11-212-100-610	6600	General Supplies	29,800.00	0.00	29,800.00	3,313.61	20,969.96	5,516.43
11-212-100-800	6640	Other Objects	6,510.00	(280.00)	6,230.00	995.00	2,215.98	3,019.02
11-212-100-xxx	6660	Total Multiple Disabilities	853,643.00	(280.00)	853,363.00	128,897.84	700,944.71	23,520.45
--- Resource Room/Resource Center:								
11-213-100-101	7000	Salaries of Teachers	1,699,532.00	0.00	1,699,532.00	173,893.20	1,515,638.80	10,000.00
11-213-100-106	7020	Other Salaries for Instruction	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
11-213-100-xxx	7160	Total Resource Room/Resource Center	1,702,532.00	0.00	1,702,532.00	173,893.20	1,515,638.80	13,000.00
--- Preschool Disabilities - Full-Time:								
11-216-100-101	8500	Salaries of Teachers	285,715.00	(278,715.00)	7,000.00	675.00	6,325.00	0.00
11-216-100-106	8520	Other Salaries for Instruction	121,837.00	(116,590.00)	5,247.00	4,296.20	950.80	0.00
11-216-100-xxx	8640	Total Preschool Disabilities - Full-Time	407,552.00	(395,305.00)	12,247.00	4,971.20	7,275.80	0.00
--- Home Instruction:								
11-219-100-101	9260	Salaries of Teachers	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
11-219-100-xxx	9420	Total Home Instruction	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
subtotal special ed	10300	Total Special Education - Instruction	3,419,658.00	(393,546.00)	3,026,112.00	366,371.87	2,614,797.09	44,943.04
-- Basic Skills/Remedial - Instruction								
11-230-100-101	11000	Salaries of Teachers	114,035.00	0.00	114,035.00	13,757.50	99,277.50	1,000.00
11-230-100-610	11100	General Supplies	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-230-100-xxx	11160	Total Basic Skills/Remedial - Instruction	115,535.00	0.00	115,535.00	13,757.50	99,277.50	2,500.00
-- Bilingual Education - Instruction								
11-240-100-101	12000	Salaries of Teachers	181,270.00	0.00	181,270.00	17,327.00	159,443.00	4,500.00
11-240-100-xxx	12160	Total Bilingual Education - Instruction	181,270.00	0.00	181,270.00	17,327.00	159,443.00	4,500.00
-- School-Sponsored Cocurricular/Extracurricular Activities - Instruction								
11-401-100-100	17000	Salaries	271,479.00	0.00	271,479.00	0.00	0.00	271,479.00
11-401-100-500	17020	Purchased Services (300-500 series)	3,400.00	1,332.00	4,732.00	1,331.50	0.00	3,400.50
11-401-100-600	17040	Supplies and Materials	5,912.00	(1,232.00)	4,680.00	494.15	862.50	3,323.35
11-401-100-800	17060	Other Objects	3,453.00	0.00	3,453.00	0.00	0.00	3,453.00
11-401-100-xxx	17100	Total School-Spon. Co/Extra-curricular Actvts. - Inst.	284,244.00	100.00	284,344.00	1,825.65	862.50	281,655.85
-- School-Sponsored Athletics - Instruction								
11-402-100-100	17500	Salaries	659,017.00	1,875.00	660,892.00	49,610.74	132,494.26	478,787.00
11-402-100-500	17520	Purchased Services (300-500 series)	100,100.00	0.00	100,100.00	6,355.86	64,200.00	29,544.14
11-402-100-600	17540	Supplies and Materials	71,700.00	3,957.00	75,657.00	30,392.65	11,219.94	34,044.41
11-402-100-800	17560	Other Objects	10,500.00	0.00	10,500.00	6,890.00	0.00	3,610.00
11-402-100-930	17580	Transfers to Cover Deficit (Custodial Funds)	75,000.00	0.00	75,000.00	5,000.00	0.00	70,000.00
11-402-100-xxx	17600	Total School-Sponsored Athletics - Instruction	916,317.00	5,832.00	922,149.00	98,249.25	207,914.20	615,985.55
-- Total Undistributed Expenditures								
--- Undistributed Expenditures - Instruction (Tuition)								
11-000-100-562	29020	Tuition to Other LEAs Within the State-Special	270,805.00	107,052.00	377,857.00	36,930.93	340,926.07	0.00
11-000-100-563	29040	Tuition to County Voc. School Dist.-Regular	115,246.00	(35,000.00)	80,246.00	890.00	66,153.00	13,203.00
11-000-100-564	29060	Tuition to County Voc. School Dist.-Special	14,026.00	(7,374.00)	6,652.00	0.00	6,554.00	98.00
11-000-100-566	29100	Tuition to Priv. Sch. for the Disabled - Within the State	614,035.00	(76,373.62)	537,661.38	21,046.23	474,073.39	42,541.76
11-000-100-xxx	29180	Total Undistributed Expenditures - Instruction (Tuition)	1,014,112.00	(11,695.62)	1,002,416.38	58,867.16	887,706.46	55,842.76
--- Undistributed Expenditures - Attendance and Social Work								
11-000-211-100	29500	Salaries	286,692.00	0.00	286,692.00	54,854.05	231,837.95	0.00
11-000-211-xxx	29680	Total Attendance and Work	286,692.00	0.00	286,692.00	54,854.05	231,837.95	0.00
--- Undistributed Expenditures - Health Services								
11-000-213-100	30500	Salaries	249,422.00	19,683.00	269,105.00	56,361.11	207,702.82	5,041.07
11-000-213-300	30540	Purchased Professional and Technical Services	15,600.00	0.00	15,600.00	0.00	13,000.00	2,600.00
11-000-213-500	30560	Other Purchased Services (400-500 series)	6,750.00	0.00	6,750.00	101.85	305.55	6,342.60
11-000-213-600	30580	Supplies and Materials	9,315.00	(1,000.00)	8,315.00	3,247.82	973.15	4,094.03
11-000-213-616	30585	Supplies - Menstrual Products	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00
11-000-213-800	30600	Other Objects	653.00	0.00	653.00	0.00	0.00	653.00
11-000-213-xxx	30620	Total Undistributed Expenditures - Health Services	281,740.00	19,683.00	301,423.00	59,710.78	221,981.52	19,730.70
--- Undistributed Expenditures - Speech, OT, PT and Related Services								
11-000-216-100	40500	Salaries	328,552.00	0.00	328,552.00	51,488.60	275,033.40	2,030.00
11-000-216-320	40520	Purchased Professional - Educational Services	83,564.00	0.00	83,564.00	1,285.00	29,400.00	52,879.00
11-000-216-600	40540	Supplies and Materials	4,145.00	0.00	4,145.00	1,942.30	2,011.70	191.00
11-000-216-xxx	40580	Total Speech, OT, PT and Related Services	416,261.00	0.00	416,261.00	54,715.90	306,445.10	55,100.00
--- Undistributed Expenditures-Other Supp. Serv. Students-Extraordinary Svcs								
11-000-217-100	41000	Salaries	485,475.00	93,875.00	579,350.00	48,299.89	484,332.61	46,717.50
11-000-217-xxx	41080	Total Other Support Services Students-Extraordinary Serv.	485,475.00	93,875.00	579,350.00	48,299.89	484,332.61	46,717.50
--- Undistributed Expenditures - Guidance								
11-000-218-104	41500	Salaries of Other Professional Staff	794,768.00	(71,450.00)	723,318.00	123,508.94	598,713.39	1,095.67
11-000-218-105	41520	Salaries of Secretarial and Clerical Assistants	90,525.00	0.00	90,525.00	22,481.22	67,043.78	1,000.00
11-000-218-320	41560	Purchased Professional - Educational Services	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
11-000-218-390	41580	Other Purchased Professional and Technical Services	104,783.00	593.00	105,376.00	6,581.28	5,093.00	93,701.72

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-218-500	41600	Other Purchased Services (400-500 series)	1,364.00	0.00	1,364.00	0.00	0.00	1,364.00
11-000-218-600	41620	Supplies and Materials	11,380.00	0.00	11,380.00	1,246.99	877.06	9,255.95
11-000-218-800	41640	Other Objects	3,366.00	0.00	3,366.00	0.00	0.00	3,366.00
11-000-218-xxx	41660	Total Undistributed Expenditures - Guidance	1,008,186.00	(70,857.00)	937,329.00	153,818.43	671,727.23	111,783.34
--- Undistributed Expenditures - Child Study Teams								
11-000-219-104	42000	Salaries of Other Professional Staff	621,627.00	2,992.00	624,619.00	140,260.01	478,358.24	6,000.75
11-000-219-105	42020	Salaries of Secretarial and Clerical Assistants	92,525.00	0.00	92,525.00	22,381.26	67,143.74	3,000.00
11-000-219-320	42060	Purchased Professional - Educational Services	7,200.00	0.00	7,200.00	750.00	1,000.00	5,450.00
11-000-219-390	42080	Other Purchased Prof. and Tech. Services	13,344.00	0.00	13,344.00	13,342.57	0.00	1.43
11-000-219-500	42100	Other Purchased Services (400-500 series) (voc and cssd only)	5,307.00	0.00	5,307.00	0.00	2,513.63	2,793.37
11-000-219-600	42160	Supplies and Materials	18,058.00	(100.00)	17,958.00	2,454.17	10,607.73	4,896.10
11-000-219-800	42180	Other Objects	3,095.00	100.00	3,195.00	0.00	0.00	3,195.00
11-000-219-xxx	42200	Total Child Study Teams	761,156.00	2,992.00	764,148.00	179,188.01	559,623.34	25,336.65
--- Undistributed Expenditures - Improvement of Instruction Services								
11-000-221-102	43000	Salaries of Supervisor of Instruction	674,176.00	35,079.00	709,255.00	177,313.56	531,941.44	0.00
11-000-221-104	43020	Salaries of Other Professional Staff	93,544.00	0.00	93,544.00	23,386.02	70,157.98	0.00
11-000-221-105	43040	Salaries of Secretarial and Clerical Assist.	15,468.00	0.00	15,468.00	3,867.00	11,601.00	0.00
11-000-221-110	43060	Other Salaries	53,100.00	0.00	53,100.00	50,310.00	0.00	2,790.00
11-000-221-176	43080	Salaries of Facilitators, Math and Literacy Coaches	93,875.00	(93,875.00)	0.00	0.00	0.00	0.00
11-000-221-500	43140	Other Purchased Services (400-500)	1,720.00	0.00	1,720.00	730.00	0.00	990.00
11-000-221-600	43160	Supplies and Materials	2,490.00	0.00	2,490.00	0.00	0.00	2,490.00
11-000-221-800	43180	Other Objects	1,882.00	0.00	1,882.00	1,357.65	0.00	524.35
11-000-221-xxx	43200	Total Improvement of Instruction Services	936,255.00	(58,796.00)	877,459.00	256,964.23	613,700.42	6,794.35
--- Undistributed Expenditures - Educational Media Services/School Library								
11-000-222-100	43500	Salaries	104,976.00	0.00	104,976.00	12,407.50	90,068.50	2,500.00
11-000-222-177	43520	Salaries of Technology Coordinators	488,181.00	19,991.00	508,172.00	154,894.31	353,275.63	2.06
11-000-222-500	43560	Other Purchased Services (400-500 series)	26,469.00	149.01	26,618.01	8,929.16	1,230.74	16,458.11
11-000-222-600	43580	Supplies and Materials	6,470.00	(327.01)	6,142.99	1,494.81	0.00	4,648.18
11-000-222-800	43600	Other Objects	605.00	0.00	605.00	80.00	0.00	525.00
11-000-222-xxx	43620	Total Educational Media Services/School Library	626,701.00	19,813.00	646,514.00	177,805.78	444,574.87	24,133.35
--- Undistributed Expenditures - Instructional Staff Training Services								
11-000-223-104	44020	Salaries of Other Professional Staff	11,160.00	0.00	11,160.00	0.00	0.00	11,160.00
11-000-223-320	44080	Purchased Professional - Educational Serv	7,340.00	34,279.00	41,619.00	950.00	34,279.00	6,390.00
11-000-223-500	44120	Other Purchased Services (400-500 series)	8,490.00	171.00	8,661.00	0.00	1,175.04	7,485.96
11-000-223-600	44140	Supplies and Materials	610.00	0.00	610.00	364.01	0.00	245.99
11-000-223-xxx	44180	Total Instructional Staff Training Services	27,600.00	34,450.00	62,050.00	1,314.01	35,454.04	25,281.95
--- Undistributed Expenditures - Support Services - General Administration								
11-000-230-100	45000	Salaries	355,729.00	26,481.55	382,210.55	141,371.28	240,839.27	0.00
11-000-230-331	45040	Legal Services	105,000.00	0.00	105,000.00	11,527.50	73,437.50	20,035.00
11-000-230-332	45060	Audit Fees	15,000.00	0.00	15,000.00	6,250.00	6,250.00	2,500.00
11-000-230-334	45080	Architectural/Engineering Services	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
11-000-230-339	45100	Other Purchased Professional Services	10,000.00	(6,382.00)	3,618.00	0.00	0.00	3,618.00
11-000-230-340	45120	Purchased Technical Services	21,767.00	6,382.00	28,149.00	21,267.09	6,881.50	0.41
11-000-230-530	45140	Communications / Telephone	105,450.00	(3,284.16)	102,165.84	23,741.58	49,609.71	28,814.55
11-000-230-590	45180	Misc Purchased Services (400-500 series, O/T 530 and 585)	90,976.00	0.00	90,976.00	4,878.96	71,418.80	14,678.24
11-000-230-610	45200	General Supplies	8,847.00	0.00	8,847.00	5,922.88	1,598.54	1,325.58
11-000-230-890	45260	Miscellaneous Expenditures	12,050.00	0.00	12,050.00	6,124.00	0.00	5,926.00
11-000-230-895	45280	BOE Membership Dues and Fees	14,000.00	0.00	14,000.00	12,975.90	0.00	1,024.10

**Report of the Secretary to the Board of Education
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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-xxx	45300	Total Support Services - General Administration	743,819.00	23,197.39	767,016.39	234,059.19	450,035.32	82,921.88
--- Undistributed Expenditures - Support Services - School Administration								
11-000-240-103	46000	Salaries of Principals/Assistant Principals	790,870.00	(55,028.00)	735,842.00	177,518.07	542,887.93	15,436.00
11-000-240-105	46040	Salaries of Secretarial and Clerical Assistants	302,043.00	811.00	302,854.00	66,607.40	231,174.65	5,071.95
11-000-240-300	46080	Purchased Professional and Technical Services	4,100.00	6,225.00	10,325.00	0.00	425.00	9,900.00
11-000-240-500	46100	Other Purchased Services (400-500 series)	75,226.00	(3,293.64)	71,932.36	44,407.62	11,589.52	15,935.22
11-000-240-600	46120	Supplies and Materials	37,587.00	(4,800.00)	32,787.00	631.81	16,003.38	16,151.81
11-000-240-800	46140	Other Objects	10,920.00	3,500.00	14,420.00	7,735.00	3,520.00	3,165.00
11-000-240-xxx	46160	Total Support Services - School Administration	1,220,746.00	(52,585.64)	1,168,160.36	296,899.90	805,600.48	65,659.98
--- Undistributed Expenditures - Central Services								
11-000-251-100	47000	Salaries	569,468.00	994.00	570,462.00	141,313.62	429,147.38	1.00
11-000-251-330	47020	Purchased Professional Services	2,000.00	100.00	2,100.00	2,100.00	0.00	0.00
11-000-251-340	47040	Purchased Technical Services	8,821.00	0.00	8,821.00	8,820.00	0.00	1.00
11-000-251-592	47060	Miscellaneous Purchased Services (400-500 series)	2,250.00	1,000.00	3,250.00	2,446.50	343.50	460.00
11-000-251-600	47100	Supplies and Materials	10,500.00	(1,100.00)	9,400.00	2,114.29	0.00	7,285.71
11-000-251-890	47180	Miscellaneous Expenditures	3,000.00	0.00	3,000.00	2,541.10	275.00	183.90
11-000-251-xxx	47200	Total Central Services	596,039.00	994.00	597,033.00	159,335.51	429,765.88	7,931.61
--- Undistributed Expenditures - Administrative Information Technology								
11-000-252-100	47500	Salaries	7,116.00	0.00	7,116.00	0.00	0.00	7,116.00
11-000-252-xxx	47620	Total Administrative Information Technology	7,116.00	0.00	7,116.00	0.00	0.00	7,116.00
--- Operation and Maintenance of Plant Services								
---- Undistributed Expenditures - Required Maintenance for School Facilities								
11-000-261-100	48500	Salaries	0.00	833.32	833.32	0.00	0.00	833.32
11-000-261-420	48520	Cleaning, Repair, and Maintenance Services	159,874.00	(470.00)	159,404.00	28,909.71	29,627.00	100,867.29
11-000-261-xxx	48580	Total Required Maintenance for School Facilities	159,874.00	363.32	160,237.32	28,909.71	29,627.00	101,700.61
---- Undistributed Expenditures - Custodial Services								
11-000-262-100	49000	Salaries	992,406.00	(50,326.32)	942,079.68	222,308.66	704,580.50	15,190.52
11-000-262-107	49020	Salaries of Non-Instructional Aides	58,897.00	49,493.00	108,390.00	15,894.55	91,114.85	1,380.60
11-000-262-420	49060	Cleaning, Repair, and Maintenance Services	194,596.00	(13,321.00)	181,275.00	47,523.98	88,491.95	45,259.07
11-000-262-441	49080	Rental of Land and Bldg. Oth. than Lease Pur Agrmt	244,500.00	0.00	244,500.00	244,500.00	0.00	0.00
11-000-262-490	49120	Other Purchased Property Services	28,200.00	11,695.62	39,895.62	17,400.55	11,617.16	10,877.91
11-000-262-520	49140	Insurance	242,481.00	12,721.00	255,202.00	130,792.00	124,410.00	0.00
11-000-262-590	49160	Miscellaneous Purchased Services	2,000.00	0.00	2,000.00	68.47	731.53	1,200.00
11-000-262-610	49180	General Supplies	98,025.00	(400.00)	97,625.00	29,073.91	4,776.99	63,774.10
11-000-262-621	49200	Energy (Natural Gas)	186,153.00	3,436.00	189,589.00	15,156.58	174,432.42	0.00
11-000-262-622	49220	Energy (Electricity)	339,727.00	(3,436.00)	336,291.00	73,769.30	251,230.70	11,291.00
11-000-262-800	49280	Other Objects	10,700.00	(2,700.00)	8,000.00	2,424.18	600.00	4,975.82
11-000-262-837	49300	Interest - Energy Savings Improvement Program Bonds	193,720.00	0.00	193,720.00	128,020.00	65,700.00	0.00
11-000-262-917	49320	Principal - Energy Savings Improvement Program Bonds	45,000.00	0.00	45,000.00	45,000.00	0.00	0.00
11-000-262-xxx	49340	Total Custodial Services	2,636,405.00	7,162.30	2,643,567.30	971,932.18	1,517,686.10	153,949.02
---- Undistributed Expenditures - Care and Upkeep of Grounds								
11-000-263-100	50000	Salaries	205,103.00	0.00	205,103.00	48,650.73	145,952.27	10,500.00
11-000-263-420	50040	Cleaning, Repair, and Maintenance Services	41,945.00	(300.00)	41,645.00	12,286.40	20,668.23	8,690.37
11-000-263-610	50060	General Supplies	14,000.00	4,750.00	18,750.00	7,637.35	9,596.58	1,516.07
11-000-263-xxx	50100	Total Care And Upkeep Of Grounds	261,048.00	4,450.00	265,498.00	68,574.48	176,217.08	20,706.44
---- Undistributed Expenditures - Security								
11-000-266-100	51000	Salaries	286,009.00	0.00	286,009.00	57,253.35	216,319.25	12,436.40
11-000-266-300	51020	Purchased Professional and Technical Services	36,500.00	(2,125.00)	34,375.00	3,064.98	12,332.02	18,978.00
11-000-266-420	51040	Cleaning, Repair, and Maintenance Services	250.00	0.00	250.00	0.00	0.00	250.00
11-000-266-610	51060	General Supplies	2,135.00	496.76	2,631.76	480.00	1,932.76	219.00

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-266-xxx	51100	Total Security	324,894.00	(1,628.24)	323,265.76	60,798.33	230,584.03	31,883.40
subtotal of 11-000-26x-xxx	51120	Total Operation and Maintenance of Plant Services	3,382,221.00	10,347.38	3,392,568.38	1,130,214.70	1,954,114.21	308,239.47
--- Undistributed Expenditures - Student Transportation Services								
11-000-270-161	52040	Salaries for Pupil Trans. (Bet Home and Sch)-Special Ed.	16,124.00	0.00	16,124.00	4,046.52	12,077.48	0.00
11-000-270-162	52060	Salaries for Pupil Trans. (Other than Between Home and Sch)	44,000.00	0.00	44,000.00	6,022.50	0.00	37,977.50
11-000-270-442	52160	Rental Payments - School Buses	30,000.00	0.00	30,000.00	0.00	24,000.00	6,000.00
11-000-270-512	52280	Contracted Services (Other than Between Home and Sch)-Vendors	168,955.00	0.00	168,955.00	7,299.98	109,750.00	51,905.02
11-000-270-513	52300	Contracted Services (Between Home and Sch)-Joint Agreements	48,158.00	0.00	48,158.00	0.00	0.00	48,158.00
11-000-270-514	52320	Contracted Services (Special Ed Students)-Vendors	0.00	145,200.00	145,200.00	10,970.02	134,229.98	0.00
11-000-270-517	52360	Contracted Services (Regular Students)-ESCs and CTSA's	258,798.00	0.00	258,798.00	0.00	0.00	258,798.00
11-000-270-518	52380	Contracted Services (Special Ed Students)-ESCs and CTSA's	422,220.00	(145,200.00)	277,020.00	22,846.25	0.00	254,173.75
11-000-270-xxx	52480	Total Student Transportation Services	988,255.00	0.00	988,255.00	51,185.27	280,057.46	657,012.27
--- Employee Benefits								
---- Unallocated Benefits								
11-000-291-220	71020	Social Security Contributions	506,495.00	0.00	506,495.00	95,706.77	0.00	410,788.23
11-000-291-241	71060	Other Retirement Contributions - PERS	543,068.00	0.00	543,068.00	1,196.28	0.00	541,871.72
11-000-291-260	71160	Worker's Compensation	152,255.00	0.00	152,255.00	146,252.78	0.00	6,002.22
11-000-291-270	71180	Health Benefits	4,439,409.00	0.00	4,439,409.00	1,159,717.71	3,140,276.66	139,414.63
11-000-291-280	71200	Tuition Reimbursement	221,242.00	0.00	221,242.00	13,652.00	35,536.89	172,053.11
11-000-291-290	71220	Other Employee Benefits	549,088.00	(61,091.55)	487,996.45	16,144.39	66,107.51	405,744.55
total unallocated benefits	71240	11-000-291-2xx	6,411,557.00	(61,091.55)	6,350,465.45	1,432,669.93	3,241,921.06	1,675,874.46
11-xxx-xxx-2xx	71260	Total Employee Benefits	6,411,557.00	(61,091.55)	6,350,465.45	1,432,669.93	3,241,921.06	1,675,874.46
	72140	Total Undistributed Expenditures	19,193,931.00	(49,674.04)	19,144,256.96	4,349,902.74	11,618,877.95	3,175,476.27
	72260	Total General Expense	34,109,971.00	3,016.00	34,112,987.00	6,342,283.35	23,163,910.99	4,606,792.66
- Capital Outlay								
-- Equipment								
--- Instructional Equipment - Regular Education:								
12-120-100-730	73040	Grades 1-5	4,000.00	0.00	4,000.00	0.00	3,499.00	501.00
12-130-100-730	73060	Grades 6-8	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
12-140-100-730	73080	Grades 9-12	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
-		Total Instructional Equipment - Regular Education	16,000.00	0.00	16,000.00	0.00	3,499.00	12,501.00
--- Equipment - Undistributed:								
12-000-266-730	75760	Undistributed Expenditures - Security	12,150.00	941.00	13,091.00	0.00	13,090.00	1.00
-		Total Equipment - Undistributed	12,150.00	941.00	13,091.00	0.00	13,090.00	1.00
12-xxx-xxx-73x	75880	Total Equipment	28,150.00	941.00	29,091.00	0.00	16,589.00	12,502.00
-- Facilities Acquisition and Construction Services								
12-000-400-450	76080	Construction Services	12,898.00	0.00	12,898.00	12,898.00	0.00	0.00
12-000-400-896	76210	Assessment for Debt Service on SDA Funding	27,109.00	0.00	27,109.00	0.00	0.00	27,109.00
12-000-400-xxx	76260	Total Facilities Acquisition and Construction Services	40,007.00	0.00	40,007.00	12,898.00	0.00	27,109.00
12-xxx-xxx-xxx	76400	Total Capital Outlay	68,157.00	941.00	69,098.00	12,898.00	16,589.00	39,611.00
	84060	Total General Fund	34,178,128.00	3,957.00	34,182,085.00	6,355,181.35	23,180,499.99	4,646,403.66

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 20 - Interim Balance Sheet
For the three month period ending 09/30/2024**

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		204,026.65
	Accounts Receivable:		
141	Intergovernmental - StateAccounts Receivable:	25,236.00	
149	AR Manasquan Boro GrantAccounts Receivable:	13,850.00	
xxx	Other Current AssetsAccounts Receivable:		39,086.00
			<u>243,112.65</u>

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	530,366.77	
302	Less Revenues	78,170.54	452,196.23
			<u>452,196.23</u>
	Total Assets and Resources:		<u>695,308.88</u>

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
421	Accounts Payable		997.00
			<u>997.00</u>

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year		207,800.53		
754	Reserve for Encumbrances - Prior Year		16,870.00		
754+753	Reserve for Encumbrances - Current + Prior			<u>224,670.53</u>	
	Reserve Fund Balance:				
758	Student Activity Fund			369,326.42	
759	Scholarship Fund			81,915.60	
601	Appropriations		547,236.77		
602	Less: Expenditures	236,613.19			
603	Encumbrances	224,670.53	<u>(461,283.72)</u>	85,953.05	
770	Unassigned Fund Balance			<u>(67,553.72)</u>	
					<u>694,311.88</u>
	Total Liabilities and Fund Equity:				<u>695,308.88</u>

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Fund 20 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	547,236.77	461,283.72	85,953.05
Revenues	(530,366.77)	(78,170.54)	(452,196.23)
	16,870.00	383,113.18	(366,243.18)

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 20 - Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the three month period ending 09/30/2024**

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
20-1xxx	745	From Local Sources	35,452.28	19,486.56	54,938.84	65,359.28	Over	(10,420.44)
20-3xxx	770	From State Sources	0.00	0.00	0.00	93.00	Over	(93.00)
20-4xxx	830	From Federal Sources	341,868.00	133,559.93	475,427.93	12,718.26	Under	462,709.67
-		Total Revenues/Sources Of Funds	377,320.28	153,046.49	530,366.77	78,170.54	Under	452,196.23

Special Revenue Fund

Local Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	84100	Local Projects	0.00	71,808.84	71,808.84	0.00	36,356.56	35,452.28
		Total Local Projects	0.00	71,808.84	71,808.84	0.00	36,356.56	35,452.28

Federal Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	88500	Title I	7,305.47	18,539.00	25,844.47	21,480.69	0.00	4,363.78
20-xxx-xxx-xxx	88520	Title II	47,622.00	(4,599.00)	43,023.00	1,228.70	27,573.30	14,221.00
20-xxx-xxx-xxx	88540	Title III	4,175.00	0.00	4,175.00	0.00	0.00	4,175.00
20-xxx-xxx-xxx	88560	Title IV	8,500.00	1,500.00	10,000.00	1,459.49	0.00	8,540.51
20-xxx-xxx-xxx	88620	I.D.E.A. Part B (Handicapped)	268,739.00	47,340.00	316,079.00	179,899.85	134,738.67	1,440.48
20-xxx-xxx-xxx	88640	Vocational Education	15,089.00	2,671.00	17,760.00	0.00	0.00	17,760.00
-		Additional Federal Grants	0.00	58,546.46	58,546.46	32,544.46	26,002.00	0.00
20-xxx-xxx-xxx		Total Federal Projects	351,430.47	123,997.46	475,427.93	236,613.19	188,313.97	50,500.77
		Total Special Revenue Fund	351,430.47	195,806.30	547,236.77	236,613.19	224,670.53	85,953.05

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 20 - Schedule of Revenues
Actual Compared with Estimate
For the three month period ending 09/30/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
20-1xxx	740	Other Revenue from Local Sources	35,452.28	19,486.56	54,938.84	65,359.28	(10,420.44)
20-1xxx	745	Total Local Sources	35,452.28	19,486.56	54,938.84	65,359.28	(10,420.44)
- State Sources							
20-32xx	765	Other Restricted Entitlements	0.00	0.00	0.00	93.00	(93.00)
20-3xxx	770	Total from State Sources	0.00	0.00	0.00	93.00	(93.00)
- Federal Sources							
20-4411-4414	775	Title I	36,254.00	18,392.47	54,646.47	0.00	54,646.47
20-4451-4455	780	Title II	11,368.00	2,853.00	14,221.00	0.26	14,220.74
20-4491-4494	785	Title III	1,918.00	2,257.00	4,175.00	0.00	4,175.00
20-4471-4474	790	Title IV	8,500.00	1,500.00	10,000.00	0.00	10,000.00
20-4420-4429	805	I.D.E.A. Part B (Handicapped)	268,739.00	47,340.00	316,079.00	0.00	316,079.00
20-4542	807	ARP ESSER Subgrant Evidence-Based Summer Learning and Enrichment Activities Grant	0.00	9,825.00	9,825.00	0.00	9,825.00
20-4544	809	ARP ESSER Subgrant New Jersey Tiered System of Supports (NJTSS) Mental Health Support Staffing Grant	0.00	10,000.00	10,000.00	0.00	10,000.00
20-4430	810	Vocational Education	15,089.00	2,671.00	17,760.00	0.00	17,760.00
20-4540	814	ARP ESSER	0.00	12,719.46	12,719.46	12,718.00	1.46
20-4537	827	Additional or Compensatory Special Education and Related Services (ACSERS)	0.00	26,002.00	26,002.00	0.00	26,002.00
20-4xxx	830	Total from Federal Sources	341,868.00	133,559.93	475,427.93	12,718.26	462,709.67
-	-	Total Revenues/Sources of Funds	377,320.28	153,046.49	530,366.77	78,170.54	452,196.23

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 20 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the three month period ending 09/30/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Special Revenue Fund								
- Local Projects								
-- Local Projects								
20-xxx-xxx-xxx	84100	Local Projects	0.00	71,808.84	71,808.84	0.00	36,356.56	35,452.28
20-xxx-xxx-xxx	84100		0.00	71,808.84	71,808.84	0.00	36,356.56	35,452.28
	-	Total Local Projects	0.00	71,808.84	71,808.84	0.00	36,356.56	35,452.28
- Federal Projects								
-- Title I								
20-xxx-100-101	88480	Salaries- Instruction- Salaries of Teacher	0.00	10,675.00	10,675.00	10,675.00	0.00	0.00
20-xxx-200-200	88491	Benefits	7,305.47	7,864.00	15,169.47	10,805.69	0.00	4,363.78
20-xxx-xxx-xxx	88500	Total Title I	7,305.47	18,539.00	25,844.47	21,480.69	0.00	4,363.78
-- Title II								
20-xxx-100-101	88501	Salaries- Instruction- Salaries of Teacher	36,254.00	(7,452.00)	28,802.00	1,228.70	27,573.30	0.00
20-xxx-200-300	88512	Professional Tech Services-Support	11,368.00	(7,647.00)	3,721.00	0.00	0.00	3,721.00
20-xxx-200-500	88514	Other Purchased Services - Support	0.00	10,500.00	10,500.00	0.00	0.00	10,500.00
20-xxx-xxx-xxx	88520	Total Title II	47,622.00	(4,599.00)	43,023.00	1,228.70	27,573.30	14,221.00
-- Title III								
20-xxx-100-600	88525	Instructional Supplies- Instruction	1,918.00	0.00	1,918.00	0.00	0.00	1,918.00
20-xxx-200-600	88535	Supplies and Materials-Support	2,257.00	0.00	2,257.00	0.00	0.00	2,257.00
20-xxx-xxx-xxx	88540	Total Title III	4,175.00	0.00	4,175.00	0.00	0.00	4,175.00
-- Title IV								
20-xxx-100-500	88544	Other Purchased Services-Instruction (400-500 series)	0.00	10,000.00	10,000.00	1,459.49	0.00	8,540.51
20-xxx-100-600	88545	Instructional Supplies- Instruction	8,500.00	(8,500.00)	0.00	0.00	0.00	0.00
20-xxx-xxx-xxx	88560	Total Title IV	8,500.00	1,500.00	10,000.00	1,459.49	0.00	8,540.51
-- I.D.E.A. Part B (Handicapped)								
20-xxx-100-500	88604	Other Purchased Services-Instruction (400-500 series)	268,739.00	38,628.00	307,367.00	172,850.62	134,516.38	0.00
20-xxx-100-600	88607	Instructional Supplies- Instruction	0.00	8,712.00	8,712.00	7,049.23	222.29	1,440.48
20-xxx-xxx-xxx	88620	Total I.D.E.A. Part B (Handicapped)	268,739.00	47,340.00	316,079.00	179,899.85	134,738.67	1,440.48
-- Vocational Education								
20-xxx-100-101	88621	Salaries- Instruction- Salaries of Teacher	15,089.00	(4,359.00)	10,730.00	0.00	0.00	10,730.00
20-xxx-100-300	88623	Purchased Services- Instruction	0.00	2,700.00	2,700.00	0.00	0.00	2,700.00
20-xxx-200-200	88631	Benefits	0.00	821.00	821.00	0.00	0.00	821.00
20-xxx-200-500	88634	Other Purchased Services - Support	0.00	3,509.00	3,509.00	0.00	0.00	3,509.00
20-xxx-xxx-xxx	88640	Total Vocational Education	15,089.00	2,671.00	17,760.00	0.00	0.00	17,760.00
-- Additional Federal Grants								
20-486-xxx-xxx	88712	Additional or Compensatory Special Education and Related Services (ACSERS) Program	0.00	26,002.00	26,002.00	0.00	26,002.00	0.00
20-487-xxx-xxx	88713	ARP ESSER Grant Program	0.00	12,719.46	12,719.46	12,719.46	0.00	0.00
20-489-xxx-xxx	88715	ARP ESSER Subgrant Evidence-Based Summer Learning and Enrichment Activities Grant	0.00	9,825.00	9,825.00	9,825.00	0.00	0.00
20-491-xxx-xxx	88717	ARP ESSER Subgrant New Jersey Tiered System of Supports (NJTSS) Mental Health Support Staffing Grant	0.00	10,000.00	10,000.00	10,000.00	0.00	0.00
20-xxx-xxx-xxx	-	Total Additional Federal Grants	0.00	58,546.46	58,546.46	32,544.46	26,002.00	0.00
20-xxx-xxx-xxx	88740	Total Federal Projects	351,430.47	123,997.46	475,427.93	236,613.19	188,313.97	50,500.77
20-xxx-xxx-xxx	88760	Total Special Revenue Fund	351,430.47	195,806.30	547,236.77	236,613.19	224,670.53	85,953.05

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 30 - Interim Balance Sheet
For the three month period ending 09/30/2024**

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		5,591,438.68
	Accounts Receivable:		
	Loans Receivable:		
			<u>5,591,438.68</u>

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	0.00	
302	Less Revenues	120,908.84	<u>(120,908.84)</u>
			<u>(120,908.84)</u>
	Total Assets and Resources:		<u>5,470,529.84</u>

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
			0.00

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year			905,715.23	
754	Reserve for Encumbrances - Prior Year			3,333,588.92	
601	Appropriations		10,957,187.73		
602	Less: Expenditures	5,487,001.98			
603	Encumbrances	4,239,304.15	<u>(9,726,306.13)</u>	1,230,881.60	
	Unappropriated:				
770	Unassigned Fund Balance		2,173,003.89		
303	Budgeted Fund Balance		2,172,659.80	344.09	
	Total Fund Balance			5,470,529.84	
					<u>5,470,529.84</u>
	Total Liabilities and Fund Equity:				<u>5,470,529.84</u>

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Fund 30 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	10,957,187.73	9,726,306.13	1,230,881.60
Revenues	(.00)	(120,908.84)	(-120,908.84)
	10,957,187.73	9,605,397.29	1,351,790.44

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 30 - Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the three month period ending 09/30/2024**

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
10-1xxx	370	From Local Sources	0.00	0.00	0.00	120,908.84	Over	(120,908.84)
	-	Total Revenues/Sources Of Funds	0.00	0.00	0.00	120,908.84	Over	(120,908.84)

Total Capital Projects Fund Expenditures

Facilities Acquisition and Construction Services

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
30-000-4xx-390	89060	Other Purchased Professional and Technical Services	0.00	299,834.57	299,834.57	152,844.02	146,990.55	0.00
30-000-4xx-450	89080	Construction Services	2,172,659.80	8,484,693.36	10,657,353.16	5,334,157.96	4,092,313.60	1,230,881.60
			2,172,659.80	8,784,527.93	10,957,187.73	5,487,001.98	4,239,304.15	1,230,881.60
		Total Capital Projects Fund Expenditures	2,172,659.80	8,784,527.93	10,957,187.73	5,487,001.98	4,239,304.15	1,230,881.60

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 30 - Schedule of Revenues
Actual Compared with Estimate
For the three month period ending 09/30/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
30-1510	950	Earnings on Investments	0.00	0.00	0.00	120,908.84	(120,908.84)
10-1xxx	370	Total Revenue from Local Sources	0.00	0.00	0.00	120,908.84	(120,908.84)
	-	Total Revenues/Sources of Funds	0.00	0.00	0.00	120,908.84	(120,908.84)

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 30 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the three month period ending 09/30/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Total Capital Projects Fund Expenditures								
- Facilities Acquisition and Construction Services								
-- Other Purchased Professional and Technical Services								
30-000-4xx-390	89060	Other Purchased Professional and Technical Services	0.00	299,834.57	299,834.57	152,844.02	146,990.55	0.00
30-000-4xx-390	89060		0.00	299,834.57	299,834.57	152,844.02	146,990.55	0.00
-- Construction Services								
30-000-4xx-450	89080	Construction Services	2,172,659.80	8,484,693.36	10,657,353.16	5,334,157.96	4,092,313.60	1,230,881.60
30-000-4xx-450	89080		2,172,659.80	8,484,693.36	10,657,353.16	5,334,157.96	4,092,313.60	1,230,881.60
	89200		2,172,659.80	8,784,527.93	10,957,187.73	5,487,001.98	4,239,304.15	1,230,881.60
	84060	Total Capital Projects Fund Expenditures	2,172,659.80	8,784,527.93	10,957,187.73	5,487,001.98	4,239,304.15	1,230,881.60

**Profit and Loss Report
Manasquan Board of Education
Fund 32**

**Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the three month period ending 09/30/2024**

Revenues

Account Number	Description	Revised	Accrued	Earned	Receipts	Balance
32-1510-011-01	Interest				31,241.28	-31,241.28
32-1510-402	ESIP Bond Principal					
		<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>31,241.28</u>	<u>-31,241.28</u>

Current Expense

Account Number	Description	Appropriation	Requested	Outstanding	Disbursed To Date	Available
32-000-402-331-00-ES	ESIP 2023 - Legal					
32-000-402-390-00-ES	ESIP 2023 - Financial Svcs					
32-000-402-390-10-ES	ESIP 2023 - Arch/Engr/CM			10,207.21	12,465.25	.00
32-000-402-450-00-ES	ESIP - 2023 Construction	161,679.00		2,746,451.32		500.00
		<u>161,679.00</u>	<u>.00</u>	<u>2,756,658.53</u>	<u>12,465.25</u>	<u>500.00</u>

YTD Profit/Loss: \$-2,737,882.50

**Manasquan Board of Education
Balance Sheet (Condensed)
2024-25 September**

32 ESIP

ASSETS

Current Assets

101	Cash in Bank	2,747,110.81
		Total Assets:
		2,747,110.81

LIABILITIES

Current Liabilities

Total Liabilities:	.00
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FUND EQUITY

Budgeting Accounts

302	Revenues (Control Account / Normal Credit Balance)	31,241.28
303	Budgeted Fund Balance	(161,679.00)

Fund Equities

601	Appropriations (Control Account/Normal Credit Balance)	2,769,623.78
602	Expenditures/Expenses (Control Account/Normal Debit Balance)	(12,465.25)
603	Encumbrances (Control Account/Normal Debit or Credit Balance)	(2,756,658.53)
753	Reserve for Encumbrances - Current Year	161,179.00
754	Reserve for Encumbrances - Prior Year	2,595,479.53
770	Unassigned Fund Balance	120,390.00

Total Fund Equity: **2,747,110.81**

Total Liabilities and Fund Equity: **2,747,110.81**

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 40 - Interim Balance Sheet
For the three month period ending 09/30/2024**

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		480,411.80
121	Tax Levy Receivable		942,610.00
	Accounts Receivable:		
141	Intergovernmental - StateAccounts Receivable:	266,066.00	
153,154	Other (net of estimated uncollectible of \$10,000)Accounts Receivable:		266,066.00
	Loans Receivable:		
			<u>1,689,087.80</u>

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	2,440,780.00	
302	Less Revenues	2,440,780.00	0.00
			<u>0.00</u>
	Total Assets and Resources:		<u>1,689,087.80</u>

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
			0.00

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year		1,170,508.48		
754+753	Reserve for Encumbrances - Current + Prior			1,170,508.48	
	Reserve Fund Balance:				
	Appropriations				
601	Appropriations		2,444,084.00		
602	Less: Expenditures	1,273,575.52			
603	Encumbrances	1,170,508.48	(2,444,084.00)	0.00	
	Total Appropriated			1,170,508.48	
	Unappropriated				
770	Unassigned Fund Balance			521,883.32	
303	Budgeted Fund Balance			3,304.00	
					<u>1,689,087.80</u>
	Total Liabilities and Fund Equity:				<u>1,689,087.80</u>

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

Fund 40 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	2,444,084.00	2,444,084.00	.00
Revenues	(2,440,780.00)	(2,440,780.00)	(.00)
	3,304.00	3,304.00	.00

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 40 - Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the three month period ending 09/30/2024**

Revenues

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
-		Total Revenue from Local Sources	1,885,220.00	0.00	1,885,220.00	1,885,220.00		0.00
-		Total from Revenue from State Sources	555,560.00	0.00	555,560.00	555,560.00		0.00
-		Total Revenues	2,440,780.00	0.00	2,440,780.00	2,440,780.00		0.00

Expenditures

Regular Debt Service

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
40-701-510-910	89560	Redemption of Principal on Early Retirement Bonds	1,110,000.00	0.00	1,110,000.00	475,000.00	635,000.00	0.00
40-701-510-834	89600	Interest on Bonds	1,334,084.00	0.00	1,334,084.00	798,575.52	535,508.48	0.00
		Total Regular Debt Service Expenditures	2,444,084.00	0.00	2,444,084.00	1,273,575.52	1,170,508.48	0.00
		Total Debt Service Fund Expenditures	2,444,084.00	0.00	2,444,084.00	1,273,575.52	1,170,508.48	0.00

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 40 - Schedule of Revenues
Actual Compared with Estimate
For the three month period ending 09/30/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues							
- Local Sources							
40-1210	860	Local Tax Levy	1,885,220.00	0.00	1,885,220.00	1,885,220.00	0.00
	-	Total Revenue from Local Sources	1,885,220.00	0.00	1,885,220.00	1,885,220.00	0.00
- State Sources							
40-3160	890	Debt Service Aid Type II	555,560.00	0.00	555,560.00	555,560.00	0.00
	-	Total from Revenue from State Sources	555,560.00	0.00	555,560.00	555,560.00	0.00
	-	Total Revenues	2,440,780.00	0.00	2,440,780.00	2,440,780.00	0.00
Expenditures							
	-	Total Debt Service Fund Expenditures	0.00	0.00	0.00	0.00	0.00

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 40 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the three month period ending 09/30/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Expenditures								
- Regular Debt Service								
-- Redemption of Principal on Early Retirement Bonds								
40-701-510-910	89560	Redemption of Principal on Early Retirement Bonds	1,110,000.00	0.00	1,110,000.00	475,000.00	635,000.00	0.00
40-701-510-910	89560		1,110,000.00	0.00	1,110,000.00	475,000.00	635,000.00	0.00
-- Interest on Bonds								
40-701-510-834	89600	Interest on Bonds	1,334,084.00	0.00	1,334,084.00	798,575.52	535,508.48	0.00
40-701-510-834	89600		1,334,084.00	0.00	1,334,084.00	798,575.52	535,508.48	0.00
	89660	Total Regular Debt Service Expenditures	2,444,084.00	0.00	2,444,084.00	1,273,575.52	1,170,508.48	0.00
	-	Total Debt Service Fund Expenditures	2,444,084.00	0.00	2,444,084.00	1,273,575.52	1,170,508.48	0.00



 School Business Administrator Signature

10/15/24

 Date

**Manasquan Board of Education
Monthly Transfer Report
2024-25 September**

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1xx-100-xxx 12-1xx-100-xxx 13-1xx-100-xxx 18-1xx-100-xxx	10,015,016.00	.00	10,015,016.00	1,001,501.60	440,304.04	4.40	1,441,805.64	470,928.38
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1x-2xx-100-xxx 1x-000-216-xxx 1x-000-217-xxx	4,618,199.00	.00	4,618,199.00	461,819.90	-351,387.00	-7.61	110,432.90	153,760.54
Vocational Programs-Local	1x-3xx-100-xxx	.00	.00	.00	.00	.00	.00	.00	.00
School-Spon. Co/Extra-Curr. Activities/School Sponsored Athletics, and Other Instructional	11-4xx-100-xxx 11-4xx-2xx-xxx 12-4xx-100-xxx	1,200,561.00	3,957.00	1,204,518.00	120,451.80	1,975.00	.16	122,426.80	896,623.40
Community Services Programs/Operations	1x-800-330-xxx	.00	.00	.00	.00	.00	.00	.00	.00
UNDISTRIBUTED EXPENSES		15,833,776.00	3,957.00	15,837,733.00	1,583,773.30	90,892.04	.57	1,674,665.34	1,521,312.32
Tuition	11-000-100-xxx 16-000-100-xxx 17-000-100-xxx 18-000-100-xxx	1,014,112.00	.00	1,014,112.00	101,411.20	-11,695.62	-1.15	89,715.58	55,842.76
Attendance and Social Work, Health, Guidance, Child Study Teams, Education, Media Services	1x-000-211-xxx 1x-000-213-xxx 1x-000-218-xxx 1x-000-219-xxx 1x-000-222-xxx	2,964,475.00	.00	2,964,475.00	296,447.50	-28,369.00	-.96	268,078.50	165,473.02
Improvement of Instruction Services and Instructional Staff Training Services	1x-000-221-xxx 1x-000-223-xxx	963,855.00	.00	963,855.00	96,385.50	27,370.00	2.84	123,755.50	29,793.30
General Administration	11-000-230-xxx	743,819.00	.00	743,819.00	74,381.90	23,197.39	3.12	97,579.29	82,697.43
School Administration	11-000-240-xxx	1,220,746.00	.00	1,220,746.00	122,074.60	-52,585.64	-4.31	69,488.96	56,485.68
Central Services & Administrative Information Technology	11-000-25x-xxx	603,155.00	.00	603,155.00	60,315.50	994.00	.16	61,309.50	14,874.65
Operation and Maintenance of Plant Services	11-000-26x-xxx	3,382,221.00	.00	3,382,221.00	338,222.10	10,347.38	.31	348,569.48	305,474.41
Student Transportation Services	11-000-270-xxx	988,255.00	.00	988,255.00	98,825.50	.00	.00	98,825.50	657,012.27
Personal Services-Employee Benefits	11-xxx-xxx-2xx	6,411,557.00	.00	6,411,557.00	641,158.70	-61,091.55	-.95	580,064.15	1,675,874.46
Food Services	11-000-310-xxx	.00	.00	.00	.00	.00	.00	.00	.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	.00	.00	.00	.00	.00	.00	.00	.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL GENERAL CURRENT EXPENSE		18,292,195.00	.00	18,292,195.00	1,829,219.50	-91,833.04	-.50	1,737,386.46	3,043,527.98
Equipment	12-xxx-xxx-73x	12,150.00	.00	12,150.00	1,215.00	941.00	7.74	2,156.00	1.00

**Manasquan Board of Education
Monthly Transfer Report
2024-25 September**

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Facilities Acquisition and Construction Services	12-000-4xx-xxx	40,007.00	.00	40,007.00	4,000.70	.00	.00	4,000.70	27,109.00
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4xx-931	.00	.00	.00	.00	.00	.00	.00	.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4xx-933	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CAPITAL EXPENDITURES		52,157.00	.00	52,157.00	5,215.70	941.00	1.80	6,156.70	27,110.00
TOTAL SPECIAL SCHOOLS	13-xxx-xxx-xxx	.00	.00	.00	.00	.00	.00	.00	.00
Transfer of Funds to Charter Schools	10-000-100-56x	.00	.00	.00	.00	.00	.00	.00	.00
General Fund Contribution to School Based Budgets	10-000-520-930	.00	.00	.00	.00	.00	.00	.00	.00
OPERATING BUDGET GRAND TOTAL		34,178,128.00	3,957.00	34,182,085.00	3,418,208.50	.00	.00	3,418,208.50	4,591,950.30



School Business Administrator Signature

Date

10/15/24

Appropriation Adjustment Journal for 2024-25 September

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
30-000-401-390-08-H	REF #2-PROFESSIONAL SERVICES	81094	9/3/2024	Adjustment - Adjustments	.00	15,000.00	15,000.00
30-000-401-450-01-H	REF #2-CONSTRUCTION	81094	9/3/2024	Adjustment - Adjustments	2,172,659.80	-15,000.00	2,157,659.80
.00							
62-910-310-330-21-01	SCS-Clean & Laundry	81096	9/4/2024	Adjustment - Adjustments-cafeteria po	.00	8,660.00	8,660.00
62-910-310-330-21-02	SCS-Fee	81096	9/4/2024	Adjustment - Adjustments-cafeteria po	.00	21,000.00	21,000.00
62-910-310-330-21-03	SCS-Food	81096	9/4/2024	Adjustment - Adjustments-cafeteria po	.00	275,035.00	275,035.00
62-910-310-330-21-04	SCS-Group Insurance	81096	9/4/2024	Adjustment - Adjustments-cafeteria po	.00	10,773.00	10,773.00
62-910-310-330-21-05	SCS-Kitchen Supplies	81096	9/4/2024	Adjustment - Adjustments-cafeteria po	.00	2,066.00	2,066.00
62-910-310-330-21-06	SCS-Liability	81096	9/4/2024	Adjustment - Adjustments-cafeteria po	.00	14,000.00	14,000.00
62-910-310-330-21-08	SCS- Paper	81096	9/4/2024	Adjustment - Adjustments-cafeteria po	.00	15,457.00	15,457.00
62-910-310-330-21-09	SCS-Payroll	81096	9/4/2024	Adjustment - Adjustments-cafeteria po	.00	358,002.03	358,002.03
62-910-310-330-21-10	SCS-Payroll Tax	81096	9/4/2024	Adjustment - Adjustments-cafeteria po	.00	94,728.00	94,728.00
62-910-310-330-21-11	SCS-Merchandising	81096	9/4/2024	Adjustment - Adjustments-cafeteria po	.00	242.97	242.97
62-910-310-330-21-12	SCS-Trucking	81096	9/4/2024	Adjustment - Adjustments-cafeteria po	.00	1,520.00	1,520.00
62-910-310-330-21-13	SCS-Uniforms	81096	9/4/2024	Adjustment - Adjustments-cafeteria po	.00	1,900.00	1,900.00
62-910-310-330-21-14	SCS-Worker Comp	81096	9/4/2024	Adjustment - Adjustments-cafeteria po	.00	11,000.00	11,000.00
62-910-310-339-21-00	SCS Start Up Expense	81096	9/4/2024	Adjustment - Adjustments-cafeteria po	.00	7,616.00	7,616.00
						822,000.00	
11-190-100-610-01-01-00-001	Hs-Teaching Supplies	81108	9/4/2024	Adjustment - Budget Transfer request from 4527 Read, Richard W Band service line	115,049.00	-100.00	114,949.00
11-401-100-300-01-00-00-001	HS Band/Clubs-Services	81108	9/4/2024	Adjustment - Budget Transfer request from 4527 Read, Richard W Band service line	.00	100.00	100.00
.00							
62-910-310-330-21-01	SCS-Clean & Laundry	81118	9/4/2024	Adjustment - Adjustments	8,660.00	-643.00	8,017.00
62-910-310-339-21-00	SCS Start Up Expense	81118	9/4/2024	Adjustment - Adjustments	7,616.00	643.00	8,259.00
.00							
62-910-310-800-20-00	Board-Other Exp	81233	9/4/2024	Adjustment - Adjustments	.00	2,145.00	2,145.00
61-800-330-610-00-01-00-000	MSDF - Banners - Supplies	81232	9/5/2024	Adjustment - Adjustments for msdf	.00	2,145.00	165.00
						165.00	
20-486-100-566-22-00-00	ASCES Tuition	81190	9/6/2024	Adjustment - Adjustments for ACERS	.00	26,002.00	26,002.00
26,002.00							
11-190-100-610-01-03-00-001	Hs-Comp Sup/Mat	81226	9/6/2024	Adjustment - Budget Transfer request from 4543 Place, Jesse MES classroom tech supplies due to construction.	309,900.00	-10,000.00	299,900.00
11-190-100-610-02-03-00-002	Es-Comp Sup/Mat	81226	9/6/2024	Adjustment - Budget Transfer request from 4543 Place, Jesse MES classroom tech supplies due to construction.	33,395.00	10,000.00	43,395.00
11-000-213-100-01-20-00-001	HS-Salary Nurse-Summer	81387	9/10/2024	Adjustment - Adjustments for payroll	.00	475.00	475.00
.00							

Appropriation Adjustment Journal for 2024-25 September

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-213-100-02-04-00-002	Es-Salary Sub Nurse	81387	9/10/2024	Adjustment - Adjustments for payroll	3,000.00	-175.00	2,825.00
11-000-213-100-02-20-00-002	ES-Salary Nurse - Summer	81387	9/10/2024	Adjustment - Adjustments for payroll	300.00	-300.00	.00
11-000-221-110-01-00-00-001	HS-Curriculum Writing	81387	9/10/2024	Adjustment - Adjustments for payroll	35,100.00	-2,700.00	32,400.00
11-000-221-110-02-00-00-002	ES-Curriculum Writing	81387	9/10/2024	Adjustment - Adjustments for payroll	18,000.00	2,700.00	20,700.00
11-000-262-100-01-00-00-000	Hs-Salary Custodian	81387	9/10/2024	Adjustment - Adjustments for payroll	561,645.00	800.00	562,445.00
11-000-262-100-01-03-00-000	Hs-Salary Ot Custodian	81387	9/10/2024	Adjustment - Adjustments for payroll	65,000.00	-800.00	64,200.00
11-105-100-101-02-02-01-002	Es-Salary Pre-School Summer	81387	9/10/2024	Adjustment - Adjustments for payroll	450.00	-150.00	300.00
11-105-100-101-02-20-01-002	Es-Salary Pre-School Summer	81387	9/10/2024	Adjustment - Adjustments for payroll	.00	150.00	150.00
60-800-330-100-01	WCH Salaries-Coord	81390	9/10/2024	Adjustment - Adjustments for before and after	.00	414.42	414.42
11-000-251-580-22-02-00-000	Bd Off Travel/Reg	81391	9/10/2024	Adjustment - Adjustments	1,500.00	290.00	1,790.00
11-000-251-580-22-03-01	Human Resource Registrat	81391	9/10/2024	Adjustment - Adjustments	500.00	-290.00	210.00
11-000-230-339-21-00-00-000	Other Purchased Professi	81392	9/10/2024	Adjustment - Adjustments	10,000.00	-6,382.00	3,618.00
11-000-230-340-21-01-00-000	Pur Tech Svc Ga	81392	9/10/2024	Adjustment - Adjustments	21,767.00	6,382.00	28,149.00
11-000-222-500-01-00-00-001	Hs-Libr Media Oth Ps	81400	9/10/2024	Adjustment - Budget Transfer request from 4826 Winter, Stephanie Media Software Needed	8,850.00	450.00	9,300.00
11-000-222-600-01-01-01-001	Hs-Library Books	81400	9/10/2024	Adjustment - Budget Transfer request from 4826 Winter, Stephanie Media Software Needed	1,000.00	-450.00	550.00
11-000-263-420-01-00-00-000	Hs-Grounds Clean,Rep, Ma	81401	9/10/2024	Adjustment - Budget Transfer request from 4973 Picker, Michelle E SHERWIN WILLIAMS - PAINT AND OTHER MISC SUPPLIES	34,285.00	-3,000.00	31,285.00
11-000-263-610-01-03-00-000	Hs-Grounds Supplies	81401	9/10/2024	Adjustment - Budget Transfer request from 4973 Picker, Michelle E SHERWIN WILLIAMS - PAINT AND OTHER MISC SUPPLIES	10,000.00	2,000.00	12,000.00
11-000-263-610-02-03-00-000	Es-Grounds Supply	81401	9/10/2024	Adjustment - Budget Transfer request from 4973 Picker, Michelle E SHERWIN WILLIAMS - PAINT AND OTHER MISC SUPPLIES	4,000.00	1,000.00	5,000.00
11-190-100-610-02-02-00-002	Es-Workbooks	81402	9/10/2024	Adjustment - Budget Transfer request from 6225 Walsh, Amy Fund txtbook purchase	13,186.00	-5,225.20	7,960.80
11-190-100-640-02-00-01-002	Es-Textbooks-Lower	81402	9/10/2024	Adjustment - Budget Transfer request from 6225 Walsh, Amy Fund txtbook purchase	20,150.00	5,225.20	25,375.20
					.00	.00	.00

Appropriation Adjustment Journal for 2024-25 September

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	Appropriation	New Appropriation
11-000-266-610-01-00-00	Hs-Security General Supp	81403	9/10/2024	Adjustment - Budget Transfer request from 4543 Place, Jesse devices.	1,440.00	-627.00	813.00	813.00
11-000-266-610-02-00-00	Es-Security General Supp	81403	9/10/2024	Adjustment - Budget Transfer request from 4543 Place, Jesse Increased cost of new Raptor visitor kiosk devices.	695.00	-314.00	381.00	381.00
12-000-266-730-01-00-00	Hs Security Equipment	81403	9/10/2024	Adjustment - Budget Transfer request from 4543 Place, Jesse Increased cost of new Raptor visitor kiosk devices.	8,100.00	627.00	8,727.00	8,727.00
12-000-266-730-02-00-00	Es Security Equipment	81403	9/10/2024	Adjustment - Budget Transfer request from 4543 Place, Jesse Increased cost of new Raptor visitor kiosk devices.	4,050.00	314.00	4,364.00	4,364.00
					.00			
62-910-310-800-20-00	Board-Other Exp	81414	9/10/2024	Adjustment - Adjustments for cafeteria	2,145.00	578.25	2,723.25	2,723.25
62-910-310-800-20-00	Board-Other Exp	81672	9/11/2024	Adjustment - Adjustments for cafe	2,723.25	520.00	3,243.25	3,243.25
					520.00			
11-000-218-104-01-02-01-001	Hs-Salary Counselors Summer	81726	9/11/2024	Adjustment - Adjustments for 9/15 payroll	18,000.00	3,904.33	21,904.33	21,904.33
11-000-218-104-02-20-00-002	Es-Guid Couns Summer	81726	9/11/2024	Adjustment - Adjustments for 9/15 payroll	7,000.00	-3,904.33	3,095.67	3,095.67
11-000-219-104-02-20-02-002	Es-Salary CST Summer	81726	9/11/2024	Adjustment - Adjustments for 9/15 payroll	13,950.00	2,492.00	16,442.00	16,442.00
11-000-222-177-01-01-00-001	Hs-Salary Ed Media Asst	81726	9/11/2024	Adjustment - Adjustments for 9/15 payroll	12,000.00	10,025.00	22,025.00	22,025.00
11-000-222-177-01-03-00-001	HS-Salary Ed Media Tech-Extra	81726	9/11/2024	Adjustment - Adjustments for 9/15 payroll	.00	391.00	391.00	391.00
11-000-222-177-02-02-00-002	Es-Salary Ed Media Asst	81726	9/11/2024	Adjustment - Adjustments for 9/15 payroll	3,000.00	2,506.00	5,506.00	5,506.00
11-000-222-177-02-03-00-002	ES-Salary Ed Media Tech-Extra	81726	9/11/2024	Adjustment - Adjustments for 9/15 payroll	.00	193.00	193.00	193.00
11-000-266-100-01-01-00-001	Hs-Salary Security Sro Extra	81726	9/11/2024	Adjustment - Adjustments for 9/15 payroll	9,000.00	720.00	9,720.00	9,720.00
11-000-266-100-01-02-000	Hs - Security Extra	81726	9/11/2024	Adjustment - Adjustments for 9/15 payroll	2,000.00	-720.00	1,280.00	1,280.00
11-100-100-101-02-00-00-000	ES Salaries Extras	81726	9/11/2024	Adjustment - Adjustments for 9/15 payroll	.00	300.00	300.00	300.00
11-105-100-101-02-02-01-002	Es-Salary Pre-School Summer	81726	9/11/2024	Adjustment - Adjustments for 9/15 payroll	300.00	-150.00	150.00	150.00
11-105-100-101-02-20-01-002	Es-Salary Pre-School Summer	81726	9/11/2024	Adjustment - Adjustments for 9/15 payroll	150.00	150.00	300.00	300.00
11-120-100-101-02-00-00-000	ES Salaries Extras	81726	9/11/2024	Adjustment - Adjustments for 9/15 payroll	70,000.00	-300.00	69,700.00	69,700.00
11-140-100-101-01-20-00-001	HS-Salary-Teacher Salaries-Summer	81726	9/11/2024	Adjustment - Adjustments for 9/15 payroll	27,672.00	-17,167.00	10,505.00	10,505.00
11-402-100-100-01-02-00-001	Hs-Salary Athletics	81726	9/11/2024	Adjustment - Adjustments for 9/15 payroll	144,925.00	1,560.00	146,485.00	146,485.00
					.00			

Appropriation Adjustment Journal for 2024-25 September

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
60-800-330-100-01	WCH Salaries-Coord	81728	9/11/2024	Adjustment - Adjustments for wch	414.42	414.42	828.84
60-800-330-100-02-00-002	WCH-Salaries-Teachers/Para	81728	9/11/2024	Adjustment - Adjustments for wch	.00	20.00	20.00
						434.42	
11-000-217-100-02-00-002	Es-Salary Ind Reading Sp	81734	9/11/2024	Adjustment - Adjustments	.00	4,079.40	4,079.40
11-000-221-176-02-00-02	Salaries-Reading Specialist-DO NOT USE	81734	9/11/2024	Adjustment - Adjustments	93,875.00	-4,079.40	89,795.60
11-000-217-100-02-00-002	Es-Salary Ind Reading Sp	81755	9/12/2024	Adjustment - Adjustments for reading specialist	4,079.40	-4,079.40	.00
11-000-221-176-02-00-02	Salaries-Reading Specialist-DO NOT USE	81755	9/12/2024	Adjustment - Adjustments for reading specialist	89,795.60	-89,795.60	.00
11-000-221-179-02-00-02	Salaries-Reading Specialist	81755	9/12/2024	Adjustment - Adjustments for reading specialist	.00	4,079.40	4,079.40
11-000-221-179-02-00-02	Salaries-Reading Specialist	81755	9/12/2024	Adjustment - Adjustments for reading specialist	4,079.40	89,795.60	93,875.00
						.00	
62-910-310-420-20-00	Board-Repair of Equipment	81769	9/12/2024	Adjustment - Adjustments for cafeteria	.00	953.12	953.12
						953.12	
11-105-100-101-02-01-00-002	Es-Salary Preschool	81772	9/12/2024	Adjustment - Adjustments for preschool	27,596.00	276,715.00	304,311.00
11-105-100-101-02-02-00-002	Es-Salary Pre-School Sub	81772	9/12/2024	Adjustment - Adjustments for preschool	2,500.00	2,000.00	4,500.00
11-105-100-101-02-03-00-002	Es-Salary Ps Paraprofess	81772	9/12/2024	Adjustment - Adjustments for preschool	.00	115,090.00	115,090.00
11-216-100-101-15-02-00-002	Es-Salary PSH Teachers	81772	9/12/2024	Adjustment - Adjustments for preschool	276,715.00	-276,715.00	.00
11-216-100-101-15-02-03-002	Es-Salary PSH Teacher Sub	81772	9/12/2024	Adjustment - Adjustments for preschool	2,000.00	-2,000.00	.00
11-216-100-106-15-02-00-002	Es-Salary PSH Paraprofes	81772	9/12/2024	Adjustment - Adjustments for preschool	115,090.00	-115,090.00	.00
						.00	
11-105-100-106-15-02-03-002	ES-Salary PS Paraprofessional Sub	81779	9/12/2024	Adjustment - Adjustments for preschool para subs	.00	1,500.00	1,500.00
11-216-100-106-15-02-03-002	Es-Salary PSH Paraprofes Sub	81779	9/12/2024	Adjustment - Adjustments for preschool para subs	1,500.00	-1,500.00	.00
						.00	
11-105-100-101-02-03-00-002	Es-Salary Ps Paraprofess	81780	9/12/2024	Adjustment - Adjustments	115,090.00	-115,090.00	.00
11-105-100-106-02-03-00-002	ES_Salary PS Paraprofessional	81780	9/12/2024	Adjustment - Adjustments	.00	115,090.00	115,090.00
11-000-100-566-22-00-00	Tuit Ps Hincp St	83783	9/12/2024	Adjustment - Adjustments for water and sewer	614,035.00	-11,695.62	602,339.38
11-000-262-490-01-00-00	Hs-Water/Sewer	83783	9/12/2024	Adjustment - Adjustments for water and sewer	9,000.00	11,695.62	20,695.62
						.00	
30-000-251-335-08-H	REF#2023-PR SRVS	81832	9/13/2024	Adjustment - Adjustments	.00	1,000.00	1,000.00
30-000-401-450-01-H	REF #2-CONSTRUCTION	81832	9/13/2024	Adjustment - Adjustments	2,157,659.80	-1,000.00	2,156,659.80
						.00	

Appropriation Adjustment Journal for 2024-25 September

Account Number	Act Description	Tx Id	Date Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-218-104-01-02-00-001	Hs-Salary Counselors	81840	9/13/2024 Adjustment - Adjustments for contractual po	353,488.00	-29,304.00	324,184.00
11-000-218-104-01-03-00-001	Hs-Salary S.A.C.	81840	9/13/2024 Adjustment - Adjustments for contractual po	47,113.00	-88.00	47,025.00
11-140-100-101-01-01-00-001	Hs-Salary Hs Teacher	81840	9/13/2024 Adjustment - Adjustments for contractual po	5,547,692.00	29,392.00	5,577,084.00
				.00		
11-000-213-100-01-03-00-001	Hs-Salary Nurse	81841	9/13/2024 Adjustment - Adjustments	100,956.00	19,433.00	120,389.00
11-000-218-104-01-01-00-001	Hs-Sal Dir Of Schl Couns	81841	9/13/2024 Adjustment - Adjustments	107,864.00	64.00	107,928.00
11-000-218-104-02-01-00-002	Es-Sal Dir Of Schl Couns	81841	9/13/2024 Adjustment - Adjustments	60,673.00	37.00	60,710.00
11-000-219-104-02-02-00-002	Es-Salary Ldct	81841	9/13/2024 Adjustment - Adjustments	88,585.00	500.00	89,085.00
11-140-100-101-01-01-00-001	Hs-Salary Hs Teacher	81841	9/13/2024 Adjustment - Adjustments	5,577,084.00	-20,034.00	5,557,050.00
					.00	
20-231-100-100-00-00-00-002	Title I-A Salaries of Teachers	83635	9/13/2024 Adjustment - Adjustments for title i	36,254.00	-2,430.00	33,824.00
20-231-100-100-02-00-00-002	Title I-A Salaries of Teachers (non-TPAF)	83635	9/13/2024 Adjustment - Adjustments for title i	.00	2,430.00	2,430.00
					.00	
30-000-230-330-08-H	REF#2023-BOND/FINAD/ARCH SVRS	81937	9/17/2024 Adjustment - Adjustments	.00	537.50	537.50
30-000-401-450-01-H	REF #2-CONSTRUCTION	81937	9/17/2024 Adjustment - Adjustments	2,156,659.80	-537.50	2,156,122.30
					.00	
11-000-221-102-01-02-00-001	Hs-Sal Dist Supv Of Curr	82144	9/17/2024 Adjustment - Adjustments for contractual PO	149,184.00	-5,184.00	144,000.00
11-000-221-102-01-04-01-001	Hs-Sal Supv of Humanities	82144	9/17/2024 Adjustment - Adjustments for contractual PO	176,267.00	370.00	176,637.00
11-000-221-102-02-01-00-002	Es Sal Dist Supv Of Curr	82144	9/17/2024 Adjustment - Adjustments for contractual PO	58,016.00	-2,016.00	56,000.00
11-000-221-102-02-02-00-002	Es-Supervisor Of Instruc	82144	9/17/2024 Adjustment - Adjustments for contractual PO	60,070.00	-250.00	59,820.00
11-000-222-177-01-01-00-001	Hs-Salary Ed Media Tech	82144	9/17/2024 Adjustment - Adjustments for contractual PO	227,035.00	-1,718.00	225,317.00
11-000-222-177-02-01-00-002	Es-Salary Ed Media Tech	82144	9/17/2024 Adjustment - Adjustments for contractual PO	56,758.00	-429.00	56,329.00
11-000-230-100-21-02-00-000	Salary Superintendent	82144	9/17/2024 Adjustment - Adjustments for contractual PO	250,000.00	-35,000.00	215,000.00
11-000-230-100-21-03-00-000	Salary Secretary	82144	9/17/2024 Adjustment - Adjustments for contractual PO	101,229.00	390.00	101,619.00
11-000-240-103-01-00-00-001	Hs Salary Prin/Vp	82144	9/17/2024 Adjustment - Adjustments for contractual PO	482,569.00	-35,028.00	447,541.00
11-000-240-103-02-00-00-002	Es-Salary Prin/Vp	82144	9/17/2024 Adjustment - Adjustments for contractual PO	286,865.00	-20,000.00	266,865.00
11-000-240-105-01-00-00-001	Hs-Sal Secret & Clerical	82144	9/17/2024 Adjustment - Adjustments for contractual PO	142,085.00	411.00	142,496.00
11-000-240-105-02-00-00-002	Es-Salary Sec & Clerical	82144	9/17/2024 Adjustment - Adjustments for contractual PO	154,338.00	400.00	154,738.00
11-000-251-100-22-01-00-000	Sal Sec/Ap/Pay	82144	9/17/2024 Adjustment - Adjustments for contractual PO	313,883.00	994.00	314,877.00

Appropriation Adjustment Journal for 2024-25 September

Account Number	Act Description	Tx Id	Date Tx Description	Current Appropriation	Adjustment	New Appropriation
11-140-100-101-01-00-001	Hs-Salary Hs Teacher	82144	9/17/2024 Adjustment - Adjustments for contractual PO	5,557,050.00	97,060.00	5,654,110.00
11-000-262-420-01-00-00	Hs-Clean, Repair & Maint	82146	9/17/2024 Adjustment - Budget Transfer request from 4973 Picker, Michelle E BOILERS LICENSE - JUSTIN LAUREIGH	121,596.00	-600.00	120,996.00
11-000-262-800-01-00-00	Hs-Other Objects	82146	9/17/2024 Adjustment - Budget Transfer request from 4973 Picker, Michelle E BOILERS LICENSE - JUSTIN LAUREIGH	4,500.00	600.00	5,100.00
11-190-100-640-02-00-00-002	Es-Textbook-Upper	82151	9/17/2024 Adjustment - Adjustments for ES textbooks	300.00	.01	300.01
11-190-100-640-02-00-01-002	Es-Textbooks-Lower	82151	9/17/2024 Adjustment - Adjustments for ES textbooks	25,375.20	-.01	25,375.19
11-000-270-514-01-00-00	Cont. Serv. Parent Paid-Vendor	82152	9/17/2024 Adjustment - Adjustments for Cont. Serv. Parent Paid	.00	20,200.00	20,200.00
11-000-270-518-22-00-00	Con Sv Se Esc's	82152	9/17/2024 Adjustment - Adjustments for Cont. Serv. Parent Paid	422,220.00	-20,200.00	402,020.00
62-910-310-420-20-00	Board-Repair of Equipment	82479	9/18/2024 Adjustment - Adjustments	953.12	270.00	1,223.12
11-000-218-104-01-01-00-001	Hs-Sal Dir Of Schl Couns	82350	9/20/2024 Adjustment - Adjustments for LKenney salary	107,928.00	-26,982.00	80,946.00
11-000-218-104-02-01-00-002	Es-Sal Dir Of Schl Couns	82350	9/20/2024 Adjustment - Adjustments for LKenney salary	60,710.00	-15,177.00	45,533.00
11-212-100-102-01-00-00-001	HS Salary CLI Supervisor	82350	9/20/2024 Adjustment - Adjustments for LKenney salary	.00	42,159.00	42,159.00
62-910-310-610-20-00	Board-Misc/Supplies	82478	9/20/2024 Adjustment - Adjustments for cafeteria	.00	6,521.80	6,521.80
11-000-266-610-02-00-00	Es-Security General Supp	82521	9/20/2024 Adjustment - transfer from es supplies to es security supplies	381.00	1,437.76	1,818.76
11-190-100-610-02-01-00-002	Es-Teaching Supplies-Upper	82521	9/20/2024 Adjustment - transfer from es supplies to es security supplies	21,000.00	-1,437.76	19,562.24
11-000-223-320-02-03-00-002	ES - Lower - Purch Prof Educ Svcs	82522	9/23/2024 Adjustment - Budget Transfer request from 6225 Walsh, Army Fund HS Membership	300.00	179.00	479.00
11-000-223-580-02-03-01-002	ES-Teacher Registration - Lower	82522	9/23/2024 Adjustment - Budget Transfer request from 6225 Walsh, Army Fund HS Membership	1,000.00	-179.00	821.00
11-000-240-330-01-00-01	Hs-Graduation Expenses-Services	82523	9/23/2024 Adjustment - Budget Transfer request from 4527 Read, Richard W police for graduation	.00	2,125.00	2,125.00
11-000-266-300-01-00-00	Hs-Police/Security	82523	9/23/2024 Adjustment - Budget Transfer request from 4527 Read, Richard W police for graduation	12,500.00	-2,125.00	10,375.00

Appropriation Adjustment Journal for 2024-25 September

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-218-390-02-01-00-002	Es-Other Purchased Prof	82524	9/23/2024	Adjustment - Budget Transfer request from 6225 Walsh, Amy Fund Habitudes	4,500.00	593.00	5,093.00
11-190-100-610-02-01-00-002	Es-Teaching Supplies-Upper	82524	9/23/2024	Adjustment - Budget Transfer request from 6225 Walsh, Amy Fund Habitudes	19,562.24	-593.00	18,969.24
11-000-219-600-01-00-00-001	Hs-Supp & Mat	82525	9/23/2024	Adjustment - Budget Transfer request from 4901 Lovell, Kara Transfer for Micrographics of student records.	9,985.00	-100.00	9,885.00
11-000-219-800-01-00-00-001	Hs-Other Object	82525	9/23/2024	Adjustment - Budget Transfer request from 4901 Lovell, Kara Transfer for Micrographics of student records.	2,670.00	100.00	2,770.00
11-000-262-610-02-00-00-000	Es-Custodial Supplies	82587	9/24/2024	Adjustment - Budget Transfer request from 4973 Picker, Michelle E NATURAL GREEN - ES SPRINKLER REPAIRS	35,485.00	-500.00	34,985.00
11-000-263-420-02-00-00-000	Es-Grounds Clean,Rep, Ma	82587	9/24/2024	Adjustment - Budget Transfer request from 4973 Picker, Michelle E NATURAL GREEN - ES SPRINKLER REPAIRS	7,660.00	500.00	8,160.00
61-800-330-610-00-02-00-000	MSDF - Parking - Supplies	82616	9/25/2024	Adjustment - Adjustments for msdf	.00	50.00	50.00
62-910-310-420-20-00-000	Board-Repair of Equipment	82656	9/25/2024	Adjustment - Adjustments for cafe	1,223.12	285.00	1,508.12
11-000-213-100-01-04-00-001	Hs-Salary Nurse Sub	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	4,000.00	-50.00	3,950.00
11-000-213-100-01-05-00-001	Hs-Salary Nurse Extra	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	.00	50.00	50.00
11-000-213-100-02-04-00-002	Es-Salary Sub Nurse	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	2,825.00	-50.00	2,775.00
11-000-213-100-02-05-00-002	Es-Salary Nurse Extra	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	.00	50.00	50.00
11-000-213-107-02-00-00-002	Es-Salary Nurse Para	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	16,517.00	8.93	16,525.93
11-000-213-107-02-01-00-002	Es-Salary Nurse Para Sub	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	400.00	-8.93	391.07
11-000-262-107-02-06-00-000	Es-Salary D/P Aides	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	57,397.00	4.40	57,401.40
11-000-262-107-02-06-01-000	Es-Salary Sub D/P Aides	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	1,500.00	-4.40	1,495.60
11-000-266-100-01-00-NB-000	HS-Salary Security SRO NB	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	.00	4,800.00	4,800.00
11-000-266-100-01-01-00-001	HS-Salary Security Sro Extra	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	9,720.00	666.00	10,386.00
11-000-266-100-01-02-000	Hs - Security Extra	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	1,280.00	-1,280.00	.00
11-000-266-100-02-00-01-000	Es-Salary Security Sro Extra	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	12,000.00	-5,386.00	6,614.00
11-000-266-100-02-00-NB-000	Es-Salary Security Sro NB	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	.00	1,200.00	1,200.00
11-100-100-101-02-00-00-000	ES Salaries Extras	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	300.00	3,858.00	4,158.00

Appropriation Adjustment Journal for 2024-25 September

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-120-100-101-02-00-00-00	ES Salaries Extras	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	69,700.00	-3,858.00	65,842.00
11-140-100-101-01-01-00-001	Hs-Salary Hs Teacher	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	5,654,110.00	-315.00	5,653,795.00
11-212-100-106-01-01-30-001	HS-Salary-CLI+Para-Teacher Coverage	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	.00	300.00	300.00
11-212-100-106-10-01-01-001	HS-Salary-CLI Para Sub	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	.00	115.00	115.00
11-212-100-106-10-01-02-001	HS-Salary-CLI-Extra Services	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	7,000.00	-415.00	6,585.00
11-402-100-100-01-02-00-001	Hs-Salary Athletics	82727	9/26/2024	Adjustment - Adjustments for 9/30 payroll	146,485.00	315.00	146,800.00
60-800-330-100-01	WCH Salaries-Coord	82728	9/26/2024	Adjustment - Adjustments for wch	828.84	414.42	1,243.26
60-800-330-100-02-00-00-002	WCH-Salaries-Teachers/Para	82728	9/26/2024	Adjustment - Adjustments for wch	20.00	1,038.33	1,058.33
11-000-223-320-01-01-00-001	Hs-Staff Prof Developmen	83231	9/30/2024	Adjustment - Adjustments PD	6,020.00	20,160.00	26,180.00
11-000-223-320-02-01-00-002	Es-Staff Prof. Develop	83231	9/30/2024	Adjustment - Adjustments PD	1,020.00	13,440.00	14,460.00
11-140-100-101-01-01-00-001	Hs-Salary Hs Teacher	83231	9/30/2024	Adjustment - Adjustments PD	5,653,795.00	-33,600.00	5,620,195.00
11-000-100-562-20-00-00	Tuition to Other LEA in State - Special Education	83631	9/30/2024	Adjustment - Adjustments for tuition	270,805.00	21,678.00	292,483.00
11-000-100-566-22-00-00	Tuit Ps Hncp St	83631	9/30/2024	Adjustment - Adjustments for tuition	602,339.38	-21,678.00	580,661.38
						1,452.75	
						.00	

Appropriation Adjustment Journal for 2024-25 September

Summary Page

Fund	Program	Current Appropriation	Adjustment	New Appropriation
11	General Current Expense			
	000 Undistributed Expenditures	19,193,931.00	-91,033.04	19,102,897.96
	100 Regular Programs - Elementary/Secondary	.00	7,345.50	7,345.50
	105 Regular Programs- Preschool	30,546.00	395,305.00	425,851.00
	110 Regular Programs - Kindergarten	212,320.00	.00	212,320.00
	120 Regular Programs - Grades 1-5	1,733,208.00	-7,345.50	1,725,862.50
	130 Regular Programs - Grades 6-8	1,427,226.00	.00	1,427,226.00
	140 Regular Programs - Grades 9-12	5,758,724.00	43,664.00	5,802,388.00
	150 Regular Programs - Home Instruction	19,500.00	.00	19,500.00
	190 Regular Programs - Undistributed	817,492.00	175.04	817,667.04
	204 Special Education - Learning and/or Language Disabilities	449,931.00	2,039.00	451,970.00
	212 Special Education - Multiple Disabilities	853,643.00	41,879.00	895,522.00
	213 Special Education - Resource Room/Resource Center	1,702,532.00	.00	1,702,532.00
	216 Special Education - Preschool Disabilities - Full-Time	407,552.00	-395,305.00	12,247.00
	219 Special Education - Home Instruction	6,000.00	.00	6,000.00
	230 Basic Skills/Remedial - Instruction	115,535.00	.00	115,535.00
	240 Bilingual Education - Instruction	181,270.00	.00	181,270.00
	401 School - Sponsored Co-curricular and Extra-curricular Activities	284,244.00	100.00	284,344.00
	402 School - Sponsored Athletics	916,317.00	2,235.00	918,552.00
		34,109,971.00	-941.00	34,109,030.00
12	Capital Outlay			
	000 Undistributed Expenditures	52,157.00	941.00	53,098.00
	120 Regular Programs - Grades 1-5	4,000.00	.00	4,000.00
	130 Regular Programs - Grades 6-8	4,000.00	.00	4,000.00
	140 Regular Programs - Grades 9-12	8,000.00	.00	8,000.00
		68,157.00	941.00	69,098.00
20	Special Revenue Fund			
	061 Athletic/Football - Summit	.00	2,000.00	2,000.00
	062 Athletic/Basketball-Summit	.00	160.00	160.00
	063 Athletic/Soccer-Summit	.00	1,000.00	1,000.00
	074 Shaping NJ Health	.00	296.51	296.51
	075 Rotary	.00	1,065.45	1,065.45
	076 NJ Audobon Society	.00	1,502.50	1,502.50
	079 SSB-VEEVR_HVAC Grant	.00	30,396.00	30,396.00
	081 Morro Donation-Curtains	.00	19,486.56	19,486.56
	083 ESL Funds HS	.00	31.82	31.82
	090 National Council for Well Being	.00	1,000.00	1,000.00
	231 ESSA Title I, Part A	43,559.47	11,087.00	54,646.47
	242 ESSA Title III	4,175.00	.00	4,175.00
	255 IDEA Part B	.00	8,712.00	8,712.00
	256 IDEA Part B	268,739.00	38,628.00	307,367.00
	278 ESSA Title IIA / IID	11,368.00	2,853.00	14,221.00

Appropriation Adjustment Journal for 2024-25 September

Fund	Program	Current Appropriation	Adjustment	New Appropriation
	280 ESSA Title IV	8,500.00	1,500.00	10,000.00
	361 Vocational Programs - Federal	15,089.00	2,671.00	17,760.00
	486 Comp Special Education and Related Services (ACSERS)	.00	26,002.00	26,002.00
	487 ARP-ESSER Grant Program	.00	12,719.46	12,719.46
	489 ARP ESSER Subgrant (EBSLEA)	.00	9,825.00	9,825.00
	491 ARP ESSER Subgrant (NJTSS)	.00	10,000.00	10,000.00
		351,430.47	180,936.30	532,366.77
21 HS Central Funds	401 School - Sponsored Co-curricular and Extra-curricular Activities	.00	.00	.00
		.00	.00	.00
22 ES Student Activities	401 School - Sponsored Co-curricular and Extra-curricular Activities	.00	.00	.00
		.00	.00	.00
30 Capital Projects Fund-Ref#2023	000 Undistributed Expenditures	2,172,659.80	.00	2,172,659.80
		2,172,659.80	.00	2,172,659.80
32 ESIP	000 Undistributed Expenditures	.00	161,679.00	161,679.00
		.00	161,679.00	161,679.00
40 Debt Service Fund	701 Debt Service - Regular	2,444,084.00	.00	2,444,084.00
		2,444,084.00	.00	2,444,084.00
60 Manasquan Warrior Club	800 Community Services Programs	.00	5,017.60	5,017.60
		.00	5,017.60	5,017.60
61 Manasquan Schools Development Fund	800 Community Services Programs	.00	1,045.00	1,045.00
		.00	1,045.00	1,045.00
62 Manasquan Cafeteria	910 Food Services	.00	865,250.81	865,250.81
		.00	865,250.81	865,250.81

**Report of the Secretary to the Board of Education
Manasquan Board of Education**

**Fund 10 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the four month period ending 10/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
General Fund								
- General Current Expense								
-- Regular Programs - Instruction								
--- Regular Programs - Instruction								
11-105-100-101	2000	Preschool - Salaries of Teachers	30,546.00	395,305.00	425,851.00	62,930.87	357,071.83	5,848.30
11-110-100-101	2080	Kindergarten - Salaries of Teachers	212,320.00	7,345.50	219,665.50	40,488.03	176,177.47	3,000.00
11-120-100-101	2100	Grades 1-5 - Salaries of Teachers	1,733,208.00	(7,345.50)	1,725,862.50	255,766.62	1,387,689.03	82,406.85
11-130-100-101	2120	Grades 6-8 - Salaries of Teachers	1,427,226.00	0.00	1,427,226.00	211,718.46	1,191,990.89	23,516.65
11-140-100-101	2140	Grades 9-12 - Salaries of Teachers	5,758,724.00	43,664.00	5,802,388.00	881,406.01	4,714,741.99	206,240.00
subtotal	subtotal	Total Regular Programs - Instruction	9,162,024.00	438,969.00	9,600,993.00	1,452,309.99	7,827,671.21	321,011.80
--- Regular Programs - Home Instruction								
11-150-100-101	2500	Salaries of Teachers	4,000.00	0.00	4,000.00	750.00	0.00	3,250.00
11-150-100-320	2540	Purchased Professional-Educational Services	15,500.00	0.00	15,500.00	0.00	0.00	15,500.00
subtotal	subtotal	Total Regular Programs - Home Instruction	19,500.00	0.00	19,500.00	750.00	0.00	18,750.00
--- Regular Programs - Undistributed Instruction								
11-190-100-340	3040	Purchased Technical Services	116,876.00	0.00	116,876.00	56,494.92	49,056.34	11,324.74
11-190-100-500	3060	Other Purchased Services (400-500 series)	48,132.00	4,377.80	52,509.80	19,948.55	24,600.97	7,960.28
11-190-100-610	3080	General Supplies	595,776.00	(21,239.75)	574,536.25	432,260.28	67,749.69	74,526.28
11-190-100-640	3100	Textbooks	26,658.00	19,136.99	45,794.99	38,714.63	1,340.55	5,739.81
11-190-100-800	3120	Other Objects	30,050.00	(2,100.00)	27,950.00	3,330.00	1,470.00	23,150.00
subtotal	subtotal	Total Regular Programs - Undistributed Instruction	817,492.00	175.04	817,667.04	550,748.38	144,217.55	122,701.11
11-1xx-100-xxxx	3200	Total Regular Programs - Instruction	9,999,016.00	439,144.04	10,438,160.04	2,003,808.37	7,971,888.76	462,462.91
-- Special Education Programs								
--- Learning and/or Language Disabilities - Mild/Moderate:								
11-204-100-101	4500	Salaries of Teachers	410,106.00	(1,399.65)	408,706.35	71,736.40	334,990.10	1,979.85
11-204-100-106	4520	Other Salaries for Instruction	38,232.00	3,438.65	41,670.65	8,704.62	32,965.23	0.80
11-204-100-610	4600	General Supplies	1,593.00	0.00	1,593.00	1,521.56	0.00	71.44
11-204-100-xxx	4660	Total Learning and/or Language Disabilities - Mild/Moderate	449,931.00	2,039.00	451,970.00	81,962.58	367,955.33	2,052.09
--- Multiple Disabilities:								
11-212-100-101	6500	Salaries of Teachers	319,790.00	0.00	319,790.00	56,571.00	255,219.00	8,000.00
11-212-100-106	6520	Other Salaries for Instruction	495,543.00	0.00	495,543.00	107,037.97	382,235.03	6,270.00
11-212-100-500	6580	Other Purchased Services (400-500 series)	2,000.00	0.00	2,000.00	0.00	1,600.00	400.00
11-212-100-610	6600	General Supplies	29,800.00	0.00	29,800.00	4,252.26	21,031.31	4,516.43
11-212-100-800	6640	Other Objects	6,510.00	(280.00)	6,230.00	2,677.01	686.63	2,866.36
11-212-100-xxx	6660	Total Multiple Disabilities	853,643.00	(280.00)	853,363.00	170,538.24	660,771.97	22,052.79
--- Resource Room/Resource Center:								
11-213-100-101	7000	Salaries of Teachers	1,699,532.00	0.00	1,699,532.00	259,015.55	1,431,510.95	9,005.50
11-213-100-106	7020	Other Salaries for Instruction	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
11-213-100-xxx	7160	Total Resource Room/Resource Center	1,702,532.00	0.00	1,702,532.00	259,015.55	1,431,510.95	12,005.50
--- Preschool Disabilities - Full-Time:								
11-216-100-101	8500	Salaries of Teachers	285,715.00	(278,715.00)	7,000.00	675.00	6,325.00	0.00
11-216-100-106	8520	Other Salaries for Instruction	121,837.00	(116,590.00)	5,247.00	4,296.20	950.80	0.00
11-216-100-xxx	8640	Total Preschool Disabilities - Full-Time	407,552.00	(395,305.00)	12,247.00	4,971.20	7,275.80	0.00
--- Home Instruction:								
11-219-100-101	9260	Salaries of Teachers	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
11-219-100-xxx	9420	Total Home Instruction	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
subtotal special ed	10300	Total Special Education - Instruction	3,419,658.00	(393,546.00)	3,026,112.00	516,487.57	2,467,514.05	42,110.38
-- Basic Skills/Remedial - Instruction								
11-230-100-101	11000	Salaries of Teachers	114,035.00	0.00	114,035.00	18,776.25	94,258.75	1,000.00
11-230-100-610	11100	General Supplies	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00

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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-230-100-xxx	11160	Total Basic Skills/Remedial - Instruction	115,535.00	0.00	115,535.00	18,776.25	94,258.75	2,500.00
-- Bilingual Education - Instruction								
11-240-100-101	12000	Salaries of Teachers	181,270.00	0.00	181,270.00	26,055.50	150,779.50	4,435.00
11-240-100-xxx	12160	Total Bilingual Education - Instruction	181,270.00	0.00	181,270.00	26,055.50	150,779.50	4,435.00
-- School-Sponsored Cocurricular/Extracurricular Activities - Instruction								
11-401-100-100	17000	Salaries	271,479.00	0.00	271,479.00	0.00	0.00	271,479.00
11-401-100-500	17020	Purchased Services (300-500 series)	3,400.00	1,332.00	4,732.00	1,331.50	0.00	3,400.50
11-401-100-600	17040	Supplies and Materials	5,912.00	(1,232.00)	4,680.00	1,214.15	984.49	2,481.36
11-401-100-800	17060	Other Objects	3,453.00	0.00	3,453.00	0.00	0.00	3,453.00
11-401-100-xxx	17100	Total School-Spon. Co/Extracurricular Actvts. - Inst.	284,244.00	100.00	284,344.00	2,545.65	984.49	280,813.86
-- School-Sponsored Athletics - Instruction								
11-402-100-100	17500	Salaries	659,017.00	2,235.00	661,252.00	57,717.53	125,422.47	478,112.00
11-402-100-500	17520	Purchased Services (300-500 series)	100,100.00	0.00	100,100.00	6,355.86	64,200.00	29,544.14
11-402-100-600	17540	Supplies and Materials	71,700.00	3,957.00	75,657.00	33,362.37	8,250.22	34,044.41
11-402-100-800	17560	Other Objects	10,500.00	0.00	10,500.00	6,890.00	80.00	3,530.00
11-402-100-930	17580	Transfers to Cover Deficit (Custodial Funds)	75,000.00	0.00	75,000.00	5,000.00	0.00	70,000.00
11-402-100-xxx	17600	Total School-Sponsored Athletics - Instruction	916,317.00	6,192.00	922,509.00	109,325.76	197,952.69	615,230.55
-- Total Undistributed Expenditures								
--- Undistributed Expenditures - Instruction (Tuition)								
11-000-100-562	29020	Tuition to Other LEAs Within the State-Special	270,805.00	107,052.00	377,857.00	69,103.39	308,753.61	0.00
11-000-100-563	29040	Tuition to County Voc. School Dist.-Regular	115,246.00	(35,000.00)	80,246.00	7,594.30	59,448.70	13,203.00
11-000-100-564	29060	Tuition to County Voc. School Dist.-Special	14,026.00	(7,374.00)	6,652.00	655.40	5,898.60	98.00
11-000-100-566	29100	Tuition to Priv. Sch. for the Disabled - Within the State	614,035.00	(82,690.58)	531,344.42	28,546.23	466,573.39	36,224.80
11-000-100-xxx	29180	Total Undistributed Expenditures - Instruction (Tuition)	1,014,112.00	(18,012.58)	996,099.42	105,899.32	840,674.30	49,525.80
--- Undistributed Expenditures - Attendance and Social Work								
11-000-211-100	29500	Salaries	286,692.00	0.00	286,692.00	67,744.23	218,947.77	0.00
11-000-211-xxx	29680	Total Attendance and Work	286,692.00	0.00	286,692.00	67,744.23	218,947.77	0.00
--- Undistributed Expenditures - Health Services								
11-000-213-100	30500	Salaries	249,422.00	19,683.00	269,105.00	67,949.07	196,163.23	4,992.70
11-000-213-300	30540	Purchased Professional and Technical Services	15,600.00	0.00	15,600.00	0.00	14,500.00	1,100.00
11-000-213-500	30560	Other Purchased Services (400-500 series)	6,750.00	0.00	6,750.00	101.85	305.55	6,342.60
11-000-213-600	30580	Supplies and Materials	9,315.00	(1,000.00)	8,315.00	3,751.41	469.56	4,094.03
11-000-213-616	30585	Supplies - Menstrual Products	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00
11-000-213-800	30600	Other Objects	653.00	0.00	653.00	170.00	0.00	483.00
11-000-213-xxx	30620	Total Undistributed Expenditures - Health Services	281,740.00	19,683.00	301,423.00	71,972.33	211,438.34	18,012.33
--- Undistributed Expenditures - Speech, OT, PT and Related Services								
11-000-216-100	40500	Salaries	328,552.00	0.00	328,552.00	66,768.20	259,753.80	2,030.00
11-000-216-320	40520	Purchased Professional - Educational Services	83,564.00	0.00	83,564.00	2,335.00	74,350.00	6,879.00
11-000-216-600	40540	Supplies and Materials	4,145.00	0.00	4,145.00	2,412.39	1,541.61	191.00
11-000-216-xxx	40580	Total Speech, OT, PT and Related Services	416,261.00	0.00	416,261.00	71,515.59	335,645.41	9,100.00
--- Undistributed Expenditures-Other Supp. Serv. Students-Extraordinary Svcs								
11-000-217-100	41000	Salaries	485,475.00	93,875.00	579,350.00	74,690.36	459,225.42	45,434.22
11-000-217-xxx	41080	Total Other Support Services Students-Extraordinary Serv.	485,475.00	93,875.00	579,350.00	74,690.36	459,225.42	45,434.22
--- Undistributed Expenditures - Guidance								
11-000-218-104	41500	Salaries of Other Professional Staff	794,768.00	(71,450.00)	723,318.00	156,539.93	565,682.40	1,095.67
11-000-218-105	41520	Salaries of Secretarial and Clerical Assistants	90,525.00	0.00	90,525.00	26,228.09	63,296.91	1,000.00
11-000-218-320	41560	Purchased Professional - Educational Services	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
11-000-218-390	41580	Other Purchased Professional and Technical Services	104,783.00	593.00	105,376.00	6,581.28	5,093.00	93,701.72

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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-218-500	41600	Other Purchased Services (400-500 series)	1,364.00	0.00	1,364.00	0.00	0.00	1,364.00
11-000-218-600	41620	Supplies and Materials	11,380.00	0.00	11,380.00	1,246.99	5,427.06	4,705.95
11-000-218-800	41640	Other Objects	3,366.00	0.00	3,366.00	0.00	0.00	3,366.00
11-000-218-xxx	41660	Total Undistributed Expenditures - Guidance	1,008,186.00	(70,857.00)	937,329.00	190,596.29	639,499.37	107,233.34
--- Undistributed Expenditures - Child Study Teams								
11-000-219-104	42000	Salaries of Other Professional Staff	621,627.00	2,992.00	624,619.00	166,835.47	451,782.78	6,000.75
11-000-219-105	42020	Salaries of Secretarial and Clerical Assistants	92,525.00	0.00	92,525.00	26,111.47	63,413.53	3,000.00
11-000-219-320	42060	Purchased Professional - Educational Services	7,200.00	0.00	7,200.00	750.00	1,000.00	5,450.00
11-000-219-390	42080	Other Purchased Prof. and Tech. Services	13,344.00	0.00	13,344.00	13,342.57	0.00	1.43
11-000-219-500	42100	Other Purchased Services (400-500 series) (voc and cssd only)	5,307.00	0.00	5,307.00	700.00	1,813.63	2,793.37
11-000-219-600	42160	Supplies and Materials	18,058.00	(100.00)	17,958.00	8,732.27	4,266.53	4,959.20
11-000-219-800	42180	Other Objects	3,095.00	100.00	3,195.00	0.00	0.00	3,195.00
11-000-219-xxx	42200	Total Child Study Teams	761,156.00	2,992.00	764,148.00	216,471.78	522,276.47	25,399.75
--- Undistributed Expenditures - Improvement of Instruction Services								
11-000-221-102	43000	Salaries of Supervisor of Instruction	674,176.00	35,079.00	709,255.00	206,865.82	502,389.18	0.00
11-000-221-104	43020	Salaries of Other Professional Staff	93,544.00	0.00	93,544.00	27,283.69	66,260.31	0.00
11-000-221-105	43040	Salaries of Secretarial and Clerical Assist.	15,468.00	0.00	15,468.00	4,511.50	10,956.50	0.00
11-000-221-110	43060	Other Salaries	53,100.00	0.00	53,100.00	50,310.00	0.00	2,790.00
11-000-221-176	43080	Salaries of Facilitators, Math and Literacy Coaches	93,875.00	(93,875.00)	0.00	0.00	0.00	0.00
11-000-221-500	43140	Other Purchased Services (400-500)	1,720.00	0.00	1,720.00	730.00	0.00	990.00
11-000-221-600	43160	Supplies and Materials	2,490.00	0.00	2,490.00	0.00	0.00	2,490.00
11-000-221-800	43180	Other Objects	1,882.00	0.00	1,882.00	1,325.30	0.00	556.70
11-000-221-xxx	43200	Total Improvement of Instruction Services	936,255.00	(58,796.00)	877,459.00	291,026.31	579,605.99	6,826.70
--- Undistributed Expenditures - Educational Media Services/School Library								
11-000-222-100	43500	Salaries	104,976.00	0.00	104,976.00	17,411.25	85,064.75	2,500.00
11-000-222-177	43520	Salaries of Technology Coordinators	488,181.00	19,991.00	508,172.00	174,520.71	333,649.23	2.06
11-000-222-500	43560	Other Purchased Services (400-500 series)	26,469.00	149.01	26,618.01	8,941.16	1,218.74	16,458.11
11-000-222-600	43580	Supplies and Materials	6,470.00	(327.01)	6,142.99	1,525.79	1,320.00	3,297.20
11-000-222-800	43600	Other Objects	605.00	0.00	605.00	80.00	200.00	325.00
11-000-222-xxx	43620	Total Educational Media Services/School Library	626,701.00	19,813.00	646,514.00	202,478.91	421,452.72	22,582.37
--- Undistributed Expenditures - Instructional Staff Training Services								
11-000-223-104	44020	Salaries of Other Professional Staff	11,160.00	0.00	11,160.00	0.00	0.00	11,160.00
11-000-223-320	44080	Purchased Professional - Educational Service	7,340.00	34,979.00	42,319.00	1,229.00	34,100.00	6,990.00
11-000-223-500	44120	Other Purchased Services (400-500 series)	8,490.00	271.00	8,761.00	514.00	1,216.04	7,030.96
11-000-223-600	44140	Supplies and Materials	610.00	0.00	610.00	364.01	0.00	245.99
11-000-223-xxx	44180	Total Instructional Staff Training Services	27,600.00	35,250.00	62,850.00	2,107.01	35,316.04	25,426.95
--- Undistributed Expenditures - Support Services - General Administration								
11-000-230-100	45000	Salaries	355,729.00	26,481.55	382,210.55	154,751.24	227,459.31	0.00
11-000-230-331	45040	Legal Services	105,000.00	0.00	105,000.00	11,527.50	73,437.50	20,035.00
11-000-230-332	45060	Audit Fees	15,000.00	0.00	15,000.00	6,250.00	6,250.00	2,500.00
11-000-230-334	45080	Architectural/Engineering Services	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
11-000-230-339	45100	Other Purchased Professional Services	10,000.00	(7,181.59)	2,818.41	0.00	0.00	2,818.41
11-000-230-340	45120	Purchased Technical Services	21,767.00	7,181.59	28,948.59	25,567.09	3,381.50	0.00
11-000-230-530	45140	Communications / Telephone	105,450.00	(3,284.16)	102,165.84	29,456.37	43,894.92	28,814.55
11-000-230-590	45180	Misc Purchased Services (400-500 series, O/T 530 and 585)	90,976.00	0.00	90,976.00	74,669.36	1,739.40	14,567.24
11-000-230-610	45200	General Supplies	8,847.00	0.00	8,847.00	6,074.41	1,836.74	935.85
11-000-230-890	45260	Miscellaneous Expenditures	12,050.00	0.00	12,050.00	6,124.00	0.00	5,926.00
11-000-230-895	45280	BOE Membership Dues and Fees	14,000.00	0.00	14,000.00	12,975.90	0.00	1,024.10

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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-xxx	45300	Total Support Services - General Administration	743,819.00	23,197.39	767,016.39	327,395.87	357,999.37	81,621.15
--- Undistributed Expenditures - Support Services - School Administration								
11-000-240-103	46000	Salaries of Principals/Assistant Principals	790,870.00	(55,028.00)	735,842.00	207,284.97	513,121.03	15,436.00
11-000-240-105	46040	Salaries of Secretarial and Clerical Assistants	302,043.00	811.00	302,854.00	78,967.47	219,102.08	4,784.45
11-000-240-300	46080	Purchased Professional and Technical Services	4,100.00	6,225.00	10,325.00	0.00	4,425.00	5,900.00
11-000-240-500	46100	Other Purchased Services (400-500 series)	75,226.00	(3,293.64)	71,932.36	44,419.62	13,489.52	14,023.22
11-000-240-600	46120	Supplies and Materials	37,587.00	(4,800.00)	32,787.00	907.07	16,367.98	15,511.95
11-000-240-800	46140	Other Objects	10,920.00	3,500.00	14,420.00	10,405.00	0.00	4,015.00
11-000-240-xxx	46160	Total Support Services - School Administration	1,220,746.00	(52,585.64)	1,168,160.36	341,984.13	766,505.61	59,670.62
--- Undistributed Expenditures - Central Services								
11-000-251-100	47000	Salaries	569,468.00	994.00	570,462.00	164,865.89	405,595.11	1.00
11-000-251-330	47020	Purchased Professional Services	2,000.00	100.00	2,100.00	2,100.00	0.00	0.00
11-000-251-340	47040	Purchased Technical Services	8,821.00	0.00	8,821.00	8,820.00	0.00	1.00
11-000-251-592	47060	Miscellaneous Purchased Services (400-500 series)	2,250.00	1,261.16	3,511.16	2,446.50	655.66	409.00
11-000-251-600	47100	Supplies and Materials	10,500.00	(1,361.16)	9,138.84	2,633.96	1,063.69	5,441.19
11-000-251-890	47180	Miscellaneous Expenditures	3,000.00	0.00	3,000.00	2,816.10	0.00	183.90
11-000-251-xxx	47200	Total Central Services	596,039.00	994.00	597,033.00	183,682.45	407,314.46	6,036.09
--- Undistributed Expenditures - Administrative Information Technology								
11-000-252-100	47500	Salaries	7,116.00	0.00	7,116.00	0.00	0.00	7,116.00
11-000-252-xxx	47620	Total Administrative Information Technology	7,116.00	0.00	7,116.00	0.00	0.00	7,116.00
--- Operation and Maintenance of Plant Services								
---- Undistributed Expenditures - Required Maintenance for School Facilities								
11-000-261-100	48500	Salaries	0.00	833.32	833.32	0.00	0.00	833.32
11-000-261-420	48520	Cleaning, Repair, and Maintenance Services	159,874.00	(470.00)	159,404.00	34,783.94	35,331.50	89,288.56
11-000-261-xxx	48580	Total Required Maintenance for School Facilities	159,874.00	363.32	160,237.32	34,783.94	35,331.50	90,121.88
---- Undistributed Expenditures - Custodial Services								
11-000-262-100	49000	Salaries	992,406.00	(50,326.32)	942,079.68	258,521.92	668,367.24	15,190.52
11-000-262-107	49020	Salaries of Non-Instructional Aides	58,897.00	49,493.00	108,390.00	20,227.28	87,151.80	1,010.92
11-000-262-420	49060	Cleaning, Repair, and Maintenance Services	194,596.00	(15,321.00)	179,275.00	72,656.38	64,634.55	41,984.07
11-000-262-441	49080	Rental of Land and Bldg. Oth. than Lease Pur Agrmt	244,500.00	0.00	244,500.00	244,500.00	0.00	0.00
11-000-262-490	49120	Other Purchased Property Services	28,200.00	18,012.58	46,212.58	23,717.51	12,055.16	10,439.91
11-000-262-520	49140	Insurance	242,481.00	12,721.00	255,202.00	130,792.00	124,410.00	0.00
11-000-262-590	49160	Miscellaneous Purchased Services	2,000.00	0.00	2,000.00	68.47	731.53	1,200.00
11-000-262-610	49180	General Supplies	98,025.00	(400.00)	97,625.00	32,571.87	4,754.47	60,298.66
11-000-262-621	49200	Energy (Natural Gas)	186,153.00	3,436.00	189,589.00	15,156.58	174,432.42	0.00
11-000-262-622	49220	Energy (Electricity)	339,727.00	(3,436.00)	336,291.00	81,594.07	243,405.93	11,291.00
11-000-262-800	49280	Other Objects	10,700.00	(2,700.00)	8,000.00	3,024.18	0.00	4,975.82
11-000-262-837	49300	Interest - Energy Savings Improvement Program Bonds	193,720.00	0.00	193,720.00	128,020.00	65,700.00	0.00
11-000-262-917	49320	Principal - Energy Savings Improvement Program Bonds	45,000.00	0.00	45,000.00	45,000.00	0.00	0.00
11-000-262-xxx	49340	Total Custodial Services	2,636,405.00	11,479.26	2,647,884.26	1,055,850.26	1,445,643.10	146,390.90
---- Undistributed Expenditures - Care and Upkeep of Grounds								
11-000-263-100	50000	Salaries	205,103.00	0.00	205,103.00	56,759.20	137,843.80	10,500.00
11-000-263-420	50040	Cleaning, Repair, and Maintenance Services	41,945.00	(300.00)	41,645.00	17,619.61	15,585.02	8,440.37
11-000-263-610	50060	General Supplies	14,000.00	6,750.00	20,750.00	10,968.94	8,568.93	1,212.13
11-000-263-xxx	50100	Total Care And Upkeep Of Grounds	261,048.00	6,450.00	267,498.00	85,347.75	161,997.75	20,152.50
---- Undistributed Expenditures - Security								
11-000-266-100	51000	Salaries	286,009.00	0.00	286,009.00	71,194.98	204,015.62	10,798.40
11-000-266-300	51020	Purchased Professional and Technical Services	36,500.00	(2,125.00)	34,375.00	5,331.06	12,555.94	16,488.00
11-000-266-420	51040	Cleaning, Repair, and Maintenance Services	250.00	0.00	250.00	0.00	0.00	250.00
11-000-266-610	51060	General Supplies	2,135.00	496.76	2,631.76	480.00	1,932.76	219.00

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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-266-xxx	51100	Total Security	324,894.00	(1,628.24)	323,265.76	77,006.04	218,504.32	27,755.40
subtotal of 11-000-26x-xxx	51120	Total Operation and Maintenance of Plant Services	3,382,221.00	16,664.34	3,398,885.34	1,252,987.99	1,861,476.67	284,420.68
--- Undistributed Expenditures - Student Transportation Services								
11-000-270-161	52040	Salaries for Pupil Trans. (Bet Home and Sch)-Special Ed.	16,124.00	0.00	16,124.00	4,720.94	11,403.06	0.00
11-000-270-162	52060	Salaries for Pupil Trans. (Other than Between Home and Sch)	44,000.00	0.00	44,000.00	8,909.08	0.00	35,090.92
11-000-270-442	52160	Rental Payments - School Buses	30,000.00	0.00	30,000.00	2,400.00	21,600.00	6,000.00
11-000-270-512	52280	Contracted Services (Other than Between Home and Sch)-Vendors	168,955.00	0.00	168,955.00	31,233.98	85,816.00	51,905.02
11-000-270-513	52300	Contracted Services (Between Home and Sch)-Joint Agreements	48,158.00	0.00	48,158.00	0.00	0.00	48,158.00
11-000-270-514	52320	Contracted Services (Special Ed Students)-Vendors	0.00	145,200.00	145,200.00	14,653.36	130,546.64	0.00
11-000-270-517	52360	Contracted Services (Regular Students)-ESCs and CTSA's	258,798.00	0.00	258,798.00	16,881.32	119,636.18	122,280.50
11-000-270-518	52380	Contracted Services (Special Ed. Students)-ESCs and CTSA's	422,220.00	(145,200.00)	277,020.00	34,908.07	118,054.08	124,057.85
11-000-270-xxx	52480	Total Student Transportation Services	988,255.00	0.00	988,255.00	113,706.75	487,055.96	387,492.29
--- Employee Benefits								
---- Unallocated Benefits								
11-000-291-220	71020	Social Security Contributions	506,495.00	0.00	506,495.00	113,171.05	0.00	393,323.95
11-000-291-241	71060	Other Retirement Contributions - PERS	543,068.00	0.00	543,068.00	1,790.30	0.00	541,277.70
11-000-291-260	71160	Worker's Compensation	152,255.00	0.00	152,255.00	146,252.78	0.00	6,002.22
11-000-291-270	71180	Health Benefits	4,439,409.00	0.00	4,439,409.00	1,537,086.56	2,713,291.20	189,031.24
11-000-291-280	71200	Tuition Reimbursement	221,242.00	0.00	221,242.00	18,581.72	28,129.17	174,531.11
11-000-291-290	71220	Other Employee Benefits	549,088.00	(61,091.55)	487,996.45	16,144.39	66,107.51	405,744.55
total unallocated benefits	71240	11-000-291-2xx	6,411,557.00	(61,091.55)	6,350,465.45	1,833,026.80	2,807,527.88	1,709,910.77
11-xxx-xxx-2xx	71260	Total Employee Benefits	6,411,557.00	(61,091.55)	6,350,465.45	1,833,026.80	2,807,527.88	1,709,910.77
	72140	Total Undistributed Expenditures	19,193,931.00	(48,874.04)	19,145,056.96	5,347,286.12	10,951,961.78	2,845,809.06
	72260	Total General Expense	34,109,971.00	3,016.00	34,112,987.00	8,024,285.22	21,835,340.02	4,253,361.76
- Capital Outlay								
-- Equipment								
--- Instructional Equipment - Regular Education:								
12-120-100-730	73040	Grades 1-5	4,000.00	0.00	4,000.00	3,499.00	0.00	501.00
12-130-100-730	73060	Grades 6-8	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
12-140-100-730	73080	Grades 9-12	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
	-	Total Instructional Equipment - Regular Education	16,000.00	0.00	16,000.00	3,499.00	0.00	12,501.00
--- Equipment - Undistributed:								
12-000-266-730	75760	Undistributed Expenditures - Security	12,150.00	941.00	13,091.00	0.00	13,090.00	1.00
	-	Total Equipment - Undistributed	12,150.00	941.00	13,091.00	0.00	13,090.00	1.00
12-xxx-xxx-73x	75880	Total Equipment	28,150.00	941.00	29,091.00	3,499.00	13,090.00	12,502.00
-- Facilities Acquisition and Construction Services								
12-000-400-450	76080	Construction Services	12,898.00	0.00	12,898.00	12,898.00	0.00	0.00
12-000-400-896	76210	Assessment for Debt Service on SDA Funding	27,109.00	0.00	27,109.00	0.00	0.00	27,109.00
12-000-400-xxx	76260	Total Facilities Acquisition and Construction Services	40,007.00	0.00	40,007.00	12,898.00	0.00	27,109.00
12-xxx-xxx-xxx	76400	Total Capital Outlay	68,157.00	941.00	69,098.00	16,397.00	13,090.00	39,611.00
	84060	Total General Fund	34,178,128.00	3,957.00	34,182,085.00	8,040,682.22	21,848,430.02	4,292,972.76

**Manasquan Board of Education
Monthly Transfer Report
2024-25 October**

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1xx-100-xxx 12-1xx-100-xxx 13-1xx-100-xxx 18-1xx-100-xxx	10,015,016.00	.00	10,015,016.00	1,001,501.60	439,144.04	4.38	1,440,645.64	455,404.46
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1x-2xx-100-xxx 1x-000-216-xxx 1x-000-217-xxx	4,618,199.00	.00	4,618,199.00	461,819.90	-351,387.00	-7.61	110,432.90	103,579.60
Vocational Programs-Local	1x-3xx-100-xxx	.00	.00	.00	.00	.00	.00	.00	.00
School-Spon. Co/Extra-Curr. Activities,School Sponsored Athletics, and Other Instructional	11-4xx-100-xxx 11-4xx-2xx-xxx 12-4xx-100-xxx	1,200,561.00	3,957.00	1,204,518.00	120,451.80	2,335.00	.19	122,786.80	893,960.29
Community Services Programs/Operations	1x-800-330-xxx	.00	.00	.00	.00	.00	.00	.00	.00
UNDISTRIBUTED EXPENSES		15,833,776.00	3,957.00	15,837,733.00	1,583,773.30	90,092.04	.57	1,673,865.34	1,452,944.35
Tuition	11-000-100-xxx 16-000-100-xxx 17-000-100-xxx 18-000-100-xxx	1,014,112.00	.00	1,014,112.00	101,411.20	-18,012.58	-1.78	83,398.62	49,525.80
Attendance and Social Work, Health, Guidance, Child Study Teams, Education, Media Services	1x-000-211-xxx 1x-000-213-xxx 1x-000-218-xxx 1x-000-219-xxx 1x-000-222-xxx	2,964,475.00	.00	2,964,475.00	296,447.50	-28,369.00	-9.6	268,078.50	163,466.77
Improvement of Instruction Services and Instructional Staff Training Services	1x-000-221-xxx 1x-000-223-xxx	963,855.00	.00	963,855.00	96,385.50	28,170.00	2.92	124,555.50	29,950.65
General Administration	11-000-230-xxx	743,819.00	.00	743,819.00	74,381.90	23,197.39	3.12	97,579.29	81,621.15
School Administration	11-000-240-xxx	1,220,746.00	.00	1,220,746.00	122,074.60	-52,585.64	-4.31	69,488.96	56,648.18
Central Services & Administrative Information Technology	11-000-25x-xxx	603,155.00	.00	603,155.00	60,315.50	994.00	.16	61,309.50	13,152.09
Operation and Maintenance of Plant Services	11-000-26x-xxx	3,382,221.00	.00	3,382,221.00	338,222.10	16,664.34	.49	354,886.44	281,799.24
Student Transportation Services	11-000-270-xxx	988,255.00	.00	988,255.00	98,825.50	.00	.00	98,825.50	387,492.29
Personal Services-Employee Benefits	11-xxx-xxx-2xx	6,411,557.00	.00	6,411,557.00	641,155.70	-61,091.55	-9.5	580,064.15	1,709,910.77
Food Services	11-000-310-xxx	.00	.00	.00	.00	.00	.00	.00	.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	.00	.00	.00	.00	.00	.00	.00	.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL GENERAL CURRENT EXPENSE		18,292,195.00	.00	18,292,195.00	1,829,219.50	-91,033.04	-5.0	1,738,186.46	2,773,566.94
Equipment	12-xxx-xxx-73x	12,150.00	.00	12,150.00	1,215.00	941.00	7.74	2,156.00	1.00

**Manasquan Board of Education
Monthly Transfer Report
2024-25 October**

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Facilities Acquisition and Construction Services	12-000-4xx-xxx	40,007.00	.00	40,007.00	4,000.70	.00	.00	4,000.70	27,109.00
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4xx-931	.00	.00	.00	.00	.00	.00	.00	.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4xx-933	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CAPITAL EXPENDITURES		52,157.00	.00	52,157.00	5,215.70	941.00	1.80	6,156.70	27,110.00
TOTAL SPECIAL SCHOOLS	13-xxx-xxx-xxx	.00	.00	.00	.00	.00	.00	.00	.00
Transfer of Funds to Charter Schools	10-000-100-56x	.00	.00	.00	.00	.00	.00	.00	.00
General Fund Contribution to School Based Budgets	10-000-520-930	.00	.00	.00	.00	.00	.00	.00	.00
OPERATING BUDGET GRAND TOTAL		34,178,128.00	3,957.00	34,182,085.00	3,418,208.50	.00	.00	3,418,208.50	4,253,621.29

School Business Administrator Signature

Date

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO-25-0000782 to Cotter, Dennis

Item Description	Unit Price	Qty	Total Price
9/7/24 - football v. mon reg	120.00	1	120.00

PO TOTAL COST: \$120.00**PO-25-0000783 to Timothy Cusick**

Item Description	Unit Price	Qty	Total Price
9/9/24 - v/jv volleyball v. rbc	141.00	1	141.00

PO TOTAL COST: \$141.00**PO-25-0000784 to Stan Czerwinski**

Item Description	Unit Price	Qty	Total Price
9/6/24 - jv girls soccer v. wall	66.00	1	66.00

PO TOTAL COST: \$66.00**PO-25-0000785 to Joseph Cranga**

Item Description	Unit Price	Qty	Total Price
9/3/24 - jv girls soccer v. point boro	66.00	1	66.00

PO TOTAL COST: \$66.00**PO-25-0000786 to Mike Casserly**

Item Description	Unit Price	Qty	Total Price
9/3/24 - jv girls soccer v. point boro	66.00	1	66.00

PO TOTAL COST: \$66.00**PO-25-0000787 to Ahern Printing & Graphics**

Item Description	Unit Price	Qty	Total Price
NHS programs	641.25	1	641.25

PO TOTAL COST: \$641.25**PO-25-0000788 to John Cunningham**

Item Description	Unit Price	Qty	Total Price
9/6/24 - v/jv volleyball v. rfh	141.00	1	141.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO TOTAL COST: \$141.00

PO-25-0000789 to Barbara Tucker

Item Description	Unit Price	Qty	Total Price
9/9/24 - v/jv field hockey v. rfh	161.00	1	161.00

PO TOTAL COST: \$161.00

PO-25-0000790 to Rke Athletic Lettering

Item Description	Unit Price	Qty	Total Price
AS PER ATTACHED QUOTE	205.00	1	205.00

PO TOTAL COST: \$205.00

PO-25-0000791 to McManimon , Scotland & Baumann, LLC

Item Description	Unit Price	Qty	Total Price
Invoice #228819		1	
Referendum-Use of Bond Proceeds	537.50	1	537.50
.		1	

PO TOTAL COST: \$537.50

PO-25-0000792 to John Mattos

Item Description	Unit Price	Qty	Total Price
9/7/24 - football v. mon reg (chains)	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0000793 to Dombroski, Howard

Item Description	Unit Price	Qty	Total Price
9/7/24 - football v. mon reg (clock)	80.00	1	80.00

PO TOTAL COST: \$80.00

PO-25-0000794 to Superior Central Boiler

Item Description	Unit Price	Qty	Total Price
ES- EMERGENCY SERVICE CALL FOR BREECH IN BOILER 1 & 2	500.00	1	500.00

PO TOTAL COST: \$300.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO-25-0000795 to Stephen Tomkins

Item Description	Unit Price	Qty	Total Price
9/7/24 - football v. mon reg	120.00	1	120.00

PO TOTAL COST: \$120.00

PO-25-0000796 to Thomas Romeo

Item Description	Unit Price	Qty	Total Price
9/9/24 - v/jv volleyball v. rbc	141.00	1	141.00

PO TOTAL COST: \$141.00

PO-25-0000797 to Sean Collins

Item Description	Unit Price	Qty	Total Price
9/7/24 - football v. mon reg (chains)	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0000798 to Jennifer Mc Manus

Item Description	Unit Price	Qty	Total Price
9/9/24 - varsity field hockey v. rfh	95.00	1	95.00

PO TOTAL COST: \$95.00

PO-25-0000799 to Monmouth County Tennis Championships

Item Description	Unit Price	Qty	Total Price
monmouth county girls tennis tournament	210.00	1	210.00

PO TOTAL COST: \$210.00

PO-25-0000800 to Jenna Cassara

Item Description	Unit Price	Qty	Total Price
9/9/24 - jv field hockey v. rfh	66.00	1	66.00

PO TOTAL COST: \$66.00

PO-25-0000801 to Christopher T. Burbank

Item Description	Unit Price	Qty	Total Price
Drill for 2024 Marching Band Field Show	1200.00	1	1200.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO TOTAL COST: \$1,200.00

PO-25-0000802 to Shore Track Coaches Association

Item Description	Unit Price	Qty	Total Price
9/13/24 - battle @ ocean county park (boys/girls cc)	276.00	1	276.00

PO TOTAL COST: \$276.00

PO-25-0000803 to Stephen Labrecque

Item Description	Unit Price	Qty	Total Price
9/7/24 - football v. mon reg	120.00	1	120.00

PO TOTAL COST: \$120.00

PO-25-0000804 to Robert Ward

Item Description	Unit Price	Qty	Total Price
9/7/24 - football v. mon reg (chains)	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0000805 to Steven Washington

Item Description	Unit Price	Qty	Total Price
9/10/24 - varsity girls soccer v. central regional	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0000806 to Amoscato, John

Item Description	Unit Price	Qty	Total Price
9/10/24 - varsity girls soccer v. central regional	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0000807 to Manasquan Cafeteria

Item Description	Unit Price	Qty	Total Price
Tablecloths	102.39	1	102.39

PO TOTAL COST: \$102.39

PO-25-0000808 to Kenyon Learning and Consulting

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

Item Description	Unit Price	Qty	Total Price
Special Education Assistive Technology Evaluation for HS Student 1876083815	1000.00	1	1000.00

BOE Approved June 2024

PO TOTAL COST: \$1,000.00

PO-25-0000809 to Mr. Keys Inc.

Item Description	Unit Price	Qty	Total Price
DISTRICT KEYS / LOCKOUT	250.00	1	250.00

PO TOTAL COST: \$250.00

PO-25-0000810 to Jimmys Cucina

Item Description	Unit Price	Qty	Total Price
TIP	10.00	1	10.00
FOOD FOR COMMITTEE MEETING	161.96	1	161.96
MOZZ AND TOMATO SALAD CHICKEN PARM & EGGPLANT PARM SUB PLATTER			

PO TOTAL COST: \$171.96

PO-25-0000811 to Cdwg

Item Description	Unit Price	Qty	Total Price
EXACQ VISION PRO SW (ES Server) Mfg. Part#: SSA-EVIP-01	35.98	53	1906.94
EXACQ VISION PRO SW (HS Server) Mfg. Part#: SSA-EVIP-01	35.98	97	3490.06

PO TOTAL COST: \$5,397.00

PO-25-0000812 to Scoras, John

Item Description	Unit Price	Qty	Total Price
9/10/24 - jv girls soccer v. central regional (alone)	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0000813 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Softsoap Liquid Hand Soap	7.74	1	7.74
Minions Despicable Me 4 - Mega Battle Countdown Calendar A	19.99	1	19.99

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

Item Description	Unit Price	Qty	Total Price
Powermax 24-Count AA Batteries, Ultra Long Lasting Alkaline Battery, 10-Year Shelf Life,	7.99	1	7.99
Amazon Basics Gentle & Mild Clear Liquid Hand Soap Refill	4.00	6	24.00
: John Deere Gas Can 24oz Bubble Bottle	9.99	1	9.99
: Powermax 24-Count AAA Batteries, Ultra Long Lasting Alkaline Battery,	6.99	1	6.99
RONEAIR Cordless Vacuum Cleaner with Bendable Wand, Lightweight Stick Vacuum	88.66	1	88.66
Battat- Play Circle- Pet Carrier - Stuffed Animal Kitten - Plush Toys- Pretend Play -	14.99	1	14.99
Handy Laundry Clear Tote Bag - Zipper Closure	7.89	2	15.78
Minions Blind Box Figures Toys, Musical Wobbler Toys, C	9.99	1	9.99
Minions Despicable ME 4 Super Squishy Mega Dave Heroes of Goo JIT Zu Action Figure Toys	13.47	1	13.47

PO TOTAL COST: \$219.59

PO-25-0000814 to Van Wickle Auto Supply, inc.

Item Description	Unit Price	Qty	Total Price
BATTERY FOR GOLF CART FOR SECURITY / REQUESTED BY SCOTT CLAYTON	150.00	1	150.00

PO TOTAL COST: \$159.64

PO-25-0000815 to Jennifer Mc Manus

Item Description	Unit Price	Qty	Total Price
9/12/24 - varsity field hockey v. manalapan	95.00	1	95.00

PO TOTAL COST: \$95.00

PO-25-0000816 to Jw Pepper & Son

Item Description	Unit Price	Qty	Total Price
Holly Jolly Santa Claus Mark Brymer Two-Part	2.25	1	2.25
Holly Jolly Santa Claus P/A CD Mark Brymer P/A CD	26.99	1	26.99
Last Christmas EPRINT George Michael SSA	2.40	5	12.00
You're a Mean One, Mr. Grinch P/A CD for Two-Part Only Albert Hague P/A CD for Unison/Two-Part Only	27.99	1	27.99
Santa Tell Me Accompaniment MP3 Download Various Composers Accompaniment MP3	29.99	1	29.99
Last Christmas Accompaniment MP3 Download George Michael Accompaniment MP3	27.99	1	27.99
Santa Tell Me EPRINT Various Composers SSA	2.30	5	11.50

PO TOTAL COST: \$151.70

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO-25-0000817 to Just Drains Sewer & Drain Service

Item Description	Unit Price	Qty	Total Price
UNCLOG WATER FOUNTAIN OUTSIDE OF ROOM 304	335.00	1	335.00

PO TOTAL COST: \$335.00

PO-25-0000818 to Mike Casserly

Item Description	Unit Price	Qty	Total Price
9/13/24 - jv girls soccer v. freehold twp	66.00	1	66.00

PO TOTAL COST: \$66.00

PO-25-0000819 to Stanley Czerwinski

Item Description	Unit Price	Qty	Total Price
9/13/24 - jv girls soccer v. freehold twp	66.00	1	66.00

PO TOTAL COST: \$66.00

PO-25-0000820 to Kevin McMahon

Item Description	Unit Price	Qty	Total Price
9/13/24 - varsity girls soccer v. freehold twp	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0000821 to Surdovel, William

Item Description	Unit Price	Qty	Total Price
9/14/24 - football v. manalapan	120.00	1	120.00

PO TOTAL COST: \$120.00

PO-25-0000822 to Bob McCloskey Insurance

Item Description	Unit Price	Qty	Total Price
RENEWAL OF CATASTRPHIC STUDENT ACCIDENT	8117.00	1	8117.00

PO TOTAL COST: \$8,117.00

PO-25-0000823 to Joseph Maloney

Item Description	Unit Price	Qty	Total Price
9/7/24 - football v. mon reg	120.00	1	120.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO TOTAL COST: \$120.00

PO-25-0000824 to Natural Green Lawn Care and SportCare Synthetic Turf Maintenance

Item Description	Unit Price	Qty	Total Price
REPAIRS TO TURF	250.00	1	250.00

PO TOTAL COST: \$250.00

PO-25-0000825 to Cdwg

Item Description	Unit Price	Qty	Total Price
Eaton 5P UPS 750VA 600W 120V Sine Wave 2U Rackmount UPS Net Card Optional Mfg. Part#: 5P750RC	483.28	1	483.28
Eaton Cybersecure Gigabit NETWORK-M3 Card Mfg. Part#: NETWORK-M3	366.75	1	366.75

PO TOTAL COST: \$850.03

PO-25-0000826 to Saker Shoprites, Inc.

Item Description	Unit Price	Qty	Total Price
Reimbursement for peer leader purchase	106.95	1	106.95

PO TOTAL COST: \$106.95

PO-25-0000827 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
UNO Card Game (2 Pack)	9.98	4	39.92
: Maverick Playing Cards, Standard Index, Red and Blue, 12 Pack	11.99	1	11.99
GIFTEXPRESS 6pc Hall Pass Lanyards and School Passes Boys and Girl Bathroom Passe	9.69	1	9.69
: Pup Go 4 in a Row Game - 6	9.99	4	39.96
240PCS Washable Sidewalk Chalks, Sidewalk Chalk for Kids,	31.59	1	31.59
8.5" Foam Spiral Football PU Coated High Density Soft Balls, Set of 3	19.95	1	19.95
Jerify 12 Pcs Playground Balls 10 Inches Bouncy Dodge Ball Inflatable Kick Balls K	37.99	1	37.99

PO TOTAL COST: \$188.69

PO-25-0000828 to Riverside Insights

Item Description	Unit Price	Qty	Total Price
WJIV Achievement Standard and Extended form A Test record and subject response booklets with scoring license package of 25.	285.50	3	856.50
WJIV Achievement standard and extended form B test record and subject response booklet with scoring license package of 25	285.50	3	856.50

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

Item Description	Unit Price	Qty	Total Price
WIIP Tier I 2-5 Users initial license 1 year	1635.00	1	1635.00
WJIV Oral Language test record with scoring license package of 25	148.83	3	446.49

PO TOTAL COST: \$4,002.54

PO-25-0000829 to Ron Deramo

Item Description	Unit Price	Qty	Total Price
9/12/24 - v/jv volleyball v. point beach	141.00	1	141.00

PO TOTAL COST: \$141.00

PO-25-0000830 to Kathryn Spear

Item Description	Unit Price	Qty	Total Price
9/12/24 - v/jv volleyball v. point beach	141.00	1	141.00

PO TOTAL COST: \$141.00

PO-25-0000831 to Barbara Tucker

Item Description	Unit Price	Qty	Total Price
9/12/24 - v/jv field hockey v. manalapan	161.00	1	161.00

PO TOTAL COST: \$161.00

PO-25-0000832 to Jim Veilleux

Item Description	Unit Price	Qty	Total Price
9/12/24 - jv field hockey v. manalapan	66.00	1	66.00

PO TOTAL COST: \$66.00

PO-25-0000833 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
JoyCat Student Chair Pockets for Classrooms with Name Tags - School Seat Storage Covers Chairback Buddy Pocket Char	42.98	2	85.96

PO TOTAL COST: \$85.96

PO-25-0000834 to 7 Mindsets Academy, LLC

Item Description	Unit Price	Qty	Total Price
1 year Subscription Full Access to 7 Mindsets Online Platform	4095.00	1	4095.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO TOTAL COST: \$4,095.00

PO-25-0000835 to Mr. Keys Inc.

Item Description	Unit Price	Qty	Total Price
HS- SERVICE CALL FOR LOCKS	500.00	1	500.00

PO TOTAL COST: \$255.00

PO-25-0000836 to Dan Mckenna

Item Description	Unit Price	Qty	Total Price
9/14/24 - football v. manalapan	120.00	1	120.00

PO TOTAL COST: \$120.00

PO-25-0000837 to Hutchins Hvac, Inc

Item Description	Unit Price	Qty	Total Price
SERVICE CALL FOR AC9 -CONDENSER FAN MOTOR	500.00	1	500.00

PO TOTAL COST: \$500.00

PO-25-0000838 to Farrell, Keith

Item Description	Unit Price	Qty	Total Price
9/14/24 - football v. manalapan	120.00	1	120.00

PO TOTAL COST: \$120.00

PO-25-0000839 to Neil Mosca

Item Description	Unit Price	Qty	Total Price
9/14/24 - football v. manalapan	120.00	1	120.00

PO TOTAL COST: \$120.00

PO-25-0000840 to Francesco Tango

Item Description	Unit Price	Qty	Total Price
9/13/24 - varsity girls soccer v. freehold twp	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0000841 to Rochford, Jim

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
9/14/24 - football v. manalapan (clock)	80.00	1	80.00

PO TOTAL COST: \$80.00

PO-25-0000842 to Robert Doolittle

Item Description	Unit Price	Qty	Total Price
9/14/24 - football v. manalapan (chains)	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0000843 to Keith Smicklo

Item Description	Unit Price	Qty	Total Price
9/14/24 - football v. manalapan	120.00	1	120.00

PO TOTAL COST: \$120.00

PO-25-0000844 to Tj Toto

Item Description	Unit Price	Qty	Total Price
9/14/24 - football v. manalapan	120.00	1	120.00

PO TOTAL COST: \$120.00

PO-25-0000845 to Roger Ackerman

Item Description	Unit Price	Qty	Total Price
9/14/24 - football v. manalapan (chains)	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0000846 to John Grasso

Item Description	Unit Price	Qty	Total Price
9/14/24 - football v. manalapan (chains)	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0000847 to Maynard Electric

Item Description	Unit Price	Qty	Total Price
REPLACEMENT OF 2 RECEPTACLES (REQUESTED BY TECH)	180.00	1	180.00

PO TOTAL COST: \$180.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO-25-0000848 to Matthew Zane

Item Description	Unit Price	Qty	Total Price
2024-2025 STUDENT TRANSPORTATION PARENTAL CONTRACT FOR STUDENT ID: 3246165165 TRANSPORTATION TO SCROTH SCHOOL SEPTEMBER 2024-JUNE 2025 BOARD APPROVED 9/17/2024	20200.00	1	20200.00

PO TOTAL COST: \$20,200.00

PO-25-0000849 to Pitney Bowes

Item Description	Unit Price	Qty	Total Price
2024-2025 SERVICE AGREEMENT	1059.00	1	1059.00

PO TOTAL COST: \$1,059.00

PO-25-0000850 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Avery Removable Labels, 4" x 6" Blank Labels, Laser/Inkjet Printable Labels, 40 Labels per Pack, 18 Packs, 720 Total Labels (5454)	83.20	1	83.20

PO TOTAL COST: \$83.20

PO-25-0000851 to Pitney Bowes

Item Description	Unit Price	Qty	Total Price
2024-2025 1W00-CONNECT + METER	180.00	4	720.00

PO TOTAL COST: \$720.00

PO-25-0000852 to Wayside Publishing

Item Description	Unit Price	Qty	Total Price
EntreCulturas - Spanish 2; Teacher Edition Copyright 2023 - Digital Package	.00	1	.00
EntreCulturas - Spanish 2; Copyright 2023 - Digital Package	49.38	66	3259.08
<ul style="list-style-type: none"> • Email your PO with the quote number to info@waysidepublishing.com and cc_scarter@waysidepublishing.com • Include the name and email address of the accounts payable contact. • Include the name and email address of the teacher for digital product delivery. (Maria Eldridge) • Total dollar amount aligned with the quote noted on your purchase order. • PO must be signed by teacher/accounts payable contact or school administrator. 	.00	1	.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO TOTAL COST: \$3,259.08

PO-25-0000853 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
See attached order.	38.08	1	38.08

PO TOTAL COST: \$38.08

PO-25-0000854 to LBJ Interior Solutions LLC

Item Description	Unit Price	Qty	Total Price
CHILDCRAFT - CARPETS - SIMPLE BORDER - RECTANGLE - 10 FT 6 IN X 13 FT 2 IN Number of Seats: 30 Color: Royal Blue (Quantity: 5)	3910.47	1	3910.47
SSL Quote Number: Q-462204 CHILDCRAFT - CARPETS - CHALK RINGS - RECTANGLE - 10 FT 6 IN X 13 FT 2 IN - SPECIFY NUMBER OF SEATS - SPECIFY COLOR Number of Seats: 30 Color: Blue (Quantity: 5)	3910.47	1	3910.47
SSL Quote Number: Q-462202 CHILDCRAFT - CARPETS - CHALK RINGS - RECTANGLE - 10 FT 6 IN X 13 FT 2 IN - SPECIFY NUMBER OF SEATS - SPECIFY COLOR Number of Seats: 30 Color: Blue (Quantity: 3) CHILDCRAFT - CARPETS - SIMPLE BORDER - RECTANGLE - 10 FT 6 IN X 13 FT 2 IN - SPECIFY COLOR Color: Royal Blue (Quantity: 2)	3910.47	1	3910.47

PO TOTAL COST: \$12,169.82

PO-25-0000855 to Aenj

Item Description	Unit Price	Qty	Total Price
PD - 10/17/24 Art Educators of New Jersey Conference - Madeline Wyville Registration	215.00	1	215.00

PO TOTAL COST: \$215.00

PO-25-0000856 to Municipal Capital Finance

Item Description	Unit Price	Qty	Total Price
Copier Lease	552.15	10	5521.50

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
Ricoh IM C3010 Digital Copier w/ Accessories		1	
Konica Minolta C360i Digital Copier w/ Accessories		1	

PO TOTAL COST: \$5,521.50

PO-25-0000857 to Payne & Sons LLC

Item Description	Unit Price	Qty	Total Price
Replaced roll pin & set screw on door rod on oven	.00	0	.00
.		0	
INVOICE #114177		0	
Service call	270.00	1	270.00

PO TOTAL COST: \$270.00

PO-25-0000858 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Items for NHS Trunk or Treat	225.86	1	225.86

PO TOTAL COST: \$225.86

PO-25-0000859 to Magic Touch Construction Co. Inc

Item Description	Unit Price	Qty	Total Price
SUPPLY AND INSTALL NEW TOILET IN WOMENS FACULTY BATHROOM IN THE ES.	1500.00	1	1500.00

PO TOTAL COST: \$1,326.37

PO-25-0000860 to Jw Pepper & Son

Item Description	Unit Price	Qty	Total Price
OPEN ORDER FORM FOR THE 24 /25 SCHOOL YEAR FOR CHORUS	1500.00	1	1500.00

PO TOTAL COST: \$1,500.00

PO-25-0000861 to Jw Pepper & Son

Item Description	Unit Price	Qty	Total Price
OPEN ORDERS FOR THE 24/25 SCHOOL YEAR FOR BAND	1500.00	1	1500.00

PO TOTAL COST: \$1,500.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO-25-0000862 to Go Teach Consultants LLC

Item Description	Unit Price	Qty	Total Price
Differentiated Professional Dev't & Supervision Calibration (not to exceed \$33,600)	33600.00	1	33600.00
.		1	
Approved as per 9/17/24 boe agenda		1	

PO TOTAL COST: \$33,600.00

PO-25-0000863 to Dell Financial Services, Llc

Item Description	Unit Price	Qty	Total Price
Dell 24 Monitor - E2423H	112.12	2	224.24
OptiPlex Micro Plus Form Factor	1422.14	2	2844.28
Dell Micro AIO Stand – MFS22	96.19	2	192.38
Dell 24 Monitor - E2423H (210-BEMM)	112.12	2	224.24
OptiPlex Micro Plus Form Factor (210-BKXB)	1422.14	2	2844.28
Dell Micro AIO Stand – MFS22 (452-BDUB)	96.19	2	192.38
.		1	
Quote #3000181486581		1	

PO TOTAL COST: \$6,521.80

PO-25-0000864 to Dell Financial Services, Llc

Item Description	Unit Price	Qty	Total Price
Quote #3000181486581		1	
OptiPlex Micro Plus Form Factor (210-BKXB)	1422.14	2	2844.28
Dell Micro AIO Stand – MFS22 (452-BDUB)	96.19	2	192.38
.		1	
Dell 24 Monitor - E2423H (210-BEMM)	112.12	2	224.24

PO TOTAL COST: \$3,260.90

PO-25-0000865 to Garden State Music Center Inc.

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
1 - Repair Bach Silver Trumpet - Major Dents - Solder pinky ring - Solder Brace - clean	150.00	1	150.00

PO TOTAL COST: \$150.00

PO-25-0000866 to Scoles Floorshine Industries

Item Description	Unit Price	Qty	Total Price
REPAIRS ON FLOOR CLEANER MACHINE / ADMIRAL 8 - QUOTE 037809	325.04	1	325.04
CUSTODIAL SUPPLIES FOR THE HS / ES - QUOTE 37911	8830.12	1	8830.12

PO TOTAL COST: \$9,155.16

PO-25-0000867 to The Training Center

Item Description	Unit Price	Qty	Total Price
LOW PRESSURE BLACK SEAL BOILER OPERATOR CLASS FOR JUSTIN LAUREIGH - 10/2/2024 APPLICATION & LICENSE FEE INCLUDED IN TUITION	600.00	1	600.00

PO TOTAL COST: \$600.00

PO-25-0000868 to Pmc Associates

Item Description	Unit Price	Qty	Total Price
EVX-S24-G6-3 UHF 403-470 MHZ, BLACK Includes: - ATU-20DS ANTENNA 440-470 MHZ, STUBBY, 3.2" (STDANT0007AA) - BT100 2300 MAH LI-ION BATTERY (STDBAT0007AA) - MICRO USB AC CHARGER W/ STANDARD CHARGING CRADLE (QA07077AA -12.73) - STD WARRANTY EX	271.94	4	1087.76
Basic set-up/installation services -Programming & Custom Engraving of Qty (4) EVX-S24 Portable Radio	175.00	2	350.00

PO TOTAL COST: \$1,437.76

PO-25-0000869 to Sneakers Plus

Item Description	Unit Price	Qty	Total Price
44 - long sleeve hoods; 44 - short sleeve tee's	1496.00	1	1496.00

PO TOTAL COST: \$1,496.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO-25-0000870 to Manasquan Cafeteria

Item Description	Unit Price	Qty	Total Price
Cookie	2.50	25	62.50

PO TOTAL COST: \$62.50

PO-25-0000871 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
5 lb organic Guatemalan coffee	55.99	1	55.99

PO TOTAL COST: \$55.99

PO-25-0000872 to Kevin Loesch

Item Description	Unit Price	Qty	Total Price
9/16/24 - v/jv field hockey v. howell	161.00	1	161.00

PO TOTAL COST: \$161.00

PO-25-0000873 to Lisa Manfreda

Item Description	Unit Price	Qty	Total Price
9/16/24 - jv field hockey v. howell	66.00	1	66.00

PO TOTAL COST: \$66.00

PO-25-0000874 to Kelsey Chatten

Item Description	Unit Price	Qty	Total Price
9/16/24 - varsity field hockey v. howell	95.00	1	95.00

PO TOTAL COST: \$95.00

PO-25-0000875 to Shore Conference Of Schools

Item Description	Unit Price	Qty	Total Price
sct entry fees: boys soccer; girls soccer; field hockey; girls tenns @ \$100.00; volleyball - \$220.00	620.00	1	620.00

PO TOTAL COST: \$620.00

PO-25-0000876 to Culinary Classics

Item Description	Unit Price	Qty	Total Price
Cookies for Warrior Wednesday	2.50	90	225.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO TOTAL COST: \$225.00

PO-25-0000877 to Home Depot

Item Description	Unit Price	Qty	Total Price
Home Depot order attached	423.64	1	423.64

PO TOTAL COST: \$423.64

PO-25-0000878 to Magic Touch Construction Co. Inc

Item Description	Unit Price	Qty	Total Price
HS TRAINERS ROOM - FILTER REPLACEMENT ONLINE FEEDING ICE BATH AND OUTSIDE HOUSE BIB.	1278.00	1	1278.00

PO TOTAL COST: \$1,278.80

PO-25-0000879 to NJ E-Zpass

Item Description	Unit Price	Qty	Total Price
E-Z PASS FOR Account #: 2000 1240 0349 2 MANASQUAN SCHOOL BUS	500.00	1	500.00

PO TOTAL COST: \$500.00

PO-25-0000880 to School Health Corp

Item Description	Unit Price	Qty	Total Price
SensiCare Extended Cuff Powder-Free Nitrile Exam Gloves	9.89	9	89.01

PO TOTAL COST: \$89.01

PO-25-0000881 to Howell Township Public Schools

Item Description	Unit Price	Qty	Total Price
OUT OF DISTRICT PLACEMENT FOR STUDENT ID# 5656701585 SEPTEMBER 2024 - JUNE 2025	54148.00	1	54148.00

PO TOTAL COST: \$54,148.00

PO-25-0000882 to Lou Delmonte

Item Description	Unit Price	Qty	Total Price
9/18/24 - v/jv volleyball v. keyport	141.00	1	141.00

PO TOTAL COST: \$141.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO-25-0000883 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
UpBrands 144 Fidget Toys Party Favors for Kids, Friendship Zipper Bracelets 7 1/2 " Sensory Bulk Set Neon Colors, Kit for Valentines, Birthday, Goodie Bags, Easter Egg Basket Stuffers, Pinata Filler	30.29	1	30.29
YoYa Toys Spiky Led DNA Balls - Fidget Toy Stress Ball - Colorful Soft Squishy - Mental Stimulation, Clarity & Focus Tool - Fun for Any Age - 3 Pack	12.99	1	12.99
Stress Balls, Squishy Squeeze Balls Bulk, Small Sensory Balls, ADHD Stress Relief for Adults , Classroom Prizes, Party Favors, Birthday Gift, Goodie Bag Stuffers (35)	18.99	1	18.99
Thought-Spot I Know What to Do Flipbook: Emotions Chart for Kids; Autism Learning Materials; Feelings Chart to Identify Feelings and Make Positive Choices; Emotions Wheel; Calm Down Corner Supplies	18.95	1	18.95
Executive Functioning for Kids Ages 6-12: Simple and Effective Strategies to Help Kids Boost Calmness and Self Control and Get Organized through Executive Functioning Skills	13.99	1	13.99
Executive Functioning Activities: Exercises and Strategies to Engage Your Child and Help Them Organize Their Thoughts	10.29	1	10.29
Intelligent but Scattered Teens: Executive Functioning Skills to Set Goals, Improve Focus, Manage Emotions and Get Organized + Workbook (Super Easy Proven Tactics)	16.97	1	16.97
The Self-Regulation Workbook for Kids: CBT Exercises and Coping Strategies to Help Children Handle Anxiety, Stress, and Other Strong Emotions Paperback	15.89	1	15.89
EMOTIONAL REGULATION SKILLS FOR TEENS: 30+ ACTIVITIES TO CONQUER YOUR NEGATIVE THOUGHTS, MANAGE EMOTIONS AND AGGRESSIVE BEHAVIOUR. IMPROVE COPING SKILLS THROUGH CBT AND DBT.	13.99	1	13.99

PO TOTAL COST: \$152.35

PO-25-0000884 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
BENFEI HDMI to DisplayPort Cable, 6 Feet HDMI Source to DisplayPort Monitor Compatible with PC Graphics Card Laptop PS5 Xbox One(360) Supporting 4K@60Hz 2K@144Hz 1080P@165Hz(Not Bi-Directional)	19.95	1	19.95

PO TOTAL COST: \$26.94

PO-25-0000885 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Safety Lanyards Premium Breakaway Blue Lanyard Comfortable Neck Straps Lanyards Swivel J Hook for ID Badges 50 Pack	29.98	6	179.88

PO TOTAL COST: \$179.88

PO-25-0000886 to Cdwg

Item Description	Unit Price	Qty	Total Price
ScreenBeam 960 Wireless Display Receiver with ScreenBeam CMS - wi	305.13	1	305.13

PO TOTAL COST: \$305.13

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO-25-0000887 to Pearson

Item Description	Unit Price	Qty	Total Price
GFTA-3 Record Forms Qty 25 (Print)	56.25	1	56.25
CELF-5 Record Forms Ages 9-21 Qty 25 (Print)	104.00	1	104.00
PLS-5 Record Forms Qty 15 (Print)	82.00	1	82.00
BOT-2 Brief Form Record Forms Qty 25 (Print)	32.30	1	32.30
BOT-2 Brief Form Response Booklets Qty 25 (Print)	30.20	1	30.20
PDMS-3 Complete Kit (Print)	820.00	1	820.00

PO TOTAL COST: \$1,180.99

PO-25-0000888 to Western Psychological Services

Item Description	Unit Price	Qty	Total Price
TAPS-4 Record Form (Pack of 25)	95.00	1	95.00
SPM-2 Child Print Kit with Quick Tips	359.00	1	359.00
SPM-2 Preschool Print Kit with Quick Tips	359.00	1	359.00

PO TOTAL COST: \$894.30

PO-25-0000889 to Stuttering Therapy Resources, Inc.

Item Description	Unit Price	Qty	Total Price
OASES English (Printed) - OASES Technical / Scoring Manual - ENGLISH × 1	66.00	1	66.00
OASES English (Printed) - OASES-S (Ages 7-12) Response Forms - ENGLISH (25 forms) × 1	56.00	1	56.00
OASES English (Printed) - OASES-T (Ages 13-17) Response Forms - ENGLISH (25 forms) × 1	56.00	1	56.00

PO TOTAL COST: \$188.68

PO-25-0000890 to Super Duper School Co.

Item Description	Unit Price	Qty	Total Price
FLUENCY ROLL 'N TALK	49.95	1	49.95
FLUENCY ROLL 'N TALK ADD-ON CARDS	34.95	1	34.95

PO TOTAL COST: \$84.90

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO-25-0000891 to Pearson

Item Description	Unit Price	Qty	Total Price
WISC-V Stimulus Book 1 (Print)	214.50	1	214.50
WISC-V Record Forms Qty 25 (Print)	187.20	1	187.20
WISC-V Response Booklet 1 Qty 25 (Print)	141.80	1	141.80

PO TOTAL COST: \$570.68

PO-25-0000892 to Gill ID Systems

Item Description	Unit Price	Qty	Total Price
Custom Depot Printing - Size: CR80 / Credit Card Size - Thickness: .030 Mil - Print Orientation: Vertical / Portrait Position - Black Text: Back - Blank: Front - Slot Punch: Vertical / Portrait Position - Shrink Wrapped in (100's) Version: " NJ Suicide Prevention Hotline "	.60	500	300.00

PO TOTAL COST: \$320.00

PO-25-0000893 to Western Psychological Services

Item Description	Unit Price	Qty	Total Price
Teresa Savage - Email Address: tsavage@manasquan.k12.nj.us		1	
Piers-Harris 3 English Online Form (25 Uses)	88.00	2	176.00

PO TOTAL COST: \$176.00

PO-25-0000894 to Carl Koester

Item Description	Unit Price	Qty	Total Price
9/18/24 - v/jv volleyball v. keyport	141.00	1	141.00

PO TOTAL COST: \$141.00

PO-25-0000895 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
AP Music Theory Book	27.53	1	27.53
See attached list	140.23	1	140.23

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO TOTAL COST: \$167.76

PO-25-0000896 to Rutgers The State University

Item Description	Unit Price	Qty	Total Price
Facing the Future 2024: Investing in Employment Conference for Kim Murin	185.00	1	185.00

PO TOTAL COST: \$185.00

PO-25-0000897 to Rutgers The State University

Item Description	Unit Price	Qty	Total Price
Facing the Future 2024: Investing in Employment Conference for Liz Walling	185.00	1	185.00

PO TOTAL COST: \$185.00

PO-25-0000898 to Herff Jones

Item Description	Unit Price	Qty	Total Price
Extra Graduation supplies for transfer students	164.86	1	164.86

PO TOTAL COST: \$164.86

PO-25-0000899 to Demoulin Brothers & Company

Item Description	Unit Price	Qty	Total Price
StylePLUS 100% Wool Berets (NAVY color)	20.50	4	82.00
Pink 16" Accent Feather (Cancer Awareness)	8.25	40	330.00
RocknRoller Multi-Cart R8RT "Mid"	280.00	1	280.00
Solid Deck (for R8,R10,R11G,R12)	70.00	1	70.00
Quick Set Shelf (for R8,R10,R11G,R12)	81.70	1	81.70

PO TOTAL COST: \$944.39

PO-25-0000900 to Maynard Electric

Item Description	Unit Price	Qty	Total Price
SWITCH FOR FIELDHOUSE BATTING CAGE	1000.00	1	1000.00

PO TOTAL COST: \$1,000.00

PO-25-0000901 to Mr. Keys Inc.

Item Description	Unit Price	Qty	Total Price
HS- SERVICE CALL FOR LOCKS / KEYS	500.00	1	500.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO TOTAL COST: \$175.00

PO-25-0000902 to Balfour Campus Supply

Item Description	Unit Price	Qty	Total Price
Various goods needed for SNHS Induction Ceremony including Award Certificates, Lapel Pins and formal Tablecloth covering	614.00	1	614.00

PO TOTAL COST: \$634.00

PO-25-0000903 to Growing Leaders Inc.

Item Description	Unit Price	Qty	Total Price
Subscription - Habitudes for Social and Emotional Learning for Middle School, Course 3	998.00	1	998.00

PO TOTAL COST: \$998.00

PO-25-0000904 to Hutchins Hvac, Inc

Item Description	Unit Price	Qty	Total Price
PROPOSAL 8948 - HS ROOM 211 (LEFT UNIT) REPAIRS	955.00	1	955.00

PO TOTAL COST: \$955.00

PO-25-0000905 to Garden State Pavement Solutions

Item Description	Unit Price	Qty	Total Price
PROJECT NUMBER 134196.00 - 24-1141 MANASQUAN HS INLET REPAIR	2801.23	1	2801.23

PO TOTAL COST: \$2,801.23

PO-25-0000906 to Paul Waltsak

Item Description	Unit Price	Qty	Total Price
9/19/24 - varsity boys soccer v. howell	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0000907 to Planet Fitness Wall

Item Description	Unit Price	Qty	Total Price
5 Student- 10 Month Memberships	199.00	5	995.00

PO TOTAL COST: \$995.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO-25-0000908 to Stanley Czerwinski

Item Description	Unit Price	Qty	Total Price
9/19/24 - jv/f boys soccer v. howell	132.00	1	132.00

PO TOTAL COST: \$132.00

PO-25-0000909 to Jim Kavanagh

Item Description	Unit Price	Qty	Total Price
9/19/24 - jv/f boys soccer v. howell	132.00	1	132.00

PO TOTAL COST: \$132.00

PO-25-0000910 to Emilio Portelli

Item Description	Unit Price	Qty	Total Price
9/19/24 - varsity boys soccer v. howell	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0000911 to Hutchins Hvac, Inc

Item Description	Unit Price	Qty	Total Price
SERVICE CALL FOR LEAK IN ROOM 121 OF THE HS & HUMIDITY IN AUDITORIUM (AHU 1).	1000.00	1	1000.00

PO TOTAL COST: \$800.00

PO-25-0000912 to Bill'S Work Clothing Store

Item Description	Unit Price	Qty	Total Price
CUSTODIAL UNIFORM FOR CRAIG ROSS	500.00	1	500.00

PO TOTAL COST: \$488.00

PO-25-0000913 to Fast

Item Description	Unit Price	Qty	Total Price
ANNUAL NFPA 10 FIRE EXTINGUISHERS -ADDITIONAL SEVICES NECESSARY UPON INSPECTIONS - REFILL & RECHARGE	280.00	1	280.00

PO TOTAL COST: \$280.00

PO-25-0000914 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Line Leader 16 Device Mobile Charging Station - Portable Rolling Open Charging Storage Cart with Reversible Top Shelving for Tablets, Laptops, Chromebooks, UL Safety-Certified Surge Protection (Black)	197.99	1	197.99

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO TOTAL COST: \$197.99

PO-25-0000915 to Jean Dortissant

Item Description	Unit Price	Qty	Total Price
Sport Ref	66.00	1	66.00

PO TOTAL COST: \$66.00

PO-25-0000916 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Phone Caddy	17.96	10	179.60

PO TOTAL COST: \$179.60

PO-25-0000917 to Cdwg

Item Description	Unit Price	Qty	Total Price
Promethean Spare Pen for ActivPanel V9 Interactive Flat Display Mfg. Part#: AP9-PEN-A	8.65	10	86.50
Promethean Remote Control for V9 ActivPanel Mfg. Part#: AP9-REMOTE-CONTROL	7.69	5	38.45

PO TOTAL COST: \$124.95

PO-25-0000918 to Resorts Casino Hotel

Item Description	Unit Price	Qty	Total Price
ALEXIS POLLOCK - 2 NIGHTS, 1 ROOM	222.00	1	222.00
REFERENCE # 20164 PIN CODE: 6302		1	
MONDAY, OCT. 21 - WEDNESDAY, OCT. 23		1	

PO TOTAL COST: \$222.00

PO-25-0000920 to South Shore Sign Co Inc.

Item Description	Unit Price	Qty	Total Price
Do Not Enter - 2 24" x 24" Dibond with Full Color Vinyl - Double Sided	80.00	1	80.00
.		1	
Quote #20242725		1	

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO TOTAL COST: \$80.00

PO-25-0000921 to Otis Elevator

Item Description	Unit Price	Qty	Total Price
LOGISTICS AND FUEL IMPACT FEE	95.00	1	95.00

PO TOTAL COST: \$95.00

PO-25-0000922 to Monmouth-Ocean Educational Services Commission

Item Description	Unit Price	Qty	Total Price
AUGUST 2024 ESY		1	
ROUTE SE 1751 ESY - D.A.G. - SCHROTH SCHOOL	4080.00	1	4080.00
ROUTE SE1805 ESY - QUEEN MARY - 2 RIDERS - HAWKSWOOD	4956.00	1	4956.00
ADMIN FEES	496.98	1	496.98
ADJUSTMENTS	-100.00	1	-100.00

PO TOTAL COST: \$9,432.98

PO-25-0000923 to Amy Murphy

Item Description	Unit Price	Qty	Total Price
Refund for Parking Pass	50.00	1	50.00

PO TOTAL COST: \$50.00

PO-25-0000924 to Borough Of Manasquan

Item Description	Unit Price	Qty	Total Price
Shared Service Agreement with Boro of Manasquan for Class 2 Officer as per agreement	20000.00	1	20000.00

PO TOTAL COST: \$20,000.00

PO-25-0000925 to Madeline Wyville

Item Description	Unit Price	Qty	Total Price
mileage40.2 miles x.47 = \$18.89	18.89	2	37.78

PO TOTAL COST: \$37.78

PO-25-0000926 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Superhero Strengths: Building Resilience, Coping Skills, and Emotion Awareness Card Game	18.99	1	18.99

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
: da Vinci's Room Don't Go Bananas - A CBT Therapy Game	15.99	1	15.99
: Lupash Games CBTiger Therapy Card Game for Kids - Develop Social Skills	20.95	1	20.95
The Talking, Feeling and Doing Game	59.39	1	59.39
: StrongSuit - The Tower of Self Esteem, CBT Play Therapy Game for Kids, Teens Tools to Boost Social Skills, Creativity, Emotion Regulation, Mindfulness	25.99	1	25.99

PO TOTAL COST: \$141.27

PO-25-0000927 to Qbs. Inc.

Item Description	Unit Price	Qty	Total Price
Registration Safety Care Trainer recertification for Kelly Balon BOE approved April 2024	700.00	1	700.00

PO TOTAL COST: \$700.00

PO-25-0000928 to National Center for Youth Issues

Item Description	Unit Price	Qty	Total Price
NJ School Counselor Association Annual Conference	199.00	1	199.00

PO TOTAL COST: \$199.00

PO-25-0000929 to American School Counselor Association

Item Description	Unit Price	Qty	Total Price
Membership - American School Counselor Association	179.00	1	179.00

PO TOTAL COST: \$179.00

PO-25-0000930 to Natural Green Lawn Care

Item Description	Unit Price	Qty	Total Price
ES SPRINKLER REPAIRS	600.00	1	600.00

PO TOTAL COST: \$600.00

PO-25-0000931 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Quartet Magnetic Dry Erase White Board, 6' x 4 Whiteboard, Nano-Clean Surface Resists Ink Stains, Silver Aluminum Frame	267.03	2	534.06
Quartet Magnetic Dry Erase White Board, 4' x 10' Whiteboard, Porcelain Surface Will Not Stain or Ghost, Silver Aluminum	500.83	1	500.83

PO TOTAL COST: \$1,034.89

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO-25-0000932 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Spidey and His Amazing Friends "Team Up" Soft Potty Seat and Potty Training Seat - Soft Cushion, Baby Potty Training, Safe, Easy to Clean	12.66	1	12.66

PO TOTAL COST: \$12.66

PO-25-0000933 to Harmony Schwier

Item Description	Unit Price	Qty	Total Price
NJSCA - travel Harmony Schwier 10/10 - Mileage 40.7 miles@ .47 x 2 = 38.26	38.26	1	38.26

PO TOTAL COST: \$38.26

PO-25-0000934 to Great Minds Pbc

Item Description	Unit Price	Qty	Total Price
Wit & Wisdom 2023 Grade 3 Teacher Edition Print Bundle	225.47	1	225.47

PO TOTAL COST: \$245.76

PO-25-0000935 to Malachy Parts & Services

Item Description	Unit Price	Qty	Total Price
SERVICE CHARGE	120.00	1	120.00
		1	
Invoice #159822		1	
LABOR	165.00	1	165.00
REPAIRS 9/18/24		1	

PO TOTAL COST: \$285.00

PO-25-0000936 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
CABINET KNOBS	12.59	2	25.18
BRUSHED NICKLE CABINET PULLS	19.35	3	58.05
MOUNTED TOILET PAPER HOLDER	26.72	1	26.72

PO TOTAL COST: \$109.95

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO-25-0000937 to Maliff, Mike

Item Description	Unit Price	Qty	Total Price
Field Hockey	95.00	1	95.00

PO TOTAL COST: \$95.00

PO-25-0000938 to Balon, Kelly

Item Description	Unit Price	Qty	Total Price
Workshop mileage for 09/23/2024 to Howell BOE approved April 2024	13.63	1	13.63

PO TOTAL COST: \$13.63

PO-25-0000939 to Everon , LLC

Item Description	Unit Price	Qty	Total Price
SUPPLY AND INSTALL A COMBO DETECTOR IN HS ROOM 214 - SYSTEM IS IN ALARM	1000.00	1	1000.00

PO TOTAL COST: \$1,081.73

PO-25-0000940 to Keyboard Consultants, Inc.

Item Description	Unit Price	Qty	Total Price
ActivPanel LX 86" Diagonal, Interactive Display -5-year on-site support - Access to the Google Play Store - Promethean essential apps: screenshare, spinner, timer, whiteboard - OPS-A - "Live" Professional Development	2749.00	1	2749.00
Height Adjustable Wall Mount	750.00	1	750.00

PO TOTAL COST: \$3,499.00

PO-25-0000941 to John Smith

Item Description	Unit Price	Qty	Total Price
NEW BALANCE / ASTM WORK SHOES (2 PAIR)	299.98	1	299.98

PO TOTAL COST: \$299.98

PO-25-0000942 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Premium 6x10 Packing List Envelopes	13.98	1	13.98
BLU MONACO -- Gold Desktop Organizer - File/Drawer	38.29	1	38.29

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
SentrySafe Small Safe, Lock box with combination	21.98	1	21.98
Weekly Planner Notepad, Floral Blue	9.49	1	9.49
Mechanical Calculator, GRADIENT PINK	15.89	1	15.89
Desk Accessories - 5 Piece Set, GOLD	38.99	1	38.99
BIC White Out Quick Dry Correction Fluid, 12-pack	12.83	1	12.83
Amazon Basics - Medium Binder Clips (8pack of 12)	8.48	1	8.48
Leather Desk Mat - NAVY	15.99	1	15.99

PO TOTAL COST: \$175.92

PO-25-0000943 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Swingline Staples, Premium OPTIMA 35556	4.94	2	9.88
Scotch Desktop Tap Dispenser, GOLD BIRD	9.99	1	9.99
Scotch Magic Tape	14.51	1	14.51
Sharpie Permanent Markers, Assorted Colors	8.97	1	8.97
BIC Xtra Strong Thick Lead Mechanical Pencils, .9 mm	4.64	1	4.64
Amazon Basics Mailing Envelopes 10x13	19.99	1	19.99
Supeasy 5 Trays Paper Organizer, GREY	24.69	1	24.69
Crayola Twistables Colored Pencils	16.99	2	33.98
SONGOMICS Shoe Rack, 2 tier organizer	27.98	1	27.98
Cardinal 3-ring binders, 4 pack	19.59	1	19.59
Smead Colored File Folders, BLUE	23.53	3	70.59
Scotch Desktop Tape Dispenser, BLACK	3.49	1	3.49
Scotch Tape Dispenser, WHITE	11.14	1	11.14
BIC White Out Brand EZ Correction Tape	6.13	1	6.13
Sharpie Tank Style Highlighters	7.99	1	7.99
Paper Mate Clearpoint Mechanical Pencils, .7mm	18.87	1	18.87
Avery Heavy Duty 3" binder -BLACK	10.61	1	10.61
Post It - Super Sticky Notes 3x3 Supernova Neons	17.33	1	17.33
Lined Sticky Notes 6x8 Bright Ruled	9.99	1	9.99
BAZIC Assorted Rubber Bands, Multicolor	6.38	1	6.38
Pilot G2 Premium Fine Point Gel Ink Pens, .7mm, BLUE/BLACK/RED	19.29	2	38.58
To Do List Notepad	11.99	1	11.99

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
Sticky Notes 3x3 Bright Colors	8.95	1	8.95
YoeJob 1 Inch Expandable pencil case for binder, 2-pack, BLACK	8.99	1	8.99
Sharpie Pocket Style Highlighters	6.97	1	6.97
EXPO Low Odor Dry Erase Markers, Ultra Fine Tip	7.59	2	15.18
Swingline Stapler, 40 sheet capacity, ORANGE/GREY	20.57	1	20.57
Amazon Basics Wide Ruled Lined Writing Note Pad, 12 pack	16.98	1	16.98
Vinyl Mini Blinds - 1 Inch Cordless Room Darkening Blinds, WHITE 28x36	34.01	1	34.01
Avery Heavy Duty 3-ring binder, 2" BLUE	11.18	1	11.18
BIC Cristal Fun Ballpoint Pens, Assorted Colors	8.88	1	8.88
Ticonderoga Sharpened #2 Pencils, 3 pack (216 total)	50.25	2	100.50
Sharpie Permanent Markers, Variety Pack BLACK	5.47	1	5.47
Sharpie S-Gel Pens, .7mm BLACK, 12ct	13.00	1	13.00
Lined Sticky Notes 3x3, Bright Ruled	8.99	1	8.99
V-Oritos 12 Pack Pencil Pouches, Assorted Colors	9.97	1	9.97
Oxford Two-Pocket Folders, Assorted Colors	12.76	1	12.76
3 Inch 3 Ring Binder PINK	13.99	1	13.99
Marbrasse Paper Organizer Letter Tray, 5 Tier, WHITE	22.69	1	22.69
Uni-Ball Black Retractable Gel Pens, Med. Point	15.91	1	15.91
Post It Super Sticky Lined notes 4x4 Supernova Neons	12.44	1	12.44
MINDEPOT 3 pack Mesh Hanging Wall File Holders	16.62	2	33.24
BIC Round Stic Assorted Ballpoint Pens	6.99	1	6.99
Giant Coloring Poster for Adults	9.97	2	19.94
Foxany Fly Swatters, 2 pack	6.99	2	13.98
IRIS - Plastic 6 Drawer Storage Organizing Cart	48.27	1	48.27
Paper Mate Flair Felt Tip Pens, Assorted colors	19.90	1	19.90

PO TOTAL COST: \$877.06

PO-25-0000944 to Jim Kavanagh

Item Description	Unit Price	Qty	Total Price
Soccer ref	66.00	1	66.00

PO TOTAL COST: \$66.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO-25-0000945 to Njasc

Item Description	Unit Price	Qty	Total Price
2024 Student Council Fall Conference	1292.00	1	1292.00

PO TOTAL COST: \$1,292.00

PO-25-0000946 to Maynard Electric

Item Description	Unit Price	Qty	Total Price
HS- INSTALL ONE GFCI OUTLET OUTSIDE EACH OF FOUR STUDENT BATHROOMS -ESTIMATE 1054	1200.00	1	1200.00

PO TOTAL COST: \$1,200.00

PO-25-0000947 to Mr. & Mrs. Michael Suppa

Item Description	Unit Price	Qty	Total Price
Instrument reimbursement Trumpet	170.00	1	170.00

PO TOTAL COST: \$170.00

PO-25-0000948 to Mr. and Mrs. Eric Wasnesky

Item Description	Unit Price	Qty	Total Price
Band reimbursment	203.75	1	203.75

PO TOTAL COST: \$203.75

PO-25-0000949 to Amanda Kurack

Item Description	Unit Price	Qty	Total Price
Band reimbursment	140.00	1	140.00

PO TOTAL COST: \$140.00

PO-25-0000950 to Catherine Spinosa

Item Description	Unit Price	Qty	Total Price
Band Reimbursement	170.00	1	170.00

PO TOTAL COST: \$170.00

PO-25-0000951 to Mrs. Kimberly Manser

Item Description	Unit Price	Qty	Total Price
Instrument reimbursement	234.00	1	234.00

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PO TOTAL COST: \$234.00

PO-25-0000952 to Pamela Voelksen

Item Description	Unit Price	Qty	Total Price
Band reimbursment	203.75	1	203.75

PO TOTAL COST: \$203.75

PO-25-0000953 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Gaiam Classic Chair Ball - Extra 52cm Balance Ball, Charcoal	20.66	2	41.32

PO TOTAL COST: \$41.32

PO-25-0000954 to Njasc

Item Description	Unit Price	Qty	Total Price
Student Council Annual Dues	50.00	1	50.00

PO TOTAL COST: \$50.00

PO-25-0000955 to Dana Mangan

Item Description	Unit Price	Qty	Total Price
Band reimbursment	337.99	1	337.99

PO TOTAL COST: \$337.99

PO-25-0000956 to State Of New Jersey

Item Description	Unit Price	Qty	Total Price
Combined Assessment Bill and Rate Computation as per attached bill EIN:0-21-000-233/000-00 (For Year end 12/2023)	588.00	1	588.00

PO TOTAL COST: \$588.00

PO-25-0000957 to Morningstar Piano Service LLC

Item Description	Unit Price	Qty	Total Price
NOVEMBER	150.00	1	150.00
MAY	150.00	1	150.00
		1	

PO TOTAL COST: \$300.00

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PO-25-0000958 to Manasquan Cafeteria

Item Description	Unit Price	Qty	Total Price
Food Order for Home Ec	1500.00	1	1500.00

PO TOTAL COST: \$1,500.00

PO-25-0000959 to Treasurer, State Of Nj

Item Description	Unit Price	Qty	Total Price
TPAF Employer share for the 2023-24 School Year	10805.69	1	10805.69

PO TOTAL COST: \$10,805.69

PO-25-0000960 to Kenney, Gross, Kovats, LLP

Item Description	Unit Price	Qty	Total Price
2024-2025 SCHOOL YEAR LEGAL EXPENSE	80000.00	1	80000.00

PO TOTAL COST: \$80,000.00

PO-25-0000961 to Fleetwood Group, Inc.

Item Description	Unit Price	Qty	Total Price
Referendum-Phase 2-4	495405.04	1	495405.04
(see attached quote #Q006224)		1	
.		1	
ENCNJ Contract# 22/23-08		1	

PO TOTAL COST: \$517,995.04

PO-25-0000962 to KI, Pallas Textiles

Item Description	Unit Price	Qty	Total Price
Referendum-Phase 2,3,4	117509.35	1	117509.35
(as per attached quote# 24IJH-711229/C		1	
.		1	
ESCNJ 22/23-08		1	

PO TOTAL COST: \$154,589.35

PO-25-0000963 to Vic Gerard Golf Cars

Item Description	Unit Price	Qty	Total Price
1 DAY RENTAL OF 2, 6 PASSENGER GOLF CARS FOR GRADUATION- QUOTED ON 4/25/2023	285.00	2	570.00

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Item Description	Unit Price	Qty	Total Price
FUEL CHARGE	25.00	1	25.00
.		1	
Replacing Check #55514 from previous year		1	

PO TOTAL COST: \$775.00

PO-25-0000964 to Paper Transactions

Item Description	Unit Price	Qty	Total Price
.		1	
Breakdown Attached		1	
Refund to Agency due from General due to COBRA amount being credited to General for funds that should have been received from Horizon into Agency for COBRA	2568.04	1	2568.04

PO TOTAL COST: \$2,568.04

PO-25-0000965 to Manasquan Police Department

Item Description	Unit Price	Qty	Total Price
Police for Graduation	4000.00	1	4000.00
HOLD TILL JUNE		1	

PO TOTAL COST: \$4,000.00

PO-25-0000966 to Science National Honor Society

Item Description	Unit Price	Qty	Total Price
Annual dues for SNHS	75.00	1	75.00

PO TOTAL COST: \$75.00

PO-25-0000967 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Just Play Disney Doorables Multi Peek Technicolor Takeover, 1.5-inch Collectible Figurines, 5-7 Figures Inside, Kids Toys for Kids	9.99	1	9.99
Just Play New Grand Entrance 3-inch Collectible Figures Buzz Lightyear and Woody, Officially Licensed Kids Toys for Ages	10.43	1	10.43
Minecraft SquishMe (Minecraft SquishMe Series 3 Collector's Box	18.80	1	18.80
: Despicable Me Little Golden Book , Kaplan, Arie	5.99	1	5.99
: Rubbermaid Commercial Products Deluxe Carry Caddy for Take-Out Coffee/Soft Drinks, Postmates/Uber Eats/Food Delivery	16.96	2	33.92
ForTomorrow Carpet Markers with Numbers - 36 Pcs 4" Classroom Sitting Carpet Dot Number 1-36, Floor Rug Circles Marker Spot for Preschool Kindergarten Elementary	12.47	3	37.41

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
Magnetic Blocks Building Toys - Build Mine Magnet World Set, Magnet Toys for Boys & Girls Ages 5-7, Buildable Game Elements Gifts Toys for 3+ Year Old Boys & Girl	29.99	1	29.99
Disney Doorables Countdown to Christmas Advent Calendar, Blind Bag Collectible Figures, Kids Toys for Ages 5 Up by Jus	29.99	1	29.99
: If You Give a Mouse a Cookie Series: 9 Book Set , Laura Joffe Numerof	41.99	1	41.99
REGELETO 15+1 Pockets Daily Schedule Pocket Chart with 30 Pcs Double-Sided Reusable Cards, Scheduling Pocket Chart for Classroom Office Home Preschool Activity (Black	9.99	3	29.97

PO TOTAL COST: \$246.42

PO-25-0000968 to Shore Track Coaches Association

Item Description	Unit Price	Qty	Total Price
9/17/24 - "A" central cross country meet	494.00	1	494.00

PO TOTAL COST: \$494.00

PO-25-0000969 to Michael Batullo Jr.

Item Description	Unit Price	Qty	Total Price
9/24/24 - varsity girls soccer v. mts	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0000970 to Surdovel, William

Item Description	Unit Price	Qty	Total Price
9/23/24 - jv football v. holmdel	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0000971 to Gary Wagner

Item Description	Unit Price	Qty	Total Price
9/21/24 - varsity girls soccer v. ocean twp	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0000972 to Connor, Teri

Item Description	Unit Price	Qty	Total Price
9/23/24 - varsity boys soccer v. jackson liberty	100.00	1	100.00

PO TOTAL COST: \$100.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO-25-0000973 to Scoras, John

Item Description	Unit Price	Qty	Total Price
9/21/24 - jv girls soccer v. ocean twp (alone)	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0000974 to Chris Schalnat

Item Description	Unit Price	Qty	Total Price
9/19/24 - freshman football v. holmdel	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0000975 to Joseph Robertazzi

Item Description	Unit Price	Qty	Total Price
9/19/24 - freshman football v. holmdel	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0000976 to Matt Doyle

Item Description	Unit Price	Qty	Total Price
9/23/24 - varsity boys soccer v. jackson liberty	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0000977 to Russell Gartz

Item Description	Unit Price	Qty	Total Price
9/19/24 - freshman football v. holmdel	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0000978 to Becker'S School Supply

Item Description	Unit Price	Qty	Total Price
NAME TAGS- RAINBOW PLAID	5.56	3	16.68
TREND KIDS NAME TAGS	5.56	3	16.68

PO TOTAL COST: \$33.36

PO-25-0000979 to Daniel White

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
9/21/24 - freshman boys soccer v. colts neck (alone)	100.00	1	100.00
PO TOTAL COST: \$100.00			

PO-25-0000980 to John Terrigno

Item Description	Unit Price	Qty	Total Price
9/23/24 - freshman girls soccer v. freehold twp	66.00	1	66.00
PO TOTAL COST: \$66.00			

PO-25-0000981 to Bill Beining

Item Description	Unit Price	Qty	Total Price
9/23/24 - jv football v. holmdel	67.00	1	67.00
PO TOTAL COST: \$67.00			

PO-25-0000982 to Robert Ward

Item Description	Unit Price	Qty	Total Price
9/23/24 - jv football v. holmdel	67.00	1	67.00
PO TOTAL COST: \$67.00			

PO-25-0000983 to Jeff Dattilo

Item Description	Unit Price	Qty	Total Price
9/24/24 - girls varsity soccer v. mts	100.00	1	100.00
PO TOTAL COST: \$100.00			

PO-25-0000984 to John Devaney

Item Description	Unit Price	Qty	Total Price
9/24/24 - jv/v volleyball v. asbury park	141.00	1	141.00
PO TOTAL COST: \$141.00			

PO-25-0000985 to Bryan Vargas

Item Description	Unit Price	Qty	Total Price
9/24/24 - jv/v volleyball v. asbury park	141.00	1	141.00
PO TOTAL COST: \$141.00			

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO-25-0000986 to Hutchins Hvac, Inc

Item Description	Unit Price	Qty	Total Price
SERVICE CALL FOR LEAK IN RM 202 / CONDENSATE PAN	500.00	1	500.00

PO TOTAL COST: \$500.00

PO-25-0000987 to Rke Athletic Lettering

Item Description	Unit Price	Qty	Total Price
SCREEN FOR BOE OFFICE SHIRTS	5.00	6	30.00

PO TOTAL COST: \$30.00

PO-25-0000988 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Office Supplies front office	39.86	1	39.86

PO TOTAL COST: \$39.86

PO-25-0000989 to Jackson Memorial Girls Soccer

Item Description	Unit Price	Qty	Total Price
jv girls soccer tournament	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0000990 to Dombroski Jr, Howard

Item Description	Unit Price	Qty	Total Price
9/26/24 - freshman football v. raritan	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0000991 to Bunt, Geoffrey

Item Description	Unit Price	Qty	Total Price
9/26/24 - freshman football v. raritan	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0000992 to Matt Doyle

Item Description	Unit Price	Qty	Total Price
9/26/24 - varsity girls soccer v. manalapan	100.00	1	100.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO TOTAL COST: \$100.00

PO-25-0000993 to Jeff Fritts

Item Description	Unit Price	Qty	Total Price
9/26/24 - varsity girls soccer v. manalapan	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0000994 to Cdwg

Item Description	Unit Price	Qty	Total Price
Screenbeam network device mounting kit Mfg. Part#: SB960MOUNT	14.42	1	14.42

PO TOTAL COST: \$14.42

PO-25-0000995 to Bsn Sports

Item Description	Unit Price	Qty	Total Price
FG SW License - Hosted Renewal	249.00	1	249.00

PO TOTAL COST: \$249.00

PO-25-0000996 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
See attached order.	113.45	1	113.45

PO TOTAL COST: \$113.45

PO-25-0000997 to Natural Green Lawn Care and SportCare Synthetic Turf Maintenance

Item Description	Unit Price	Qty	Total Price
REPAIRS TO TURF	250.00	1	250.00

PO TOTAL COST: \$250.00

PO-25-0000998 to Champion Roofing Inc.

Item Description	Unit Price	Qty	Total Price
SERVICE CALL FOR ROOF LEAKS IN THE IA BLDING.	750.00	1	750.00

PO TOTAL COST: \$750.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO-25-0000999 to Njdep

Item Description	Unit Price	Qty	Total Price
NJ REGULATED MEDICAL WASTE ANNUAL REG. FEE - MANASQUAN ELEMENTARY SCHOOL - PROGRAM INTEREST ID: 0131285	85.00	1	85.00
NJ REGULATED MEDICAL WASTE ANNUAL FEG. FEE - MANASQUAN HIGH SCHOOL - PROGRAM INTEREST ID: 893376	85.00	1	85.00

PO TOTAL COST: \$170.00

PO-25-0001000 to Belmar Board Of Education

Item Description	Unit Price	Qty	Total Price
24-25 SHARED SERVICES - BCBA BELMAR	46000.00	1	46000.00

PO TOTAL COST: \$46,000.00

PO-25-0001001 to New Jersey Association for Gifted Children

Item Description	Unit Price	Qty	Total Price
Annual NJAGC Membership Renewal-Mark Levy and Julianna Rieth	50.00	2	100.00

PO TOTAL COST: \$100.00

PO-25-0001002 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
BLACK METAL PAPER TOWEL HOLDER FOR BOE	22.76	1	22.76

PO TOTAL COST: \$29.75

PO-25-0001003 to Kevin Musto

Item Description	Unit Price	Qty	Total Price
9/23/24 - freshman girls soccer v. freehold twp	66.00	1	66.00

PO TOTAL COST: \$66.00

PO-25-0001004 to Matt Doyle

Item Description	Unit Price	Qty	Total Price
9/21/24 - varsity girls soccer v. ocean twp	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0001005 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
LAMINATOR FOR FACILITIES DEPT. (ORIGINAL ORDER WAS LOST DURING DELIVERY).	37.98	1	37.98

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
LAMINATING SHEETS	12.08	1	12.08

PO TOTAL COST: \$50.06

PO-25-0001006 to Maynard Electric

Item Description	Unit Price	Qty	Total Price
HS- SERVICE CALL FOR ROOM 111 / LIGHTING ISSUE	225.00	1	225.00

PO TOTAL COST: \$225.00

PO-25-0001007 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
LEHOM 3-Tier Rolling Utility Cart with Hanging Cups & Hooks & Handle, Plastic Art Cart Organizer Storage with Wheels, Easy Assembly for Office, Bedroom, Kitchen, Bathroom, Laundry (White)	39.99	2	79.98

PO TOTAL COST: \$79.98

PO-25-0001008 to Hutchins Hvac, Inc

Item Description	Unit Price	Qty	Total Price
SERVICE CALL FOR ROOM 560 / UNIT ODOR	340.00	1	340.00

PO TOTAL COST: \$340.00

PO-25-0001009 to Scoras, John

Item Description	Unit Price	Qty	Total Price
9/24/24 - jv girls soccer v. mts (alone)	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0001010 to Six Flags Wild Safari Invitational

Item Description	Unit Price	Qty	Total Price
9/28/24 - entry fee for boys/girls in six flags wild safari invitational (cross country)	300.00	1	300.00

PO TOTAL COST: \$300.00

PO-25-0001011 to Resorts Casino Hotel

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
RICK COPPOLA REFERENCE ID: 20268 PIN CODE: 6211 1 NIGHT - 1 ROOM WEDNESDAY, 10/23/24 - THURSDAY, 10/24/24	111.00	1	111.00

PO TOTAL COST: \$111.00

PO-25-0001012 to Stanley Czerwinski

Item Description	Unit Price	Qty	Total Price
9/26/24 - jv girls soccer v. manalapan (alone)	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0001013 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Mufico Console Table Coffee Bar Cabinet Sofa Table,31.5 L x 13.8 D x 34.65 H,Entryway Table with 2 Storage Cabinets, Farmhouse Buffet Sideboard for Kitchen, Foyer,Hallway (White)	129.99	1	129.99
AS PER ATTACHED QUOTE Premium 63" Cable Management Sleeve, Best Cords Organizer for TV On Wall, Desk, Computer, Office, Home - DIY Adjustable Reversible Black and White Neoprene Cord Hider Wire Cover Concealer Wrap	12.97	1	12.97

PO TOTAL COST: \$142.96

PO-25-0001014 to Johnson Restaurant Equipment

Item Description	Unit Price	Qty	Total Price
see attached invoice	457.71	1	457.71

PO TOTAL COST: \$457.71

PO-25-0001015 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Insta360 Flow Pro - AI-Powered Gimbal Stabilizer for Smartphone, Apple DockKit Enabled, 360° Infinite Pan Tracking, 3-Axis Stabilization, Built-in Tripod, Portable & Foldable, AI Tracking	149.00	1	149.00

PO TOTAL COST: \$149.00

PO-25-0001016 to Manasquan Cafeteria

Item Description	Unit Price	Qty	Total Price
College Night 2024 - Dinner for Representatives 100 Reps at \$18/per person	1800.00	1	1800.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO TOTAL COST: \$1,800.00

PO-25-0001017 to Ahern Printing & Graphics

Item Description	Unit Price	Qty	Total Price
2025 Senior Award Night Programs	450.00	1	450.00

PO TOTAL COST: \$450.00

PO-25-0001018 to Party Fair

Item Description	Unit Price	Qty	Total Price
Supplies and Decorations for Counseling Nights 2024-2025	500.00	1	500.00

PO TOTAL COST: \$500.00

PO-25-0001019 to Manasquan Cafeteria

Item Description	Unit Price	Qty	Total Price
Refreshments for Guidance Events 2024	1800.00	1	1800.00

PO TOTAL COST: \$1,800.00

PO-25-0001020 to Disney Destinations, LLC.

Item Description	Unit Price	Qty	Total Price
Hotel Accommodations (4 nights)	239.00	4	956.00

PO TOTAL COST: \$956.00

PO-25-0001021 to Gerald Fanning

Item Description	Unit Price	Qty	Total Price
9/23/24 - boys jv soccer v. jackson liberty	66.00	1	66.00

PO TOTAL COST: \$66.00

PO-25-0001022 to Petrillo, Bart

Item Description	Unit Price	Qty	Total Price
9/26/24 - freshman football v. raritan	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0001023 to Wilson Language Training

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
Fundations Practice Book Level 3 (10 pack)	90.00	6	540.00
PO TOTAL COST: \$583.20			

PO-25-0001024 to School Health Corp

Item Description	Unit Price	Qty	Total Price
M NITRILE EXAM GLOVE, 50/BX, 8 MIL, 12" EXT CU	9.89	10	98.90
PO TOTAL COST: \$98.90			

PO-25-0001025 to West Music

Item Description	Unit Price	Qty	Total Price
MUSICPLAY ONLINE	200.00	1	200.00
PO TOTAL COST: \$200.00			

PO-25-0001026 to Hal Leonard

Item Description	Unit Price	Qty	Total Price
Essential Elements Music Class: One Year Subscription	299.00	1	299.00
PO TOTAL COST: \$299.00			

PO-25-0001027 to Cm3 Building Solutions

Item Description	Unit Price	Qty	Total Price
Annual LenelS2 Maintenance License Renewal	2490.00	1	2490.00
PO TOTAL COST: \$2,490.00			

PO-25-0001028 to Brick Markers USA Inc.

Item Description	Unit Price	Qty	Total Price
4X8 BRICK AS PER ATTACHED INVOICE # 61989	50.00	1	50.00
PO TOTAL COST: \$55.39			

PO-25-0001029 to Disney Destinations, LLC.

Item Description	Unit Price	Qty	Total Price
Hotel Accommodations (4 nights)	239.00	4	956.00
PO TOTAL COST: \$956.00			

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO-25-0001030 to Daniel Macleod

Item Description	Unit Price	Qty	Total Price
9/23/24 - boys jv soccer v. jackson liberty	66.00	1	66.00

PO TOTAL COST: \$66.00

PO-25-0001031 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
BENFEI HDMI to DisplayPort Cable, 6 Feet HDMI Source to DisplayPort Monitor Compatible with PC Graphics Card Laptop PS5 Xbox One(360) Supporting 4K@60Hz 2K@144Hz 1080P@165Hz(Not Bi-Directional)	19.18	5	95.90

PO TOTAL COST: \$95.90

PO-25-0001032 to Jimmys Cucina

Item Description	Unit Price	Qty	Total Price
PM DELIVERY FOR CUSTODIAN APPRECIATION DAY	146.10	1	146.10
AM DELIVERY FOR CUSTODIAN APPRECIATION DAY	176.48	1	176.48

PO TOTAL COST: \$322.58

PO-25-0001033 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Labels, Hanging File Folders, Staples, and Red large rubber bands	100.73	1	100.73

PO TOTAL COST: \$100.73

PO-25-0001034 to Shiffler

Item Description	Unit Price	Qty	Total Price
1 BOX /25 STOOL TOPS FOR CAFETERIA TABLES FOR HS / ES QUOTE - 149364	532.50	1	532.50
		1	
Replacing check #53832 PO #25-0000504 (Check lost in Mail)		1	

PO TOTAL COST: \$580.79

PO-25-0001035 to Manasquan Cafeteria

Item Description	Unit Price	Qty	Total Price
hot dogs	37.20	2	74.40
hot dog buns	2.59	22	56.98
Water	11.24	7	78.68

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PO TOTAL COST: \$210.06

PO-25-0001036 to School Specialty/sax Arts

Item Description	Unit Price	Qty	Total Price
Classroom Select Royal Seating 1100 Four Leg Plastic Shell Chair Item #: 1362378 Frame Color: Chrome Seat Height: 18 in Seat and Back Color: Marine Glide/Caster Type: Glide Glide Type: Nylon	65.21	9	586.89

PO TOTAL COST: \$645.58

PO-25-0001037 to Scoras, John

Item Description	Unit Price	Qty	Total Price
Soccer Ref	90.00	1	90.00

PO TOTAL COST: \$90.00

PO-25-0001038 to Demoulin Brothers & Company

Item Description	Unit Price	Qty	Total Price
Plume Feather Clips	2.00	40	80.00
Plume Socket Screws	.00	20	.00

PO TOTAL COST: \$80.00

PO-25-0001039 to John Kelly

Item Description	Unit Price	Qty	Total Price
9/28/24 - v/jv field hockey v. brick memorial	161.00	1	161.00

PO TOTAL COST: \$161.00

PO-25-0001040 to De Francisi, Judy

Item Description	Unit Price	Qty	Total Price
10/1/24 - varsity field hockey v. barnegat	95.00	1	95.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO TOTAL COST: \$95.00

PO-25-0001041 to Jean Dortissant

Item Description	Unit Price	Qty	Total Price
Paid wrong amount, difference for solo ref fee	24.00	1	24.00

PO TOTAL COST: \$24.00

PO-25-0001042 to Manasquan Cafeteria

Item Description	Unit Price	Qty	Total Price
Snacks for Kindergarten orientation	104.00	1	104.00

PO TOTAL COST: \$104.00

PO-25-0001043 to Saker Shoprites, Inc.

Item Description	Unit Price	Qty	Total Price
Supplies for Hispanic Heritage Festival	400.00	1	400.00

PO TOTAL COST: \$400.00

PO-25-0001044 to Debbie Emery

Item Description	Unit Price	Qty	Total Price
10/1/24 - varsity field hockey v. barnegat	95.00	1	95.00

PO TOTAL COST: \$95.00

PO-25-0001045 to Environmental Connection

Item Description	Unit Price	Qty	Total Price
Referendum-HS Locker Room-Asbestos Containing Material Inspection	5000.00	1	5000.00

PO TOTAL COST: \$5,000.00

PO-25-0001046 to Ackerson Drapery Decorator Services, Inc

Item Description	Unit Price	Qty	Total Price
Referendum-MES Lockdown Security Shades		1	
14x39	45.00	4	180.00
31x39	49.50	1	49.50
24x32	43.50	2	87.00
#65MCECCPS-ESCNJ Bid #22/23-08		1	

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Item Description	Unit Price	Qty	Total Price
14x46	45.00	1	45.00
26x40	49.50	1	49.50
Installation	146.44	3	439.32
.		1	
28x36	46.50	2	93.00

PO TOTAL COST: \$993.72

PO-25-0001047 to Natural Green Lawn Care and SportCare Synthetic Turf Maintenance

Item Description	Unit Price	Qty	Total Price
.		1	
ESCNJ 23/24-09		1	
Referendum-Middle SchoolPractice Field Repairs		1	
1. Reset Inlet grate and casting to new proposed elevation as per grading plan. 2. Excavate (8) locations to uncover existing 8" HDPE pipe and repair as needed. 3. Regrade all swale areas to new proposed elevations as per grading plan. 4. All disturbed stone border will be restored to match existing stone. 5. All disturbed turf areas will be completed with topsoil, seed and erosion mating.	18090.71	1	18090.71

PO TOTAL COST: \$18,090.71

PO-25-0001048 to Hutchins Hvac, Inc

Item Description	Unit Price	Qty	Total Price
ESIP-HVAC repairs	8198.00	1	8198.00

PO TOTAL COST: \$7,348.00

PO-25-0001049 to Mark Mead

Item Description	Unit Price	Qty	Total Price
Lunch Reimbursement-Jack Mead	21.52	1	21.52

PO TOTAL COST: \$21.52

PO-25-0001050 to Nancy Elliott

Item Description	Unit Price	Qty	Total Price
Lunch Reimbursement-Mirabelle Elliot	91.20	1	91.20

PO TOTAL COST: \$91.20

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PO-25-0001051 to Jeff Heckman Media LLC

Item Description	Unit Price	Qty	Total Price
Videography Supplemental Services	800.00	1	800.00

PO TOTAL COST: \$800.00

PO-25-0001052 to Natural Green Lawn Care

Item Description	Unit Price	Qty	Total Price
.		1	
ESCNJ #23/24-09		1	
Referendum-MHS Shed	2408.00	1	2408.00
Excavatae area 20x8' to depth of (6) inches, compact sub-grade, install filter fabric and (6) inch base of Dense Graded Aggregate compacted in place		1	

PO TOTAL COST: \$2,408.00

PO-25-0001053 to New Jersey Association for Gifted Children

Item Description	Unit Price	Qty	Total Price
NJAGC 10/15 Workshop -Kim Ward - registration	40.00	1	40.00
NJAGC 10/15 Workshop -Mark Levy registrtation	30.00	1	30.00
NJAGC 10/15 Workshop -Kirt Wahl registration	30.00	1	30.00

PO TOTAL COST: \$100.00

PO-25-0001054 to Walgreen

Item Description	Unit Price	Qty	Total Price
NURSES - Flu Clinic - 10/2/24 (MES)	750.00	1	750.00
NURSES - Flu Clinic - 10/2/24 (MHS)	750.00	1	750.00

PO TOTAL COST: \$1,500.00

PO-25-0001055 to Blick Art Materials

Item Description	Unit Price	Qty	Total Price
Blick Studio Aluminum Tabletop Easel	26.08	3	78.24
Multiplex Display/Exhibit System - Feet, Gray	108.00	1	108.00
Multiplex Display/Exhibit System - Gray Vinyl, Individual Panel	603.00	1	603.00

PO TOTAL COST: \$868.16

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO-25-0001056 to Atlantic Cleaners

Item Description	Unit Price	Qty	Total Price
Open PO for yearly Dry Cleaning of linens	200.00	1	200.00

PO TOTAL COST: \$200.00

PO-25-0001057 to Scoles Floorshine Industries

Item Description	Unit Price	Qty	Total Price
2 PLY ANGEL TOILET TISSUE	67.78	2	135.56
KITCHEN PREMIUM TOWELS - QUOTE 037973	26.95	2	53.90

PO TOTAL COST: \$189.46

PO-25-0001058 to Njsiaa

Item Description	Unit Price	Qty	Total Price
entry fee for girls tennis - 1 singles @ \$20.00/1 doubles @ \$20.00	40.00	1	40.00

PO TOTAL COST: \$40.00

PO-25-0001059 to Lori Deluca

Item Description	Unit Price	Qty	Total Price
9/30/24 - varsity girls soccer v. lakewood	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0001060 to Phillips, Mary

Item Description	Unit Price	Qty	Total Price
9/26/24 - varsity tennis v. colts neck	87.00	1	87.00

PO TOTAL COST: \$87.00

PO-25-0001061 to Seton McKeon

Item Description	Unit Price	Qty	Total Price
Band instrument reimbursement - McKeon - Flute	170.00	1	170.00

PO TOTAL COST: \$170.00

PO-25-0001062 to Bunt, Geoffrey

Item Description	Unit Price	Qty	Total Price
9/30/24 - jv football v. raritan	67.00	1	67.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO TOTAL COST: \$67.00

PO-25-0001063 to Jeffrey Mehl

Item Description	Unit Price	Qty	Total Price
9/30/24 - jv football v. raritan	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0001064 to Wall High School

Item Description	Unit Price	Qty	Total Price
2024 wall jv boys soccer tournament	140.00	1	140.00

PO TOTAL COST: \$140.00

PO-25-0001065 to Dow Jones & Company, Inc.

Item Description	Unit Price	Qty	Total Price
Dow Jones Acct 268423 Invoice # 97045978	1320.00	1	1320.00

PO TOTAL COST: \$1,320.00

PO-25-0001066 to Future Business Leaders Of America

Item Description	Unit Price	Qty	Total Price
National Fee Dues	10.00	16	160.00
NJ High School Fee	7.00	16	112.00

PO TOTAL COST: \$272.00

PO-25-0001067 to Rancocas Valley Regional High School

Item Description	Unit Price	Qty	Total Price
1/25/25 - jeff coney classic (boys basketball)	250.00	1	250.00

PO TOTAL COST: \$250.00

PO-25-0001068 to W.B. Mason Company Inc.

Item Description	Unit Price	Qty	Total Price
WATER JUGS FOR THE DISTRICT (TO BE DELIVERED TO THE ES)- ORDER # S147357112	4.47	40	178.80

PO TOTAL COST: \$178.80

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO-25-0001069 to W.B. Mason Company Inc.

Item Description	Unit Price	Qty	Total Price
WATER JUGS FOR THE DISTRICT (TO BE DELIVERED TO THE HS)	4.47	20	89.40

PO TOTAL COST: \$89.40

PO-25-0001070 to Beth Jewell

Item Description	Unit Price	Qty	Total Price
Band instrument reimbursement - Flute	170.00	1	170.00

PO TOTAL COST: \$170.00

PO-25-0001071 to Phillips, Mary

Item Description	Unit Price	Qty	Total Price
10/1/24 - tennis v. rbr	87.00	1	87.00

PO TOTAL COST: \$87.00

PO-25-0001072 to Jim Kavanagh

Item Description	Unit Price	Qty	Total Price
Paid wrong amount for game this is difference owed	24.00	1	24.00

PO TOTAL COST: \$24.00

PO-25-0001073 to Pat Diaz

Item Description	Unit Price	Qty	Total Price
Field Hockey ref	95.00	1	95.00

PO TOTAL COST: \$95.00

PO-25-0001074 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
See attached order.	39.30	1	39.30

PO TOTAL COST: \$39.30

PO-25-0001075 to Romano, Paul

Item Description	Unit Price	Qty	Total Price
10/2/24 - boys varsity soccer v. long branch	100.00	1	100.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO TOTAL COST: \$100.00

PO-25-0001076 to Michael McBride

Item Description	Unit Price	Qty	Total Price
10/2/24 - varsity boys soccer v. long branch	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0001077 to Scoras, John

Item Description	Unit Price	Qty	Total Price
Soccer ref	90.00	1	90.00

PO TOTAL COST: \$90.00

PO-25-0001078 to Kowalski Roofing Corp.

Item Description	Unit Price	Qty	Total Price
SERVICE CALL TO ASSESS ROOF LEAKS AT THE IA BUILDING	500.00	1	500.00

PO TOTAL COST: \$500.00

PO-25-0001079 to Jw Pepper & Son

Item Description	Unit Price	Qty	Total Price
All I Want for Christmas is You Mariah Carey & Walter Afanasieff Band Set & Score	55.00	1	55.00
Santa the Barbarian P.O.D. Randall D. Standridge Band Set & Score	50.00	1	50.00
Salsa Ye Merry Todd Phillips Jazz Ensemble	45.00	1	45.00
All is NOT Calm Katie O'Hara LaBrie Band Set & Score	55.00	1	55.00

PO TOTAL COST: \$222.99

PO-25-0001080 to Van Wickle Auto Supply, inc.

Item Description	Unit Price	Qty	Total Price
MISC SUPPLIES FOR DISTRICT	500.00	1	500.00

PO TOTAL COST: \$500.00

PO-25-0001081 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
The Eleventh Hour: A Curious Mystery	4.79	5	23.95
Be a Maker	16.07	1	16.07

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
The Recess Queen	9.26	1	9.26

PO TOTAL COST: \$49.28

PO-25-0001082 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Heat Gun for Crafting, Mini Dual Temp Hot Air Gun Tool for Epoxy Resin, Shrink Wrapping, Vinyl Wrap, Embossing, Electronics, Candle Making, Sublimation, Phone Repair & DIY (Blue)	23.99	1	23.99

PO TOTAL COST: \$30.98

PO-25-0001083 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
RANTILA Single Large Panel Room Divider, Privacy Screen for Office, Partition Separators, Freestanding Divider 71"W x 71"H, Grey	39.99	1	39.99

PO TOTAL COST: \$39.99

PO-25-0001084 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Keewonda Earbuds Bulk 30 Pack Multi Color for Kids Classroom Earbuds Wired Stereo in Ear Wholesale Earbuds Headphones Earphones for Children Students Teachers School	25.95	1	25.95

PO TOTAL COST: \$32.94

PO-25-0001085 to Coaches Choice Usa

Item Description	Unit Price	Qty	Total Price
2025 coaches Choice usa high school girls basketball challenge	250.00	1	250.00

PO TOTAL COST: \$250.00

PO-25-0001086 to Greg Adams

Item Description	Unit Price	Qty	Total Price
9/28/24 - v/jv field hockey v. brick memorial	161.00	1	161.00

PO TOTAL COST: \$161.00

PO-25-0001087 to Maureen Mccann

Item Description	Unit Price	Qty	Total Price
10/1/24 - v/jv volleyball v. shore regional	141.00	1	141.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO TOTAL COST: \$141.00

PO-25-0001088 to Nj Shore Consortium - Gifted & Talented

Item Description	Unit Price	Qty	Total Price
NJ Shore Consortium for the gifted and talented. 24-25 Annual dues	200.00	1	200.00

PO TOTAL COST: \$200.00

PO-25-0001089 to Feigus Office Furniture

Item Description	Unit Price	Qty	Total Price
AS PER ATTACEHD QUOTE	1063.69	1	1063.69

PO TOTAL COST: \$1,063.69

PO-25-0001090 to Matt Doyle

Item Description	Unit Price	Qty	Total Price
Soccer Ref	90.00	1	90.00

PO TOTAL COST: \$90.00

PO-25-0001091 to Jimmys Cucina

Item Description	Unit Price	Qty	Total Price
½ tray chicken parm ½ tray meatballs ½ tray rigatoni ala vodka 2 Large Mozzarella and Tomato salad	245.98	1	245.98

PO TOTAL COST: \$245.98

PO-25-0001092 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
5x5 VINYL FENCE POST CAP	10.94	1	10.94
HOMELABS DEHUMIDIFIER WITH PUMP	290.99	3	872.97

PO TOTAL COST: \$890.90

PO-25-0001093 to Karafotakis, Dimitrious

Item Description	Unit Price	Qty	Total Price
9/30/24 - varsity girls soccer v. lakewood	100.00	1	100.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO TOTAL COST: \$100.00

PO-25-0001094 to Surdovel, William

Item Description	Unit Price	Qty	Total Price
9/30/24 - jv football v. raritan	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0001095 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Amazon order 113-4399564-6222628 and 113-5283267-3710638	273.52	1	273.52

PO TOTAL COST: \$273.52

PO-25-0001096 to Senecke, Phil

Item Description	Unit Price	Qty	Total Price
10/1/24 - v/jv volleyball v. shore regional	141.00	1	141.00

PO TOTAL COST: \$141.00

PO-25-0001097 to Michael Ricca

Item Description	Unit Price	Qty	Total Price
CLI Student school supplies	100.00	10	1000.00

PO TOTAL COST: \$1,000.00

PO-25-0001098 to Superior Central Boiler

Item Description	Unit Price	Qty	Total Price
SUPPLY MATERIALS AND LABOR TO FURNISH / INSTALL (2) 120 VOLT LOW WATER CUTOFFS TO REPLACE FAULTY LWCO BOARDS IN THE HS.	1270.00	1	1270.00

PO TOTAL COST: \$1,270.00

PO-25-0001099 to Southpaw Enterprises, Inc

Item Description	Unit Price	Qty	Total Price
TUBE SWING HARNESS	95.00	1	95.00

PO TOTAL COST: \$108.30

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO-25-0001100 to Njsiaa

Item Description	Unit Price	Qty	Total Price
entry fee for boys soccer; girls soccer; field hockey; volleyball @ \$90.00	360.00	1	360.00

PO TOTAL COST: \$360.00

PO-25-0001101 to Joe Knipper

Item Description	Unit Price	Qty	Total Price
10/3/24 - varsity girls soccer v. rbc	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0001102 to Brzyski, John

Item Description	Unit Price	Qty	Total Price
10/3/24 - varsity girls soccer v. rbc	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0001103 to George Garbaravage

Item Description	Unit Price	Qty	Total Price
10/3/24 - varsity tennis v. peddie	120.00	1	120.00

PO TOTAL COST: \$120.00

PO-25-0001104 to Michael McBride

Item Description	Unit Price	Qty	Total Price
10/4/24 - varsity boys soccer v. mts	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0001105 to Robert Doolittle

Item Description	Unit Price	Qty	Total Price
10/5/24 - football v. ocean twp (chains)	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0001106 to Dombroski, Howard

Item Description	Unit Price	Qty	Total Price
10/5/24 - football v. ocean twp (clock)	80.00	1	80.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO TOTAL COST: \$80.00

PO-25-0001107 to Spangler, John

Item Description	Unit Price	Qty	Total Price
10/4/24 - varsity boys soccer v. mts	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0001108 to Roger Ackerman

Item Description	Unit Price	Qty	Total Price
10/5/24 - football v. ocean twp (chains)	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0001109 to Wallace Smith

Item Description	Unit Price	Qty	Total Price
10/5/24 - football v. ocean twp (chains)	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0001110 to Timothy LeCras

Item Description	Unit Price	Qty	Total Price
10/5/24 - football v. ocean twp	120.00	1	120.00

PO TOTAL COST: \$120.00

PO-25-0001111 to Dan Mckenna

Item Description	Unit Price	Qty	Total Price
10/5/24 - football v. ocean twp	120.00	1	120.00

PO TOTAL COST: \$120.00

PO-25-0001112 to Michael D'Ambrosio

Item Description	Unit Price	Qty	Total Price
10/5/24 - football v. ocean twp	120.00	1	120.00

PO TOTAL COST: \$120.00

PO-25-0001113 to Eamonn Flynn

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

Item Description	Unit Price	Qty	Total Price
10/5/24 - football v. ocean twp	120.00	1	120.00

PO TOTAL COST: \$120.00

PO-25-0001114 to Joe Osborn

Item Description	Unit Price	Qty	Total Price
10/5/24 - football v. ocean twp	120.00	1	120.00

PO TOTAL COST: \$120.00

PO-25-0001115 to Bob Connolly

Item Description	Unit Price	Qty	Total Price
10/5/24 - football v. ocean twp	120.00	1	120.00

PO TOTAL COST: \$120.00

PO-25-0001116 to Richards Rentals

Item Description	Unit Price	Qty	Total Price
SLICER SEEDER RENTAL (DELIVERY 10/10 - 2 DAY RENTAL)	278.00	1	278.00

PO TOTAL COST: \$438.00

PO-25-0001117 to East Coast Furniture Services Inc

Item Description	Unit Price	Qty	Total Price
Referendum-Storage Phase 1	14328.00	1	14328.00
.		1	
Invoice #34896		1	

PO TOTAL COST: \$14,328.00

PO-25-0001118 to Saker Shoprites, Inc.

Item Description	Unit Price	Qty	Total Price
yellow mustard	1.49	3	4.47
ketchup	2.49	3	7.47
plant based hot dogs	6.49	5	32.45
baking pans	4.99	2	9.98

PO TOTAL COST: \$54.37

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO-25-0001119 to Italian Teachers Association Of Nj

Item Description	Unit Price	Qty	Total Price
Renewal for Rosa Russo	50.00	1	50.00
Please send a check made payable to ITANJ to: ITANJ P.O. Box 110253 NUTLEY, NJ 07110			

PO TOTAL COST: \$50.00

PO-25-0001120 to Soundtrap US Inc.

Item Description	Unit Price	Qty	Total Price
Soundtrap for Education: 100 seats Subscription period: 1/10/25-6/30/25	392.00	1	392.00

PO TOTAL COST: \$392.00

PO-25-0001121 to Jonathan Green

Item Description	Unit Price	Qty	Total Price
ATHLETIC MIX 50# BAG	162.50	10	1625.00
TURF PRO MAGICAL	24.00	7	168.00

PO TOTAL COST: \$1,793.00

PO-25-0001122 to Shore Intermediate School Field Hockey

Item Description	Unit Price	Qty	Total Price
2024 field hockey dues (intermediate)	80.00	1	80.00

PO TOTAL COST: \$80.00

PO-25-0001123 to Jesse Place

Item Description	Unit Price	Qty	Total Price
Reimbursement for Pre-Authorized Credit Card Purchase: Renewal of District Public DNS Hosting Service to DNS Made Easy	60.00	1	60.00
Signed Pre-Authorization Form Attached			

PO TOTAL COST: \$60.00

PO-25-0001124 to Fast

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

Item Description	Unit Price	Qty	Total Price
SERVICE CALL TO INVESTIGATE TROUBLE WITH ES PANEL - ALARM WITH NUMEROUS CODES.	1000.00	1	1000.00
PO TOTAL COST: \$1,000.00			

PO-25-0001125 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Fadeless Bulletin Board Paper, Fade-Resistant Paper for Classroom Decor, 48" x 12'	9.49	1	9.49
PO TOTAL COST: \$16.48			

PO-25-0001126 to Jesse Place

Item Description	Unit Price	Qty	Total Price
Reimbursement to Jesse Place for pre-authorized credit card purchase of district domain name renewal (manasquanboe.org and manasquanschools.org)	91.34	1	91.34
PO TOTAL COST: \$91.34			

PO-25-0001127 to Entrust Corporation

Item Description	Unit Price	Qty	Total Price
Enterprise Account, SSL, Subscription	.00	1	.00
Advantage OV SSL, 1 Year, Qty 1-9	275.00	1	275.00
Standard OV SSL, Subscription 1 Year, Qty 1-9	199.00	5	995.00
Multi-Domain OV SSL, 1 Year, Qty 1-9	359.00	1	359.00
Wildcard OV SSL, Subscription, 1 Year, Qty 1-9	799.00	1	799.00
PO TOTAL COST: \$2,428.00			

PO-25-0001128 to Ks Statebank - Govt. Finance Dept.

Item Description	Unit Price	Qty	Total Price
Lease Payment #5 of five year lease for Toro Pro Core 864 Aerator	6316.96	1	6316.96
		1	
Invoice #58263-12-2024		1	
PO TOTAL COST: \$6,316.96			

PO-25-0001129 to Environmental Connection

Item Description	Unit Price	Qty	Total Price
Project Manager	125.00	4	500.00
Industrial Hygienist	85.00	16	1360.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

Item Description	Unit Price	Qty	Total Price
Lead in Water Analysis	40.00	100	4000.00
Reports	500.00	1	500.00
.		1	
Proposal #: 24377-01		1	
Lead in Water Testing			
PO TOTAL COST: \$6,360.00			

PO-25-0001130 to Mr. Keys Inc.

Item Description	Unit Price	Qty	Total Price
DOOR LOCK FOR HS OFFICE - QUOTE 8097	827.00	1	827.00
PO TOTAL COST: \$827.00			

PO-25-0001131 to Holmdel HS Basketball Parents Association

Item Description	Unit Price	Qty	Total Price
12/28,30 - holmdel holiday showcase (girls basketball)	450.00	1	450.00
PO TOTAL COST: \$450.00			

PO-25-0001132 to Discount Dance, LLC

Item Description	Unit Price	Qty	Total Price
D5102ROY P TH5102 Leotard SS ROY P 3 0 \$14.35 \$14.35 \$43.05	14.35	3	43.05
D5102ROY S TH5102 Leotard SS ROY S 14 0 \$14.35 \$14.35 \$200.90	14.35	14	200.90
D5102ROY M TH5102 Leotard SS ROY M 6 0 \$14.35 \$14.35 \$86.10	14.35	6	86.10
D5102ROY L TH5102 Leotard SS ROY L 2 0 \$14.35 \$14.35 \$28.70	14.35	2	28.70
PO TOTAL COST: \$358.75			

PO-25-0001133 to Monmouth-Ocean Educational Services Commission

Item Description	Unit Price	Qty	Total Price
ROUTE V65 - HIGH TECHNOLOGY HIGH SCHOOL	11817.80	1	11817.80
ROUTE V69 - COMMUNICATIONS HIGH SCHOOL	37349.20	1	37349.20
ROUTE V8122 - MARINE ACADEMY OF SCIENCE AND TECHNOLOGY	11034.20	1	11034.20
ROUTE ESQ1705 - HOWELL TWP BOE/HOWELL TWP MS	16859.50	1	16859.50
ROUTE SE1751 - LADACIN NETWORK - SCHROTH	2532.00	1	2532.00
ROUTE SE1805 - HAWKSWOOD	78428.70	1	78428.70

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

Item Description	Unit Price	Qty	Total Price
ROUTE V922 - NEPTUNE VOC A.M.	14645.80	1	14645.80
ROUTE V221AM - FREEHOLD VOC A.M.	29698.50	1	29698.50
ROUTE V220 - HAZLET VOC A.M.	31982.00	1	31982.00
ROUTE V62PM - CAREER CENTER P.M.	11016.90	1	11016.90
ROUTE V606PM - OCTVS	21268.80	1	21268.80

PO TOTAL COST: \$266,633.40

PO-25-0001134 to Environmental Connection

Item Description	Unit Price	Qty	Total Price
PROJECT #24402-01 INDOOR AIR QUALITY TESTING	1275.00	1	1275.00

PO TOTAL COST: \$1,275.00

PO-25-0001135 to Environmental Connection

Item Description	Unit Price	Qty	Total Price
Polarized Light Microscopy (PLM) Samples	17.50	24	420.00
.		1	
Proposal #24323-01		1	
Transmission Electron Microscopy (TEM) Samples	70.00	4	280.00
Report	200.00	1	200.00
ESIP-Asbestos Inspection for IA Building		0	
Project Manager	125.00	1	125.00
Asbestos Building Inspector	90.00	4	360.00

PO TOTAL COST: \$1,385.00

PO-25-0001136 to South Shore Sign Co Inc.

Item Description	Unit Price	Qty	Total Price
Quote# 20242876		1	
Design	175.00	1	175.00
.		1	
Championship Pendants	420.00	11	4620.00

PO TOTAL COST: \$4,795.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO-25-0001137 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
Open House Supplies: candy, goody bags, bracelets	236.81	1	236.81

PO TOTAL COST: \$236.81

PO-25-0001138 to Brzyski, John

Item Description	Unit Price	Qty	Total Price
10/7/24 - varsity boys soccer v. rbc	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0001139 to Joe Knipper

Item Description	Unit Price	Qty	Total Price
10/7/24 - varsity boys soccer v. rbc	100.00	1	100.00

PO TOTAL COST: \$100.00

PO-25-0001140 to Joe Zanko

Item Description	Unit Price	Qty	Total Price
Soccer ref	90.00	1	90.00

PO TOTAL COST: \$90.00

PO-25-0001141 to Dogwig Printing

Item Description	Unit Price	Qty	Total Price
Manasquan HS Class of 2027 T-Shirts	8.00	77	616.00
Screens - Front & Back	25.00	2	50.00

PO TOTAL COST: \$666.00

PO-25-0001142 to Phillips, Mary

Item Description	Unit Price	Qty	Total Price
10/8/24 - tennis v. point boro (state tournament)	120.00	1	120.00

PO TOTAL COST: \$120.00

PO-25-0001143 to Barbara Tucker

Item Description	Unit Price	Qty	Total Price
10/9/24 - varsity field hockey v. ocean twp	95.00	1	95.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO TOTAL COST: \$95.00

PO-25-0001144 to Carolyn Donner

Item Description	Unit Price	Qty	Total Price
10/9/24 - varsity field hockey v. ocean twp	95.00	1	95.00

PO TOTAL COST: \$95.00

PO-25-0001145 to Grainger

Item Description	Unit Price	Qty	Total Price
PLUMBED EYEWASH FAUCET MOUNT - QUOTE 2059104584	114.10	2	228.20

PO TOTAL COST: \$228.20

PO-25-0001146 to The Shore Track Coaches Association

Item Description	Unit Price	Qty	Total Price
10/5/24 - shore coaches invitational	315.00	1	315.00

PO TOTAL COST: \$315.00

PO-25-0001147 to Ryan Tracy

Item Description	Unit Price	Qty	Total Price
10/2/24 - surf v. point boro	50.00	1	50.00

PO TOTAL COST: \$50.00

PO-25-0001148 to Ryan Tracy

Item Description	Unit Price	Qty	Total Price
9/20/24 - surf v. cba	50.00	1	50.00

PO TOTAL COST: \$50.00

PO-25-0001149 to Alex Branch

Item Description	Unit Price	Qty	Total Price
10/2/24 - surf v. point boro	50.00	1	50.00

PO TOTAL COST: \$50.00

PO-25-0001150 to Jesse Hulsart

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

Item Description	Unit Price	Qty	Total Price
9/20/24 - surf v. cba	50.00	1	50.00

PO TOTAL COST: \$50.00

PO-25-0001151 to Henry Buerck

Item Description	Unit Price	Qty	Total Price
9/20/24 - surf v. cba	50.00	1	50.00

PO TOTAL COST: \$50.00

PO-25-0001152 to Ryan Tracy

Item Description	Unit Price	Qty	Total Price
9/24/24 - surf v. rfh	50.00	1	50.00

PO TOTAL COST: \$50.00

PO-25-0001153 to Alex Branch

Item Description	Unit Price	Qty	Total Price
9/24/24 - surf v. rfh	50.00	1	50.00

PO TOTAL COST: \$50.00

PO-25-0001154 to Nick Trezza

Item Description	Unit Price	Qty	Total Price
10/10/24 - freshman football v. sjv	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0001155 to Francis Burke

Item Description	Unit Price	Qty	Total Price
10/10/24 - freshman football v. sjv	67.00	1	67.00

PO TOTAL COST: \$67.00

PO-25-0001156 to Jesse Hulsart

Item Description	Unit Price	Qty	Total Price
9/24/24 - surf v. rfh	50.00	1	50.00

PO TOTAL COST: \$50.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO-25-0001157 to Jesse Hulsart

Item Description	Unit Price	Qty	Total Price
10/2/24 - surf v. point boro	50.00	1	50.00

PO TOTAL COST: \$50.00

PO-25-0001158 to A'S Home Center

Item Description	Unit Price	Qty	Total Price
MISC. SUPPLIES FOR THE DISTRICT	1500.00	1	1500.00

PO TOTAL COST: \$1,500.00

PO-25-0001159 to Amazon.Com Llc

Item Description	Unit Price	Qty	Total Price
See attached order.	236.98	1	236.98

PO TOTAL COST: \$236.98

PO-25-0001160 to Peter Crawley

Item Description	Unit Price	Qty	Total Price
MILEAGE	65.14	1	65.14
HOTEL	120.02	1	120.02
PARKING	25.00	1	25.00
MEALS & INCIDENTALS	51.00	2	102.00

PO TOTAL COST: \$312.16

PO-25-0001161 to Linda Capizzi

Item Description	Unit Price	Qty	Total Price
10/10/24 - v/jv volleyball v. st. rose	141.00	1	141.00

PO TOTAL COST: \$141.00

PO-25-0001162 to Dombroski Jr, Howard

Item Description	Unit Price	Qty	Total Price
10/10/24 - freshman football v. sjv	67.00	1	67.00

PO TOTAL COST: \$67.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/14/2024 3:35PM

PO-25-0001163 to Team Life Inc.

Item Description	Unit Price	Qty	Total Price
AHA BLS Provider Instructor Course	375.00	1	375.00
BLS Provider Class - 2 year certification card	80.00	1	80.00

PO TOTAL COST: \$455.00

PO-25-0001164 to Tom Cusimano

Item Description	Unit Price	Qty	Total Price
10/10/24 - v/jv volleyball v. st. rose	141.00	1	141.00

PO TOTAL COST: \$141.00

FOOD SERVICE FUND BALANCE -SEPTEMBER, 2024

CATEGORY	July - September 2024	Y-T-D 2024-2025
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INCOME		
Cash Sales	79,205.05	79,205.05
Paid Lunch	7,875.25	7,875.25
Refunds for Cash Sales	-	-
Catering	4,328.37	4,328.37
Catering Cancelled	-	-
Football	4,946.00	4,946.00
Interest on Deposit	1,201.28	1,201.28
Subsidiary Reimb- PBT	-	-
Subsidiary Reimb- SCA (Covid Reimburse)	-	-
Subsidiary Reimb-Income	7,946.85	7,946.85
Rebate/Discounts	-	-
TOTAL INCOME	105,502.80	105,502.80

EXPENSES		
Other Board Expenses	11,928.86	11,928.86
Football Expenses	3,799.95	3,799.95
Simplified Culinary Services - Operation	30,000.00	30,000.00
Simplified Culinary Services - Start Up Cost	8,258.86	8,258.86
TOTAL EXPENSES	53,987.67	53,987.67

OVERALL TOTAL	51,515.13	51,515.13
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**MANASQUAN HIGH SCHOOL ACCOUNT
BANK RECONCILIATION
FOR THE MONTH ENDING SEPTEMBER, 2024**

DOCUMENT G

		RECORD BOOK ACCOUNT	BANK CHECKING ACCOUNT
BALANCE FORWARD		\$ 325,257.11	
Plus Receipts:		\$19,308.50	
interest		\$1,233.93	
		<u>\$ -</u>	
SUB TOTAL:		\$ 345,799.54	
Less Expenditures:			
Expenditures	\$0.00		
Checks	(\$17,175.53)	\$ (17,175.53)	
Payover of Interest	\$0.00		
Previously month void check#32469	<u>\$0.00</u>		
	\$0.00		
Adj for Bank Errors	<u>\$0.00</u>		
		<u>\$0.00</u>	
<u>TOTAL FUNDS AVAILABLE:</u>		<u>\$ 328,624.01</u>	
<hr/>			
Balance in Checking Account End Of September, 2024			
MANASQUAN BANK			\$ 341,991.35
Stop Payment Fee to be Reversed			\$ 25.00
Less Outstanding Checks:			\$ (13,392.34)
<u>TOTAL FUNDS AVAILABLE:</u>			<u>\$ 328,624.01</u>

0.00

**Manasquan Board of Education
Expenditure Summary
2024-25 September - Parent Funds 21**

Account	Description	Original Appropriation	Current Appropriation	Total Encumbered	Req Encumbered	Disbursed	Outstanding	Available	Percent Used
21-401-100-600-01-100	ART			-560.52		-560.52		560.52	
21-401-100-600-01-103	HS-ELL Cultural Experiences			-324.82	325.00	-324.82		-18	
21-401-100-600-01-105	AMNESTY INTERNATIONAL			-794.42		-794.42		794.42	
21-401-100-600-01-110	ATHLETIC ASSOCIATION			-41,506.90	3,243.00	-41,603.19	96.29	38,263.90	
21-401-100-600-01-113	AA-THANKSGIVING GAME			-16,532.22		-16,532.22		16,532.22	
21-401-100-600-01-115	ACADEMY OF FINANCE			-7,604.90		-7,604.90		7,604.90	
21-401-100-600-01-116	ACADEMIC HALL OF FAME			-291.52		-291.52		291.52	
21-401-100-600-01-117	ACADEMY OF PUBLIC SAFETY			-960.76		-960.76		960.76	
21-401-100-600-01-118	STEM Academy			-1,962.46		-1,962.46		1,962.46	
21-401-100-600-01-119	MANASQUAN ACE			-594.17		-594.17		594.17	
21-401-100-600-01-120	BAND			-7,802.51	80.00	-7,802.51	.00	7,722.51	
21-401-100-600-01-121	ATHLETIC LEADERSHIP CLUB			-1,048.05		-1,048.05		1,048.05	
21-401-100-600-01-123	BIKE CLUB			-260.48		-260.48		260.48	
21-401-100-600-01-125	BOYS BASKETBALL			-247.68		-247.68		247.68	
21-401-100-600-01-126	BOYS & GIRLS BOWLIN			-1,878.61		-1,878.61		1,878.61	
21-401-100-600-01-130	BLUE & GRAY			-1,665.27		-1,665.27		1,665.27	
21-401-100-600-01-135	BASEBALL			-287.34		-287.34		287.34	
21-401-100-600-01-140	CHEERLEADING			-4,210.48		-4,210.48		4,210.48	
21-401-100-600-01-150	CHORUS			-555.93		-555.93		555.93	
21-401-100-600-01-171	Math Honor Society			-767.53		-767.53		767.53	
21-401-100-600-01-205	CLIPPER			-569.76	.00	-569.76	.00	569.76	
21-401-100-600-01-215	CROSS COUNTRY			-5,124.92		-5,124.92		5,124.92	
21-401-100-600-01-219	CLASS OF 2019								
21-401-100-600-01-220	CLASS OF 2020								
21-401-100-600-01-221	CLASS OF 2021			-3,551.78		-3,551.78		3,551.78	
21-401-100-600-01-222	CLASS OF 2022			-2,853.70		-2,853.70		2,853.70	
21-401-100-600-01-223	CLASS OF 2023			-4,360.32		-4,360.32		4,360.32	
21-401-100-600-01-224	CLASS OF 2024			-2,354.62		-2,354.62		2,354.62	
21-401-100-600-01-225	CLASS OF 2025			-6,535.70		-6,535.70		6,535.70	
21-401-100-600-01-226	CLASS OF 2026			17,958.08		-2,161.52	20,119.60	-17,958.08	
21-401-100-600-01-227	CLASS OF 2027			-836.95		-836.95		836.95	
21-401-100-600-01-228	CLASS OF 2028			-299.00		-299.00		299.00	
21-401-100-600-01-239	Dance Club			-8,508.75		-8,508.75		8,508.75	
21-401-100-600-01-240	DRAMA			-57,921.31	.00	-57,921.31	.00	57,921.31	
21-401-100-600-01-241	ENVIRONMENTAL CLUB			-1,242.96		-1,242.96		1,242.96	
21-401-100-600-01-245	FELLOWSHIP OF			-143.58		-143.58		143.58	
21-401-100-600-01-250	FIELD HOCKEY			-2,080.22		-2,080.22		2,080.22	
21-401-100-600-01-260	FOOTBALL			-58.89		-58.89		58.89	
21-401-100-600-01-280	FBLA (Future Business Leaders of America)			-3,398.30		-3,398.30		3,398.30	
21-401-100-600-01-281	FISHING CLUB			-1,089.91		-1,089.91		1,089.91	

**Manasquan Board of Education
Expenditure Summary
2024-25 September - Parent Funds 21**

Account	Description	Original Appropriation	Current Appropriation	Total Encumbered	Req Encumbered	Disbursed	Outstanding	Available	Percent Used
21-401-100-600-01-319	GENERAL ACCOUNT			-271.09		-271.09		271.09	
21-401-100-600-01-321	GIRLS BASKETBALL			-291.90		-291.90		291.90	
21-401-100-600-01-322	GIRLS SOCCER			-88.23		-88.23		88.23	
21-401-100-600-01-323	GYMNASTICS			-136.01		-136.01		136.01	
21-401-100-600-01-324	Garden Club			-973.67		-973.67		973.67	
21-401-100-600-01-325	WARRIOR FOR WELLNESS			-1,238.25		-1,238.25		1,238.25	
21-401-100-600-01-326	GIRLS VOLLEYBALL			-807.15		-807.15		807.15	
21-401-100-600-01-330	HONOR SOCIETY			-4,965.18	.00	-5,191.04	225.86	4,965.18	
21-401-100-600-01-331	HISTORY HONORS			-1,425.94		-1,425.94		1,425.94	
21-401-100-600-01-340	INTEREST			-3,844.73		-3,844.73		3,844.73	
21-401-100-600-01-343	ICE HOCKEY			-.09		-.09		.09	
21-401-100-600-01-344	INNOVATION LAB		617.91	-1,695.35	.00	-1,695.35	.00	2,313.26	374%
21-401-100-600-01-345	ITALIAN CLUB			-1,425.41		-1,425.41		1,425.41	
21-401-100-600-01-350	KEY CLUB			-16,155.60		-16,155.60		16,155.60	
21-401-100-600-01-351	INTERNATIONAL CLUB			-502.48	.00	-558.47	55.99	502.48	
21-401-100-600-01-360	LACROSS - BOYS			-121.97		-121.97		121.97	
21-401-100-600-01-361	LACROSS - GIRLS			-60.32		-60.32		60.32	
21-401-100-600-01-370	LIBRARY			-4.15		-4.15		4.15	
21-401-100-600-01-371	LIFE IS GOOD			-4,825.93		-4,825.93		4,825.93	
21-401-100-600-01-372	LGBTQ			-79.96		-79.96		79.96	
21-401-100-600-01-375	MODEL UN			-497.57		-497.57		497.57	
21-401-100-600-01-376	SQUANATHON			-388.73		-388.73		388.73	
21-401-100-600-01-380	PING PONG CLUB			-71.72		-71.72		71.72	
21-401-100-600-01-381	PSAT			-28.03		-28.03		28.03	
21-401-100-600-01-382	PEER LEADERSHIP			-2,852.78	.00	-2,852.78	.00	2,852.78	
21-401-100-600-01-383	Performing Arts Academy			-189.96		-189.96		189.96	
21-401-100-600-01-390	RECORDING STUDIO			-1,886.72		-1,886.72		1,886.72	
21-401-100-600-01-392	RUTGERS HEALTH CAREERS ACADEMY			-10,100.33		-10,100.33		10,100.33	
21-401-100-600-01-393	ROBOTICS		-617.91	-617.91		-617.91		.00	
21-401-100-600-01-399	SPRING TRACK			-610.86		-610.86		610.86	
21-401-100-600-01-400	Science National Honor Society			-1,013.22	75.00	-1,013.22	.00	938.22	
21-401-100-600-01-401	YEARBOOK			-2,256.46		-2,256.46		2,256.46	
21-401-100-600-01-402	SPANISH/FRENCH HONOR			-1,775.13		-1,775.13		1,775.13	
21-401-100-600-01-403	SURF TEAM			-82.40		-82.40		82.40	
21-401-100-600-01-410	STUDENT COUNCIL			-5,283.53	.00	-5,283.53	.00	5,283.53	
21-401-100-600-01-411	STUDENT ALLIANCE			-250.14		-250.14		250.14	
21-401-100-600-01-415	TENNIS CLUB			-8.79		-8.79		8.79	
21-401-100-600-01-416	VIBE TRIBE			-62.82		-62.82		62.82	
21-401-100-600-01-417	VISUAL ARTS			-14.81		-14.81		14.81	
21-401-100-600-01-430	WINTER TRACK								

**Manasquan Board of Education
Expenditure Summary
2024-25 September - Parent Funds 21**

Account	Description	Original Appropriation	Current Appropriation	Total Encumbered	Req Encumbered	Disbursed	Outstanding	Available	Percent Used
21-401-100-600-01-431	WOODWORKING CLUB			-571.64		-571.64		571.64	
21-401-100-600-01-432	WELCOME WARRIORS			-1,424.09		-1,424.09		1,424.09	
21-401-100-600-01-799	SOFTBALL			-66,396.06		-66,396.06	.00	66,396.06	
21-401-100-600-01-800	P/Y CLASSES								

21 HS Central Funds totals: .00 .00 -308,126.27 3,723.00 -328,624.01 20,497.74 304,403.27

Account	Description	Original Appropriation	Current Appropriation	Total Encumbered	Req Encumbered	Disbursed	Outstanding	Available	Percent Used
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Report Total: .00 .00 -308,126.27 3,723.00 -328,624.01 20,497.74 304,403.27

Change Order Request #: 1 Project Number: 2327

Project Title: Alterations and Renovations to Manasquan HS & ES
Client: Manasquan BOE
Project Manager: Mike Millemann



Professional Services Change Order Request

Additional services:

As discussed, we request consideration for the following:

- 1. Construction Administration Services for additional oversight during summer 2023 and summer 2024 - \$54,800

Deduct Credit for omission of 'Boston Square' specification for Elementary School Gymnasium wood floor

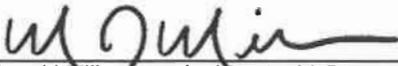
- 1. Credit as per proposal provided by DoveLin Enterprises dated August 9, 2024 - (\$36,500)

Impacts:

Services Fee: \$18,300
 Schedule: No Change to anticipated completion - May 29, 2025
 Other: _____

Authorization to Proceed with Change (no work will be performed until authorization is received):

Owner/Client



Tokarski Millemann Architects, LLC

Date

September 16, 2024
Date



AIA Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
 Alterations and Renovations at
 Manasquan HS and ES
 167 and 168 Broad Street
 Manasquan, NJ 08736

CONTRACT INFORMATION:
 Contract For: General Construction
 Date: 1/24/2024

CHANGE ORDER INFORMATION:
 Change Order Number: 001
 Date: 9/9/2024

OWNER: *(Name and address)*
 Manasquan BOE
 169 Broad Street
 Manasquan, NJ 08736

ARCHITECT: *(Name and address)*
 Tokarski Millemann Architects
 1729 Route 35
 Wall, NJ 07719

CONTRACTOR: *(Name and address)*
 H&S Construction and Mechanical, Inc.
 721 Bayway Avenue
 Elizabeth, NJ 07202

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Contractor was unable to provide the flooring in science room 204 prior to the milestone date. As a result, the Owner procured the service from a flooring vendor to furnish and install temporary flooring in science room 204.

The original Contract Sum was	\$ 8,000,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 8,000,000.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 15,092.00
The new Contract Sum including this Change Order will be	\$ 7,984,908.00

The Contract Time will be unchanged by Zero (0) days.
 The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Tokarski Millemann Architects
 ARCHITECT *(Firm name)*

H&S Construction and Mechanical, Inc.
 CONTRACTOR *(Firm name)*

Manasquan BOE
 OWNER *(Firm name)*

 SIGNATURE
 Michael Millemann, Principal

 SIGNATURE
 Daniel Hernandez, President

 SIGNATURE
 Dr. Peter Crawley, Business Administrator
 / Board Secretary

 PRINTED NAME AND TITLE

 PRINTED NAME AND TITLE

 PRINTED NAME AND TITLE

 DATE

 DATE

 DATE



AIA Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> Alterations and Renovations at Manasquan HS and ES 167 and 168 Broad Street Manasquan, NJ 08736	CONTRACT INFORMATION: Contract For: General Construction Date: 1/24/2024	CHANGE ORDER INFORMATION: Change Order Number: 002 Date: 9/26/2024
OWNER: <i>(Name and address)</i> Manasquan BOE 169 Broad Street Manasquan, NJ 08736	ARCHITECT: <i>(Name and address)</i> Tokarski Millemann Architects 1729 Route 35 Wall, NJ 07719	CONTRACTOR: <i>(Name and address)</i> H&S Construction and Mechanical, Inc. 721 Bayway Avenue Elizabeth, NJ 07202

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

As requested by Owner, modify wood flooring pattern at the Elementary School Gym to a 'Boston Square' pattern as per attached proposal.

The original Contract Sum was	\$ 8,000,000.00
The net change by previously authorized Change Orders	\$ -15,092.00
The Contract Sum prior to this Change Order was	\$ 7,984,908.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 42,106.40
The new Contract Sum including this Change Order will be	\$ 8,027,014.40

The Contract Time will be unchanged by Zero (0) days.
 The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Tokarski Millemann Architects ARCHITECT <i>(Firm name)</i>	H&S Construction and Mechanical, Inc. CONTRACTOR <i>(Firm name)</i>	Manasquan BOE OWNER <i>(Firm name)</i>
SIGNATURE	SIGNATURE	SIGNATURE
Michael Millemann, Principal	Daniel Hernandez, President	Dr. Peter Crawley, Business Administrator / Board Secretary
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
DATE	DATE	DATE



Construction & Mechanical, Inc.

General Contractors · Sprinkler · Plumbing · Heating · Design

CHANGE ORDER REQUEST

Date: 09.16.2024

Owner: Manasquan Board of Education
Construction Mngr: Open Road

Architect: Tokarski Millemann Architects
Contractor: H&S Construction & Mechanical, Inc.

COR #: 14

To Contractor:
H&S Construction & Mechanical Inc.

721 Bayway Ave

Elizabeth, New Jersey 07202

Project No: TM No. 2327 H&S No. 23-084

Contract For: MES & MHS Alterations & Renovations

Contract Date: 1/24/2024

The Contract is changed as follows:

Install main court in Boston Square pattern to match High School 4'x4'

Item	Description	Company	Totals
1	Boston Square 4'x4'		\$ 36,500.00
2			\$ -
3			\$ -
4			\$ -

Sub-Contractor Subtotal \$ 36,500.00

H&S - Overhead & Profit Of Sub Cost \$ 4,380.00

Sub Contractors Total \$ 40,880.00

Item	Description	Company	Totals
5			
6			
7			
8			
9			

Contractor Subtotal \$ -

H & S - Overhead 15% of Contractor Cost \$ -

Contractors Total \$ -

Total prio to bond cost \$ 40,880.00

H&S Bond Cost 3% \$ 1,226.40

Total \$ 42,106.40

THE IMPACT OF THE WORK ON THE PROJECT HAS NOT BEEN DETERMINED AND WE RESERVE THE RIGHT TO PURSUE AN APPROPRIATE TIME EXTENSION

The above prices of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise noted.

Authorized
Signature _____ Date _____

DoveLin Enterprises

Excellence in Flooring

August 9, 2024

Attn: David Lemay
RE: Manasquan ES
Scope: Flooring

- Install main court in Boston Square pattern to match High School 4'x4'
 - Demo installed maple flooring
 - Replace maple flooring that was installed and add extra for waste
 - Install maple flooring in Boston square pattern (field layout & install)

PRICE: \$36,500.00

Project Notes:

DoveLin Enterprises:

Price is based on normal working hours; Monday thru Friday 7:00-3:30(excluding holidays)
Price is based on filling in minor imperfections in concrete.
Price does not include any self-leveling
Price does not include bleacher removal, reinstallation or certification.
Price does not include floor protection after installation

Contractor to provide:

Slab requirements to meet manufacturer specifications.
DoveLin does not have any moisture remediation or concrete work in price
Proper power for equipment to complete work
Electrician to hook up any power that needs to be direct into panel box
Elevator access and usage for all non-ground deliveries is required
Dumpster for debris
Humidity Controls running per manufacturer requirements

Franklin Dove, Jr.
President



☎ 856-767-0600 ✉ info@DoveLinEnterprises.com
📍 417 Bloomfield Drive, Units 1 & 2, West Berlin, NJ 08091
www.DoveLinEnterprises.com



Health and Safety Evaluation of School Buildings Checklist 2024-2025

County: Monmouth

District Occupying Building: Manasquan

Building	Check One (✓ or X)
Leased	
Owned	X

School Building: Manasquan High School

Completed By: Matt Hudson

Date: 10/15/2024

This form shall be used for the evaluation of school buildings (pursuant to [NJAC 6A:26-6.1](#) and [NJAC 6A:26-8.1](#)) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, POSHA, NFPA.

The emphasis of this evaluation checklist is for the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See "Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance 2023-2024" document for additional detailed information.

Note: Items denoted with a 6A:26-8.1 reference, cover all school buildings but are also included in the Temporary Facilities Code.

References:

- **NFPA:** National Fire Protection Association
- **NJDCA:** Department of Community Affairs
- **NJSA:** New Jersey Statutes
- **PEOSH:** Public Employees Occupational Safety and Health Act.
- **UCC:** Uniform Construction Code

Section A: 100% Items

(This section must have full compliance with all items.)

100% Compliance

Current Licenses and Certificates #1 to #10	Yes	No	N/A	Violation Location
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available).	X			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	X			
3. A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current 6-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.	X			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			X	
5. Current boiler inspection certificate(s) posted at site of boiler(s).	X			
6. Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.	X			
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (NJAC 58:12A-1) (NJAC 6A:26-12.4). Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	X			
8. One fire drill and one school security drill are held each month. (See "Checklist Instructions" for Certificate of Assurance.) NJSA 18A:41-1 .	X			
9. Right-To-Know requirements are properly posted and SDS reporting materials on file for review.	X			
10. Janet's Law—District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and is within reasonable proximity of the school athletic field or gymnasium, as applicable. (Janet's Law NJSA 18A:40-41a-41c)	X			

Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	x			
12. All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: <ul style="list-style-type: none"> a. Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50. 	X			
Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	X			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	X			
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	X			
16. Doors on any occupied space are free of deadbolts or slide bolts and permit exiting without need of a key or special knowledge. NJAC 6A:26-8.1	X			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. NJAC 6A:26-8.1	X			
18. Kindergarten and Pre-K toilet requirements are met. NJAC 6A:26-6.3(h)4.			X	
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.	X			
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; not in boiler room/high-hazard areas).	X			
21. Carbon Monoxide (CO) Detectors must be in the vicinity of all fuel burning appliances. <ul style="list-style-type: none"> a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment. b. Generators: portable and permanent. 	X			

Interior #13 to #21	Yes	No	N/A	Violation Location
<ul style="list-style-type: none"> c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers d. Fireplaces e. In hallways connected to space with the source <p>NJAC 5:70-4.3(a), and NJAC 5:70-4.9(d)</p>				
Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
<p>22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable:</p> <ul style="list-style-type: none"> a. Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts. b. Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible. 	X			
<p>23. At a minimum, one #20 ABC-rated fire extinguisher is provided in each laboratory and vocational area.</p>	X			
<p>24. Adequate eye and body protection are provided, including:</p> <ul style="list-style-type: none"> a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. NJAC 6A:26-12.5(d) 	X			
<p>25. Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable:</p> <ul style="list-style-type: none"> a. For science activities (i.e., via fume hoods) b. For welding operations c. For paint spraying operations: <ul style="list-style-type: none"> 1. Automotive: should have a separate exhaust system. 2. Art: proper ventilation for spray paint with fumes d. Art: Designated safe space/room for kilns with proper ventilation e. In dust generating operations, such as wood working, (i.e.: a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system 	X			

100% Compliance

Total	Yes	No	N/A
100% Items Total	23	0	2

Space for Notes:

Section B: 80% Items

Must be compliant with 80% of these items to pass.

80% Compliance

Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
<p>1. No evidence of major exterior building structural damage. Example(s) would include:</p> <p>a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking.</p> <p>b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion.</p>		X		Brick repointing ongoing – (referendum).
2. All exterior receptacles are GFCI-protected in accordance with code.	X			
3. All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.	X			
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.			X	
Interior Items #5 to #26	Yes	No	N/A	Violation Location
5. All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials that would hinder exiting.	X			
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	X			
7. Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.			X	
8. Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	X			
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	X			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	X			
11. Electric outlets and/or wiring appear appropriate, including: <ul style="list-style-type: none"> a. GFI protection for receptacle(s) within 6 feet of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords only used temporarily. c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. NJAC 6A:26-6.3(f) 	X			
12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. NJAC 6A:26-6.3(9) and NJAC 6A:26-12.3	X			
13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. NJAC 6A:26-6.3(d)	X			
14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. NJAC 6A:26-6.3(g)	X			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. Uniform Fire Code Dangerous touch points in educational spaces, such as hot pipes, radiators, should be covered. NJAC 6A:26-6.3 (e) (5)	X			
16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. NJAC 6A:26-8.1.viii.(1)	X			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. NJAC 6A:26-6.3(6) and NJAC 6A:8.1.d.1.i.(1)	X			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.	X			
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. NJAC 6A:26-d-1, i 5	X			
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access within and through space.	X			
21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. NJAC 6A:26-8.1 (i) (7)	X			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with NJAC 6A:26-12.4 and NJAC 6A:26-8.1 (d) (1) (v).	X			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. NJAC 6A:26-8.1	X			
24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.	X			
25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.	X			
26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. NJAC 6A:26-8.1	X			

80% Compliance

Vocational/Laboratories #27 to #34	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.	X			
28. Required space is available for the safe operation of machinery.	X			
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			X	
30. Floors and aisles in all shops are free of slipping and tripping hazards.	X			
31. "Eye Hazard Area - Wear Your Eye Protection" signs are posted.	X			
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (e.g., goggles, aprons, etc.) are provided.	X			
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			X	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			X	
Total	Yes	No	N/A	
80% Items Total	28	1	5	

Note: Violations of 100% items 12, 16 & 17 and 80% item 15 are the most egregious. Please refer to the Guidance Document for details.

Space for Notes:

School Facility Score Summary 2024-2025

Note: This form must be signed and dated.

Scoring Sections	100% Section A	80% Section B
Maximum # of Compliant Questions:	25	34

100% Section A Compliance

100% Section A Compliance	Score
Number of No Responses in Section A	0

NJQSAC Fiscal DPR (All items are compliant in building)	Must select one (✓)
Compliant (no exceptions)	X
Non-compliant (Section is non-compliant with <i>any</i> exceptions. Corrective action needed).	

80% Section B Compliance

80% Section B Compliance	Score
A. Number of Yes Responses	28
B. Number of No Responses	1
C. Subtotal [A + B]	29
D. Multiply [(C) × 80%]	23.2

NJQSAC Fiscal DPR [At least 80% of items are in compliance in the building(s)]	Must select one (✓)
Compliant The school building passes if Line (A) is equal to or greater than Line (D)	X
Non-compliant The school building fails if Line (A) is less than Line (D). Corrective action is needed.	

LEA Assurance Signatures

School Facility Name: Manasquan High School

Title	Signature	Date
Completed by (add title below): Matthew Hudson Custodial Supervisor	Matthew Hudson MH 10-15-24	10/15/2024
Certified Educational Facilities Manager (if position used by district) or Head/Lead Custodian	Matthew Hudson MH 10-15-24	10/15/2024

Title	Signature	Date
Chief School Administrator or School Business Administrator		



Health and Safety Evaluation of School Buildings Checklist 2024-2025

County: Monmouth

District Occupying Building: Manasquan

Building	Check One (✓ or X)
Leased	
Owned	X

School Building: Manasquan Elementary School

Completed By: Matt Hudson

Date: 10/15/2024

This form shall be used for the evaluation of school buildings (pursuant to [NJAC 6A:26-6.1](#) and [NJAC 6A:26-8.1](#)) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, POSHA, NFPA.

The emphasis of this evaluation checklist is for the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See "Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance 2023-2024" document for additional detailed information.

Note: Items denoted with a 6A:26-8.1 reference, cover all school buildings but are also included in the Temporary Facilities Code.

References:

- **NFPA:** National Fire Protection Association
- **NJDCA:** Department of Community Affairs
- **NJSA:** New Jersey Statutes
- **PEOSH:** Public Employees Occupational Safety and Health Act.
- **UCC:** Uniform Construction Code

Section A: 100% Items

(This section must have full compliance with all items.)

100% Compliance

Current Licenses and Certificates #1 to #10	Yes	No	N/A	Violation Location
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available).	X			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	X			
3. A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current 6-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.	X			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			X	
5. Current boiler inspection certificate(s) posted at site of boiler(s).	X			
6. Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.	X			
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (NJAC 58:12A-1) (NJAC 6A:26-12.4). Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	X			
8. One fire drill and one school security drill are held each month. (See "Checklist Instructions" for Certificate of Assurance.) NISA 18A:41-1 .	X			
9. Right-To-Know requirements are properly posted and SDS reporting materials on file for review.	X			
10. Janet's Law—District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and is within reasonable proximity of the school athletic field or gymnasium, as applicable. (Janet's Law NISA 18A:40-41a-41c)	X			

Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	X			
12. All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: a. Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	X			
Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	X			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	X			
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	X			
16. Doors on any occupied space are free of deadbolts or slide bolts and permit exiting without need of a key or special knowledge. NJAC 6A:26-8.1	X			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. NJAC 6A:26-8.1	X			
18. Kindergarten and Pre-K toilet requirements are met. NJAC 6A:26-6.3(h)4.			X	
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.	X			
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; not in boiler room/high-hazard areas).	X			
21. Carbon Monoxide (CO) Detectors must be in the vicinity of all fuel burning appliances. a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment. b. Generators: portable and permanent.	X			

Interior #13 to #21	Yes	No	N/A	Violation Location
<ul style="list-style-type: none"> c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers d. Fireplaces e. In hallways connected to space with the source <p>NJAC 5:70-4.3(a), and NJAC 5:70-4.9(d)</p>				
Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
<p>22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable:</p> <ul style="list-style-type: none"> a. Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts. b. Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible. 	X			
<p>23. At a minimum, one #20 ABC-rated fire extinguisher is provided in each laboratory and vocational area.</p>	X			
<p>24. Adequate eye and body protection are provided, including:</p> <ul style="list-style-type: none"> a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. NJAC 6A:26-12.5(d) 	X			
<p>25. Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable:</p> <ul style="list-style-type: none"> a. For science activities (i.e., via fume hoods) b. For welding operations c. For paint spraying operations: <ul style="list-style-type: none"> 1. Automotive: should have a separate exhaust system. 2. Art: proper ventilation for spray paint with fumes d. Art: Designated safe space/room for kilns with proper ventilation e. In dust generating operations, such as wood working, (i.e.: a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system 	X			

100% Compliance

Total	Yes	No	N/A
100% Items Total	23	0	2

Space for Notes:

Section B: 80% Items

Must be compliant with 80% of these items to pass.

80% Compliance

Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
<p>1. No evidence of major exterior building structural damage. Example(s) would include:</p> <ul style="list-style-type: none"> a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion. 		X		Brick repointing ongoing -- (referendum).
2. All exterior receptacles are GFCI-protected in accordance with code.	X			
3. All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.	X			
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.			X	
Interior Items #5 to #26	Yes	No	N/A	Violation Location
5. All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials that would hinder exiting.	X			
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	X			
7. Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.			X	
8. Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	X			
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	X			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	X			
11. Electric outlets and/or wiring appear appropriate, including: <ul style="list-style-type: none"> a. GFI protection for receptacle(s) within 6 feet of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords only used <i>temporarily</i>. c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. NJAC 6A:26-6.3(f) 	X			
12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. NJAC 6A:26-6.3(9) and NJAC 6A:26-12.3	X			
13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. NJAC 6A:26-6.3(d)	X			
14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. NJAC 6A:26-6.3(g)	X			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. Uniform Fire Code Dangerous touch points in educational spaces, such as hot pipes, radiators, should be covered. NJAC 6A:26-6.3 (e) (5)	X			
16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. NJAC 6A:26-8.1.viii.(1)	X			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. NJAC 6A:26-6.3(6) and NJAC 6A:8.1.d.1.i.(1)	X			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.	X			
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. NJAC 6A:26-d-1, i 5	X			
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access within and through space.	X			
21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. NJAC 6A:26-8.1 (i) (7)	X			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with NJAC 6A:26-12.4 and NJAC 6A:26-8.1 (d) (1) (v).	X			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. NJAC 6A:26-8.1	X			
24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.	X			
25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.	X			
26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. NJAC 6A:26-8.1	X			

80% Compliance

Vocational/Laboratories #27 to #34	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.	X			
28. Required space is available for the safe operation of machinery.			X	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			X	
30. Floors and aisles in all shops are free of slipping and tripping hazards.	X			
31. "Eye Hazard Area - Wear Your Eye Protection" signs are posted.	X			
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (e.g., goggles, aprons, etc.) are provided.			X	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			X	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			X	
Total	Yes	No	N/A	
80% Items Total	26	1	7	

Note: Violations of 100% items 12, 16 & 17 and 80% item 15 are the most egregious. Please refer to the Guidance Document for details.

Space for Notes:

School Facility Score Summary 2024-2025

Note: This form must be signed and dated.

	Scoring Sections	100% Section A	80% Section B
Maximum # of Compliant Questions:		25	34

100% Section A Compliance

100% Section A Compliance	Score
Number of No Responses in Section A	0

NJQSAC Fiscal DPR (All items are compliant in building)	Must select one (✓)
Compliant (no exceptions)	X
Non-compliant (Section is non-compliant with <i>any</i> exceptions. Corrective action needed).	

80% Section B Compliance

80% Section B Compliance	Score
A. Number of Yes Responses	26
B. Number of No Responses	1
C. Subtotal [A + B]	27
D. Multiply [(C) × 80%]	21.2

NJQSAC Fiscal DPR [At least 80% of items are in compliance in the building(s)]	Must select one (✓)
Compliant The school building passes if Line (A) is equal to or greater than Line (D)	X
Non-compliant The school building fails if Line (A) is less than Line (D). Corrective action is needed.	

LEA Assurance Signatures

School Facility Name: Manasquan Elementary School

Title	Signature		Date
Completed by (add title below): Matthew Hudson Custodial Supervisor	Matthew Hudson	MH 10-15-24	10/15/2024
Certified Educational Facilities Manager (if position used by district) or Head/Lead Custodian	Matthew Hudson	MH 10-15-24	10/15/2024

Title		Signature	Date
Chief School Administrator or School Business Administrator			



Health and Safety Evaluation of School Buildings Checklist 2024-2025

County: Monmouth

District Occupying Building: Manasquan

Building	Check One (✓ or X)
Leased	
Owned	X

School Building: Center for Learning Independence

Completed By: Matt Hudson

Date: 10/15/2024

This form shall be used for the evaluation of school buildings (pursuant to [NJAC 6A:26-6.1](#) and [NJAC 6A:26-8.1](#)) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, POSHA, NFPA.

The emphasis of this evaluation checklist is for the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See "Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance 2023-2024" document for additional detailed information.

Note: Items denoted with a 6A:26-8.1 reference, cover all school buildings but are also included in the Temporary Facilities Code.

References:

- **NFPA:** National Fire Protection Association
- **NJDCA:** Department of Community Affairs
- **NJSA:** New Jersey Statutes
- **PEOSH:** Public Employees Occupational Safety and Health Act.
- **UCC:** Uniform Construction Code

Section A: 100% Items

(This section must have full compliance with all items.)

100% Compliance

Current Licenses and Certificates #1 to #10	Yes	No	N/A	Violation Location
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available).	X			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.			X	
3. A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current 6-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.	X			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			X	
5. Current boiler inspection certificate(s) posted at site of boiler(s).			X	
6. Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.			X	
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (NJAC 58:12A-1) (NJAC 6A:26-12.4). Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	X			
8. One fire drill and one school security drill are held each month. (See "Checklist Instructions" for Certificate of Assurance.) NJSA 18A:41-1 .	X			
9. Right-To-Know requirements are properly posted and SDS reporting materials on file for review.	X			
10. Janet's Law—District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and is within reasonable proximity of the school athletic field or gymnasium, as applicable. (Janet's Law NJSA 18A:40- 41a-41c)	X			

Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.			X	
12. All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: a. Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	X			
Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	X			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	X			
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	X			
16. Doors on any occupied space are free of deadbolts or slide bolts and permit exiting without need of a key or special knowledge. NJAC 6A:26-8.1	X			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. NJAC 6A:26-8.1			X	
18. Kindergarten and Pre-K toilet requirements are met. NJAC 6A:26-6.3(h)4.			X	
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.	X			
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; <i>not</i> in boiler room/high-hazard areas).			X	
21. Carbon Monoxide (CO) Detectors must be in the vicinity of all fuel burning appliances. a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment. b. Generators: portable and permanent.	X			

Interior #13 to #21	Yes	No	N/A	Violation Location
c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers d. Fireplaces e. In hallways connected to space with the source <u>NJAC 5:70-4.3(a), and NJAC 5:70-4.9(d)</u>				
Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable: <ul style="list-style-type: none"> a. Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts. b. Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible. 			X	
23. At a minimum, one #20 ABC-rated fire extinguisher is provided in each laboratory and vocational area.			X	
24. Adequate eye and body protection are provided, including: <ul style="list-style-type: none"> a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. NJAC 6A:26-12.5(d) 			X	
25. Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: <ul style="list-style-type: none"> a. For science activities (i.e., via fume hoods) b. For welding operations c. For paint spraying operations: <ul style="list-style-type: none"> 1. Automotive: should have a separate exhaust system. 2. Art: proper ventilation for spray paint with fumes d. Art: Designated safe space/room for kilns with proper ventilation e. In dust generating operations, such as wood working, (i.e.: a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system 			X	

100% Compliance

Total	Yes	No	N/A
100% Items Total	13	0	12

Space for Notes:

Section B: 80% Items

Must be compliant with 80% of these items to pass.

80% Compliance

Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
<p>1. No evidence of major exterior building structural damage. Example(s) would include:</p> <ul style="list-style-type: none"> a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion. 	X			
2. All exterior receptacles are GFCI-protected in accordance with code.			X	
3. All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.	X			
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.			X	
Interior Items #5 to #26	Yes	No	N/A	Violation Location
5. All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials that would hinder exiting.	X			
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	X			
7. Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.			X	
8. Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.			X	
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.			X	

Interior Items #5 to #26	Yes	No	N/A	Violation Location
10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	X			
11. Electric outlets and/or wiring appear appropriate, including: <ul style="list-style-type: none"> a. GFI protection for receptacle(s) within 6 feet of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords only used <i>temporarily</i>. c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. NJAC 6A:26-6.3(f) 	X			
12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. NJAC 6A:26-6.3(9) and NJAC 6A:26-12.3			X	The building uses the main campus building.
13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. NJAC 6A:26-6.3(d)	X			
14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. NJAC 6A:26-6.3(g)	X			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. Uniform Fire Code Dangerous touch points in educational spaces, such as hot pipes, radiators, should be covered. NJAC 6A:26-6.3 (e) (5)	X			
16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. NJAC 6A:26-8.1.viii.(1)	X			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. NJAC 6A:26-6.3(6) and NJAC 6A:8.1.d.1.i.(1)	X			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.			X	
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. NJAC 6A:26-d-1, i 5	X			
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access within and through space.	X			
21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. NJAC 6A:26-8.1 (i) (7)	X			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with NJAC 6A:26-12.4 and NJAC 6A:26-8.1 (d) (1) (v).	X			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. NJAC 6A:26-8.1	X			
24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.	X			Cleaning products in custodial closet.
25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.			X	
26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. NJAC 6A:26-8.1	X			

80% Compliance

Vocational/Laboratories #27 to #34	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.			X	
28. Required space is available for the safe operation of machinery.			X	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			X	
30. Floors and aisles in all shops are free of slipping and tripping hazards.			X	
31. "Eye Hazard Area - Wear Your Eye Protection" signs are posted.			X	
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (e.g., goggles, aprons, etc.) are provided.	X			
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			X	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			X	
Total	Yes	No	N/A	
80% Items Total	19	0	15	

Note: Violations of 100% items 12, 16 & 17 and 80% item 15 are the most egregious. Please refer to the Guidance Document for details.

Space for Notes:

School Facility Score Summary 2024-2025

Note: This form must be signed and dated.

Scoring Sections	100% Section A	80% Section B
Maximum # of Compliant Questions:	25	34

100% Section A Compliance

100% Section A Compliance	Score
Number of No Responses in Section A	0

NJQSAC Fiscal DPR (All items are compliant in building)	Must select one (✓)
Compliant (no exceptions)	X
Non-compliant (Section is non-compliant with <i>any</i> exceptions. Corrective action needed).	

80% Section B Compliance

80% Section B Compliance	Score
A. Number of Yes Responses	19
B. Number of No Responses	0
C. Subtotal [A + B]	19
D. Multiply [(C) × 80%]	15.2

NJQSAC Fiscal DPR [At least 80% of items are in compliance in the building(s)]	Must select one (✓)
Compliant The school building passes if Line (A) is equal to or greater than Line (D)	X
Non-compliant The school building fails if Line (A) is less than Line (D). Corrective action is needed.	

LEA Assurance Signatures

School Facility Name: Center for Learning Independence

Title	Signature	Date
Completed by (add title below): Matthew Hudson Custodial Supervisor	Matthew Hudson MH 10-15-24	10/15/2024
Certified Educational Facilities Manager (if position used by district) or Head/Lead Custodian	Matthew Hudson MH 10-15-24	10/15/2024

Title	Signature	Date
Chief School Administrator or School Business Administrator		

	Timeline	Objective	Responsibility
STEP ↓ 1	November, 2024	Budget allocation memos and new initiative request forms distributed to department heads	Superintendent, Asst. Superintendent, Business Administrator
2	December 16, 2024	Completed budget request forms due back to the Business Administrator	Administrators/Supervisors
3	December 16, 2024**	Sending Districts Submit initial enrollment projections for the 2024-2025 school year	Sending District Superintendents & Business Administrator
4	January 2025	District Budget committee will review budget requests with Building Level Administrators. All Staffing requests will be reviewed by Superintendent/ Asst. Superintendent/Business Administrator/Director of Curriculum & Instruction	Superintendent/Asst. Superintendent/Business Administrator/Director of Curriculum & Instruction
5	January 27, 2025**	Sending Districts finalize their final enrollment projections for the 2025-2026 school year	Sending District Superintendents & Business Administrators
6	February 2025	Tuition Adjustments from the 2023-2024 school year sent to sending district Business Administrators	Business Administrator
7	Late February 2025	State Aid figures released	NJ Department of Education
8	February 2025	District Budget Committee presents initial submittals to Board of Education Finance Committee for review and determination	District Budget Committee and Board of Education Finance Committee
9	Early March 2025	Tentative Budget documents provided to all Board of Education Members	Superintendent and Business Administrator
10	March 13, 2025	Board of Education Adoption of Preliminary Budget & Tuition Rates for subsequent school year	Superintendent/Business Administrator/and Board of Education Members
11	Prior to April 18, 2025	Preliminary Budget approved by County Superintendent for advertising	Superintendent/Asst. Superintendent/Business Administrator
12	May 6, 2025	Formal Public Hearing on Budget/Board Adoption of Final Budget	Superintendent/Asst. Superintendent/Business Administrator

*Some dates are tentative and subject to change.

**E-mail sent to all sending district Business Administrators on 10/9/2024

Discussed during the October 15, 2024 Work Session

Board Approved: October 15, 2024

Manasquan Public School District

GUIDE FOR
STANDARD OPERATING PROCEDURES
AND
INTERNAL CONTROLS

Office of the School Business Administrator/Board Secretary

Updated October 2024
Board approved October 15, 2024

PREFACE

The **Guide for Standard Operating Procedures and Internal Controls** is a document that outlines the business practices that are approved by the Manasquan Board of Education and administered by the Business Office. It is intended to be used as a reference manual by administrators, secretaries and any staff members that have Budgetary/Financial responsibilities. Its purpose is to provide an efficient, control and accountability system that will help assure appropriate use of “Public Funds”. It must be understood that the principles of this manual are based on, “Generally Accepted Accounting Principles,” and rely on an assumption that individuals have a general understanding of the financial process of a School System. For this program to operate at optimum efficiency there must be a spirit of cooperation, teamwork and communication between the school staff and the Business Office.

MANASQUAN SCHOOL DISTRICT INTERNAL CONTROL DOCUMENT

OVERVIEW:

Internal controls are not separate systems of the school district. Controls are not an isolated activity but integral part of each activity used to guide the district.

Establishment, maintenance and evaluation of the internal controls are the responsibility of the administration. The evaluation of internal controls includes identifying the framework used by the administration to determine the effectiveness of the internal controls.

Controls are in place to detect or prevent errors and fraud. An error is an unintentional mistake that has the potential to affect the financial statements and fraud is the intentional misuse or misappropriation of district's assets.

OBJECTIVES OF INTERNAL CONTROL:

The three objectives of internal control are to ensure the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. The safeguarding of assets is a subset of all of these objectives.

Continuous monitoring and testing is needed to help to identify poorly designed or ineffective controls. The administration is also responsible for communicating the objectives of internal control and ensuring the organization is committed to sustaining an effective internal control environment.

COMPONENTS OF INTERNAL CONTROLS:

The five components of internal controls include the control environment, administration's risk assessment, administration's communication of the controls, control activities and monitoring of the controls.

CONTROL ENVIRONMENT:

The control environment includes the organizational structure, the control framework, the district's policies and procedures and internal and external influences. The tone set by the school district's board and administration determines the attitude toward the controls of the district.

ORGANIZATIONAL STRUCTURE:

The organizational structure determines the administration's responsibilities and the sets the relationship with the board, which sets the policies.

CONTROL FRAMEWORK:

Elements of a control framework include the following:

Segregation of duties to help ensure the reliability of the organization's internal controls, one person should not have access to all stages of a process. If there is not proper segregation situations could arise where errors or irregularities occur and go undetected.

Integrity and competence of the personnel performing the duties are key to achieving the desired controls. This includes hiring the proper people and continually training personnel. It is important to ensure that employees who perform financial tasks have the knowledge and skill to perform their duties.

Communication by the administration of the controls and the employee's responsibilities are as important as ensuring that employees know how to communicate irregularities that may arise.

Proper supervision of employees is needed to ensure proper execution of control activities.

DISTRICT'S POLICIES AND PROCEDURES:

The district's policies set the overall direction of the district. Procedures for all areas of financial preparation, reporting, operations, transportation, maintenance, personnel and payroll are needed. These policies and procedures will become the basis for the determination of compliance.

ADMINISTRATION'S RISK ASSESSMENT:

The administration has to conduct an assessment of risks relevant to the financial statements. This includes the identification of potential risks, the analysis of the potential impact of those risks on the ability to properly report the financial statements and the overall management of risks. Items to consider in the risk assessment of the district include, but are not limited to:

1. New personnel or new duties for existing personnel
2. How a change in accounting information system impacts controls and how effectively the training of personnel on new system was conducted
3. Changes in the regulations and laws that may affect the control environment
4. Record storage is appropriate and secure (fireproof cabinets when needed for manual documents and proper passwords and access limitations for electronic information)
5. District limits access to computers and data files
6. Segregation of duties
7. Transactions are recorded timely
8. Cash is deposited timely
9. Assets are physically safeguarded
10. Transactions are performed by only authorized personnel
11. Reconciliations are properly and promptly completed
12. Occurrences of management override

INFORMATION AND COMMUNICATION:

The administration needs to determine if the information systems utilized in the district are adequate and relevant for their intended purpose.

The district's administration is responsible for communicating the controls of the district and the responsibilities of each employee in the control system.

The administration is also charged with reviewing information that may indicate a flaw in the controls that would not allow the control to detect an error in a timely fashion.

CONTROL ACTIVITIES:

Control activities include the policies and procedures that are in place to achieve the controls desired. Documentation of the control activities is vital to the overall control environment.

These activities include, but are not limited to:

1. Segregation of duties
2. Transactions are recorded timely
3. Cash is deposited timely
4. Assets are physically safeguarded
5. Transactions are performed by only authorized personnel
6. Reconciliations are properly and promptly completed

CONTROL ASSERTIONS:

Control activities can be categorized into one or more assertions. All assertions should be addressed for each process (payroll, cash disbursements, etc).

1. Existence (E) /Occurrence (O) – Existence is whether the assets or liabilities of the district exist at any given point in time (cash, state aid receivable). Occurrence is the whether the transaction took place (goods were received before the PO was moved to accounts payable from encumbrances)
2. Valuation (V) or Allocation (A) – Valuation is whether the asset or liability is included on the board secretary's report at the proper value (the amount of cash or state aid receivable). Allocation is whether the revenue and expenditures were recorded in the proper amounts.
3. Accuracy/ Classification (A/CL) – transactions are recorded accurately and the classification of the transactions are proper.
4. Completeness (CO) – is whether all transactions are included (unrecorded purchase orders).
5. Cutoff (C) – Transactions are recorded at the proper time (purchase orders written in the proper year).

MONITORING:

The administration is charged with reviewing internal controls on an ongoing basis. Monitoring can include responding to the recommendation of the auditor in changes in the controls.

Reviewing correspondence from outside sources such as banks and vendors for unusual items is part of monitoring.

Employees should be required to “sign off” on their understanding of the control activities and their responsibilities in those activities.

AFTER THE CONTROLS ARE ESTABLISHED:

Once the district establishes controls, those controls need to be evaluated at least annually and anytime circumstances dictate. Changes in personnel or regulations are examples of these.

As controls are evaluated they will either be effective or ineffective at achieving the proposed control. Controls are effective when there would be no material weaknesses in internal controls involved in financial reporting. Ineffective controls would be those where at least one material weakness exists. If a control is determined to be ineffective, then the control deficiency needs to be evaluated.

CONTROL DEFICIENCIES:

A control deficiency exists when the design or operation of a control does not allow the administration to prevent or detect misstatements on a timely basis. A design deficiency exists when a necessary control is missing or is not designed to enable the control objective to be met. An operational deficiency exists when control is designed properly, but does not operate as designed or the person performing the control is not qualified to perform the control.

A deficiency may exist that is unavoidable (segregation of duties in a small office). For these, compensating procedures should be put in place. These compensating procedures do not correct the deficiency.

REASONABLE ASSURANCE AND LIMITATIONS ON CONTROLS:

Reasonable assurance is a high level of assurance, but is not absolute. The district should understand that potential fraud could exist and not be detected timely in the following circumstances: when the district has poorly designed or operated internal controls, or when there are too many overrides of controls, when there is collusion between employees or between an employee and a third party.

REVIEW OF DISTRICT PROCESSES:

When reviewing processes in the district, it may help to consider incorporating the “5 Ws”.

1. Who performs each activity? Who receives the outcome of the activities?
2. What activities are performed? What forms and reports are used? What computer systems and files are used?
3. When are activities performed? What is the sequence of activities? What is the timing of the activities? What is the frequency of the activities?
4. Where are activities performed (i.e., board office, school, etc.)?
5. Why are activities performed (i.e., what risks are controlled, what control assertion does process step serve, etc.)

One final consideration should be whether any changes to the process will increase the efficiency of the process or firm up the controls.

TITLE: **Evaluating Internal Control**

Subtitle: Evaluation of Internal Controls

Purpose: To ensure that controls are evaluated on as periodic basis to ensure the controls continue to be effective.

Procedure:

1. The business administrator will establish a process to evaluate internal controls over all areas of financial and operational procedures in the district.
2. These internal controls should be evaluated at least annually and every time one of the following conditions exists:
 - a. Change in personnel performing a control function
 - b. Change in accounting system
 - c. Change in regulations
3. As the controls are evaluated, a determination should be made that designates the control as either effective or ineffective. Ineffective controls should be changed to achieve the proper level of effectiveness required.
4. Written documentation of the review of the controls in place should be kept.

Title: Communicating staff members role in the Internal Controls

Purpose: To ensure that everyone in the district who performs or should perform a control function understands the control.

Procedure:

1. The business administrator will establish a procedure to ensure the all employees and board members who are charged with a control understand the importance of the control and their role in the control environment.
 - a. Controls that are not performed with an understanding of the control will not be effective.
 - b. A review of the controls and the staff members' role in the controls should be conducted at least annually and anytime there is a change in the control, the personnel or the laws and regulations affecting the control.
 - c. Documentation of these reviews should be maintained.

Title: **Cash controls**

Purpose: To identify the controls over cash and the personnel responsible

Procedure:

1. Cash Receipt activities:
2. All cash/checks must be accounted for on the forms provided by the Business Office.
3. All cash/checks must be deposited within 48 hours of receipt and must be locked up in a secure area if it is held overnight.
4. No cash/checks should ever be deposited in personal accounts or used for purposes other than what it is collected for.
5. All individuals collecting cash/checks should be able to provide a receipt for anyone requesting one stating the amount, if the money was in cash or a check, the check number if applicable and the purpose for which it was collected.

Title: Payroll controls

Purpose: To identify the controls which exist over payroll related items.

Procedure:

1. The business administrator will establish controls that help ensure that the errors and fraud in payroll would be detected in a timely manner. These controls may be some or all of the following:

- a. With respect to payroll:
 - Search for fictitious employees
 - Determine improper alterations of amounts
 - Verify that proper tax deductions are taken
 - Examine time cards and trace to payroll records in order to verify the proper recording of employee hours.
 - Verify the accuracy of pay rates by obtaining a list of authorized pay rates from the personnel department.
 - Review the adequacy of internal controls relating to hiring, overtime, and retirement.
 - Determine if proper payroll forms exist such as W-4s and I-9s.

Title: General Ledger

Monthly

- Compare Board Secretary's Report to Subsidiary Ledgers
 - May be done by software
- Compare Board Secretary and Treasurer's Report for agreement
- Board Secretary Report balances for all funds
- Verify that all accounts and funds are reported in Board Secretary's Report and Investment Report Documents
- Review all accounts for funds availability

Year-End Procedures

- At year end complete all accrual entries and properly close out accounts.
- Supporting documentation for all accounts, for audit verification.
- Review all year end purchases, for determination as accounts payable or carry forward encumbrance.
- Verify outstanding encumbrances are paid within 90 days.

ACCOUNTS RECEIVABLE

- Appropriate users of facilities have been billed for usage and recorded appropriately
- Record tuition receivable for tuition students
- Record transportation receivable for all students transported
- Record tax levy receivable for general fund and debt service
- Record state aid receivable for general fund, capital projects and debt service
- At year end – record receivable for food service reimbursements due from state

ACCOUNTS PAYABLE

- Verify invoices are paid in a timely manner.
- Included in purchase order package for payment, receiving copy is signed by receiver; invoice, voucher (signed by vendor if over applicable quote threshold)
- All purchase orders signed off by appropriate officials, including the School Business Administrator

PAYROLL

- Encumber all funds for contracted employees, who have board approval
- Verify funds availability for all applicable employee benefits including health benefits, PERS, social security, and tuition/workshop reimbursements

FIXED ASSETS

- Identify all equipment costs for fixed asset control if cost is over \$2,000, item must be tagged and recorded
- If using grant funds, all equipment purchases must be tagged and identified by grant program
- Identify assets that are no longer used
- For disposal of assets, utilizing either, donation to other school district, surplus sale, E-Bay or other electronic means
- Remove item from fixed asset inventory records

CASH MANAGEMENT

- Cash receipts – open mail, prepare deposit slip, ACH transfers, record receipt in accounting system
- Cash disbursements-identify vouchers to be paid, checks should be stored in locked storage until used if processed in district, if using pre-printed stock proper numbering sequence, appropriate signatures are affixed, review of all payments to check amounts for agreement, mail checks, properly record wires and payments
- Treasury-confirm verification of signatures on all accounts; verification of person(s) authorized to do wires and ACH; confirmation process for all wires; utilization of on-line banking – verify authorized users; identify person(s) for authorizing stop payments
- Investing-cash balances should be reviewed periodically to identify investment opportunities; investment vehicles must be in accordance with state statutes
- Reconciling-all accounts must be reconciled in a timely manner.

Title: Use of School Facilities

Purpose: Buildings and facilities are constructed and purchased by the Board of Education for providing a school program. The Board encourages community use of these facilities providing that this use does not interfere with the program of the school.

Procedure:

The Board of Education authorizes the Business Administrator, or designee, to approve and schedule the use of school facilities by school related and non-school organizations. The Board reserves to itself this authority to approve the use of school facilities by non-school organizations.

The rules and regulations thus adopted are designed to safeguard a community investment while at the same time to permit use of the school facilities by the community.

The Board of Education shall hold each organization financially responsible for damage to facilities while in its care and retains the right to refuse further permission to any organization not complying with all rules and regulations.

The Business Administrator, or designee, shall request the organization using the facility to supply proof of insurance coverage. Minimum acceptable coverage is \$1,000,000 (insurance limits). As a requirement of our insurance carrier, your insurance certificate must name the Manasquan Board of Education as co-insured. The insurance certificate must be submitted with the application for use of school property.

Charges for the use of school facilities shall be waived for those organizations only that have been listed or approved by the Board per Board of Education Policy #7510 – Use of School Facilities/Fields.

All applications for Board of Education facilities use must be made online at <https://www.facilitron.com/mpsd08736>

Title: Inventory

Subtitle: Disposal of Obsolete Equipment

Procedure:

The Board of Education believes the efficient administration of the district requires the disposition of property and goods no longer necessary for school purposes. The Board directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program of the efficient management of the school district. The disposition of any school property will be in accordance with board policy.

All proceeds from the disposition of equipment or supplies will be deposited in the general fund of the Board of Education.

Title: **Acceptance of Gifts**

Procedure:

Acceptance of gifts or scholarships from any individuals or groups in the community requires the approval of the Superintendent of Schools subject to the following:

1. No gift or scholarship will be accepted, which in the opinion of the Superintendent is inappropriate for use by the schools.
2. The use and disposition of such gifts or scholarships will remain at the discretion of the Superintendent.
3. Gifts which require installation and/or maintenance costs will be accepted only upon approval by the Superintendent and the school Principal.
4. All gifts over \$100 in value require final approval by the Board of Education.

Title: Equipment Identification and Accountability

Procedure: NEWLY PURCHASED ITEMS

1. When equipment items costing \$2,000.00 or more are received the Business Office shall update the fixed asset log as soon as practicable using information from the Purchase Order.

TRANSFERS AND DISPOSAL OF EQUIPMENT

1. When equipment is moved on a permanent basis the school/department initiating the movement notifies the business office for completion of documentation in the fixed asset log. It is the responsibility of the principal/ supervisor to ensure the equipment is at the proper location.
2. When requesting disposal of equipment, send the **Obsolete Equipment Form** with all appropriate information completed to the Business Office.
3. The Business Office will update the inventory.

Title: Sales Tax Exemption Qualifications

Procedure:

1. Only expenditures from the approved Board of Education operating budget are eligible for sales tax exemption.
2. Exemption letters are available through the Business Office.

Title: Petty Cash Fund

Purpose: To establish a uniform method of account for the Petty Cash Funds

Procedure:

1. The Board of Education recognizes the convenience of an imprest cash fund in the day to day operation of a school district, but the Board is also aware of the abuses that can result from the establishment of such funds unless there are proper controls.
2. The Board authorizes the establishment of an imprest (revolving) fund at the Business Administrator's Office in the amount of \$2,500.00.
3. In accordance with District Practice, no single payment from petty cash will exceed \$100.00. The Business Administrator shall ensure that petty cash funds are spent only for stamps, delivery charges, office supplies and miscellaneous purchases. Funds shall not be used to subvert the regular purchasing procedure.
4. To request a purchase using petty cash, prior approval by the School Business Administrator is required before any such purchase may occur. All documentation must be forwarded to the Bookkeeper's Office for processing of the reimbursement. All reimbursements will be by check only.
5. All funds are to be closed out on June 30. To accomplish this, final reimbursement will be into the Business Office for payment at the final Board Meeting in June. This will allow for turning in the local amount of the authorized fund in cash to the School Business Administrator for deposit back into the General Account of the Board. All Board approved funds will be reestablished on July 1.

Title: Student Activity Funds

Purpose:

Activity funds are established to direct and account for monies used to support co-curricular and extra-curricular student activities. As a rule, co-curricular activities are any type of school related activities outside the regular classroom that directly add value to the formal or stated curriculum. Co-curricular activities involve a wide range of student clubs and organizations. Extra-curricular activities encompass a wide variety of other district-directed activities, typified by organized sports and other non-academic interscholastic competitions. All activities approved to have a Student Activity Fund will have a dedicated account established to record the revenues and expenditures of that activity.

What is the difference between Student Activity Funds and General Budget Funds?

Student activity funds, which belong to students, are used to support student organizations and clubs. General budget funds, which belong to the school district are used to support district programs. The distinction is based on the purpose of the funds, that is, the programs supported by the funds. The test rests in the definitions of each:

Student activity funds support activities that are based in student organizations. Students not only participate in the activities of the organization, but are also involved in managing and directing the organization's activities. An important distinction is that disbursing monies from the student activity fund may be subject to approval by the student organization and its advisor, rather than by the board of education.

General budget funds belong to the district, are used to support its co-curricular and extra-curricular activities, and are administered by the school district. Approval for disbursing general budget fund monies, however, rests only with the school board. In other words, the district determines how general budget fund monies are spent and the district programs that receive support.

Student activity funds are fiduciary in nature whereas general budget funds represent district resources. Student activity funds remain under the control of the school principal and are accounted for at the school site. General budget funds, in contrast, should be included with all other district funds and deposited in the district's accounts.

A sharp distinction exists between student activity and district general budget funds. Accounting for all funds is the responsibility of the school district.

Lines of Authority

Proper control begins with the appropriate recognition of lines of authority over all monies handled by the district. The board of education should adopt a set of guidelines and regulations that includes the minimum requirements. The Manasquan Board of Education has adopted policy #6660, Student Activity Fund, which is attached.

- **Board of Education:** The board of education should adopt policies to govern the establishment and operation of all activity funds. The district's auditors should review these policies for sound accounting and reporting principles.
- **Superintendent:** The Superintendent should be directly responsible to the Board of Education for administering all board policies.
- **Chief Financial Officer:** The Chief Financial Officer should have overall responsibility for accounting for and reporting all funds, including district and student activity funds, to the board. The Chief Financial Officer is also responsible for implementing and enforcing appropriate internal control procedures at the district level. The Chief Financial Officer should be a signatory to all disbursements including checks drawn on the activity fund. The office of the Chief Financial Officer shall open student activity sub fund accounts, upon the request of the Principal and only after board approval. The office will also transmit in electronic form a reconciliation of all sub fund balances to the Central Fund Treasurer (HS) and Central Fund Secretary (ES) monthly (by site, by sub fund) and the Principals.
- **Principal:** The Principal at each school site should be designated the activity fund supervisor for their school building. The activity fund supervisor has overall responsibility for the operation of all activity funds, including collecting and depositing activity fund monies; approving disbursements of student activity fund monies; and adequately supervising all site level bookkeeping responsibilities. The Principal (or Asst. Principal as designee) should be a signatory to all disbursements, including checks drawn on the activity fund. The Principal is also responsible for implementing and enforcing appropriate internal control procedures at the site level and for approval of all fundraising requests from advisors under his/her supervision. The Office of the Principal shall send a copy of all executed fundraiser request forms to the business office in a timely fashion, once approved. A copy of the finalized form should be sent to the business office at the conclusion of the fundraising event indicating profit made on the fundraiser.
- **Central Fund Treasurer (HS) and Central Fund Secretary (ES):** The Central Fund Treasurer (HS) and Central Fund Secretary (ES) are responsible to make daily deposits and record same. They will also approve and record all payment orders to ensure the sub-fund has sufficient funds prior to submission to the Principal for his/her approval. They will ensure that the voucher is signed by the vendor (if over \$25.00) and itemized receipts are attached. In no case may a receipt for NJ Sales Tax be paid. The Central Fund Treasurer (HS) and Central Fund Secretary (ES) will provide monthly financial reports electronically to all Advisors after the monthly reconciliation is completed by the business office.
- **Advisors:** The Advisor of each student organization/club is responsible for supervising all activities of the organization, including approving student activity fund transactions. The Advisors shall make application for fundraising activities by the students in his/her club or sport to the Principal. Advisors should be employees of the district and under the direct control of the Principal.

General Procedures for the Establishment and Operation of Activity Funds

The following policies relating to district activity funds must be adhered to at all times:

- Each activity sub fund should be established by specific board of education approval.
- All activity funds should be subject to sound internal control procedures.
- All activity funds should be accounted for on the same fiscal year basis as all other school district funds.
- All activity funds must be audited and subject to well-defined procedures for internal and external auditing.
- All employees responsible for handling and recording activity fund monies are covered under the Board of Education's Package Insurance Policy.
- One or more activity Fund Supervisors (Principal) should be formally designated by the Board of Education as check signatories.
- Depositories for student activity funds should be approved by the board of education and be further subject to the same security requirements as all other board funds.
- All activity funds should operate on a cash basis, meaning that no commitments or indebtedness, verbal or otherwise, may be incurred unless the fund contains sufficient cash.
- A system of payment orders and vouchers should be applied to all activity funds that requires written authorization for payment and should be strictly enforced.
- A cash receipts journal should be used by the central fund treasurer (HS) and central fund secretary (ES). Each numbered receipt should include the date, the sub fund account and the amount of the deposit.
- All receipts should be deposited intact. That is, all receipts should be deposited in the form in which they are collected and should not be used for making change or disbursements of any kind.
- A deposit slip (internal) shall be filled out properly and signed by the Advisor. A bank deposit slip shall also be completed. These two documents should match each other (total dollar amount).
- All receipts should be deposited within 48 hours. Un-deposited receipts should be well secured in a location deemed appropriate by the Principal.
- A system for disbursing funds that includes using pre-numbered checks requiring multiple signatures should be adopted by the board of education as the sole means for disbursing activity fund monies.
- Bank statements for activity funds should be reconciled as soon as they are received.
- Using activity fund receipts to cash checks to accommodate individuals, to make any kind of loan, to pay any form of compensation directly to employees, or to extend credit should be strictly prohibited.
- Monthly financial reports on all activity funds should be prepared and submitted to the Central Fund Treasurer (HS) Central Fund Secretary (ES), the Principals,

and the Board of Education. A full reporting of activity funds should be included in the district's annual financial statements.

- Student activity fund monies should benefit those students who have contributed to the accumulation of such monies.
- All student fundraising activities, and any student fundraising event should require advance approval of the principal or designee. Once the fundraiser is complete, the Advisor shall complete the section of the fundraising form indicating the profit earned by the fundraiser.
- Donations made to charitable causes using student activity funds must include documentation that the students that are part of the club/organization are agreeable to making the donation to the charitable cause (example Class of 2016).
- The procedure for Sub Fund balances for graduating classes is as follows:
 - The Sub Fund balance of each graduating class will be maintained by the business office personnel for a period to be determined by the Business Administrator but minimally for three (3) years.
 - After five (5) years, the balance remaining will be deposited in the general Sub Fund account of the Central Fund Account.
 - A class may liquidate its account prior to the three (3) year period upon written request to the Business Administrator, but the account cannot be liquidated prior to September 30th following June graduation (to cover financial responsibilities of the class that may arise during the summer).
- All checks written will be recorded in a simple Cash Disbursement Journal to include the date of check, payee, amount of check and activity or class to which it is to be charged.
- Checks will require two signatures: that of the Board Secretary and the Principal.
- Each month a bank reconciliation must be prepared and this balance is balanced with the individual activity or class balance by the Student Activity Bookkeeper in the Business Office.

A financial report of each general organization fund shall be submitted to the Board monthly. These reconciliations are kept on file, with all canceled checks, for review by the District Auditor and/or School Business Administrator.

Class Accounts: The following procedure pertains to treasury balances for graduating classes.

- A. The treasury balance of each graduating class will be maintained by the Student Activity Bookkeeper in the Business Office for a maximum of five years.
- B. After five years, the balance remaining will be deposited in the general account of the Student Activities Account. The president of the class will receive a written notification of such action at least sixty (60) days before the account is closed.
- C. A class may liquidate its account prior to the five year period if it so desires, but the

account cannot be liquidated prior to September 30th following June graduation (to cover financial responsibilities of the class during the summer).

Title: **Athletic Fund**

Purpose: To establish the financial controls for the administration of the inter-scholastic athletic program to ensure the program is operated fairly and efficiently, and the Board is fully informed of its status.

Procedure:

- A. Each interscholastic event and their schedule requires annual approval from the Board of Education before any moneys can be collected or disbursed in the name of the said activity.
- B. The Board authorizes the maintenance of the following athletic funds to be known as and to be located at: Athletic Account/ High School.
- C. The athletic fund shall be the responsibility of the building principal and shall be administered by the Business Administrator.
- D. The Board will provide sufficient funds to overcome any deficit encountered at the end of the year.
- E. In order to comply with the legal requirement of the annual audit and to further comply with all state statutes the Board requires that adequate financial and bookkeeping controls be established to include the following:
 - 1. The books of account shall reflect the income of each approved sport.
 - 2. All payments for supplies, equipment, and services shall be made through the regular purchasing procedures of the district, except for ticket takers fees, police fees, and athletic officials' fees, but no such fees shall be paid in cash.
 - 3. A checking account shall be established for disbursements from the athletic fund. Each such disbursement must be approved by the supervisor in charge of athletics. All checks must be signed by the Board Secretary and the Principal/Vice Principal.
 - 4. All gate receipts shall be turned in to the designated person or the High School supervisor in charge of athletics on the date of collection, so they can be safeguarded.
 - 5. A financial report of the athletic fund shall be submitted to the board monthly.

Title: Pay Procedures
Procedure:

1. Regular Pay:

- A. Employees will be paid on the 15th and the 30th of each month as per contract. When this is a school holiday or when the 15th or 30th fall on a weekend then he/she may receive his/her pay on the working day prior to the pay day.
- B. All ten month employees will receive equal payments that total their contract salary, from September to June inclusive.
- C. All twelve month employees will receive their contract salary, in equal payments, from July thru June inclusive.
- D. Beginning with the 2008-2009 school year, every January each employee will be required to provide to the payroll department in the Business Office, a picture identification and sign to receive their W-2.
- E. Picture identification shall be in the form of a district issued identification card, valid drivers' license, official passport or other picture identification issued by a state, county or other local government agency.
- F. Where no appropriate identification can be produced, the School Business Administrator shall withhold W-2 or stop direct deposits until such time that the payee/district employee can produce appropriate identification or until an investigation and corrective action is concluded.
- G. Upon completion of the payroll check distribution verification procedures, the Superintendent shall submit a certification of compliance, to the Executive County Superintendent.

2. Extra Contracts:

- A. Coaching contracts will be paid at the end of their respective coaching season after all uniforms and equipment are accounted for by the Athletic Director.
- B. All other extra contracts will be paid one-half on the first pay on November 15 and one-half on the last pay on May 15.
- C. After School Programs, workshops and teachers covering classes are paid by timesheets signed by employee and supervisor and follow timesheet deadline and

schedule.

3. Substitutes and Hourly Paid Employees:

A. All daily and hourly paid individuals will receive pay for the time worked.

4. Overtime:

A. Overtime is also reported on a timesheet and is paid when signed by employee and supervisor following the timesheet deadline schedule. Payment of overtime will be based on negotiated contract provisions.

5. 403(b) Salary Reduction Plan:

In order to take advantage of the 403(b) Salary Reduction Plan, an employee must agree not to contribute, more than the **Maximum Exclusion Allowance (MEA)**, the total amount of contribution to the plan allowed by Internal Revenue Service code each year. The plan administrator for the 403(b) plans is PennServ. Employee contacts PennServ directly and PennServ forwards any changes to payroll clerk.

All other changes to be made for tax or voluntary deductions must be forwarded to the Payroll Department by submitting a new W-4 form and will take effect with the next payroll.

Title: Cash Flow Analysis

Procedure:

The bookkeeper will prepare a cash flow analysis by fund every month to ensure the district is able to pay the upcoming bills and claims as well as to verify expected revenues are received. Once completed this analysis will be reviewed by the Business Administrator.

Title: Request of Federal Funds

Procedure:

The bookkeeper will request federal funds through the EWEG system as funds are expended. This function should be done at least quarterly, if required.

Title: Budget Account Number Coding

Procedure:

When completing purchase orders for materials, supplies, equipment and /or services, it is important to use the correct Budget account number as outlined by the New Jersey Chart of Accounts.

To assist administrators, supervisors and staff members who complete purchase orders an example of how accounts are displayed has been developed. The GAAP accounts are broken down into 13 digits as follows:

11-190-100-610-01

11 - Fund 190- Program 100-Function 610-Object 01- Location

Fund- an accounting entity with a self-balancing set of accounts.

- *Examples:*
 - **11** General Fund (instruction);
 - **12** Capital Outlay Fund (assets over \$2,000)/acquiring fixed assets
 - **13** Special Schools;
 - **20** Special Revenue

Program- activities and procedures to accomplish an objective.

- *Examples*
 - **105** – Pre-K
 - **110**- K
 - **120**- 1-5
 - **130**- 6-8
 - **140**-9-12
 - **150**-Home Instruction
 - **190**-Undistributed
 - **200**- Special Programs (Special Education)
 - **000**- Undistributed Expenditures- charged indirectly to a program

Function - describes the activity for which a service/material is acquired.

- *Examples*
 - 100**- Instruction-activities dealing directly with instruction
 - 200**- Support Services- provide administrative, technical support to enhance instruction.

Object- the service obtained as a result of a specific expenditure.

- *Examples*
 - **320** - Purchased Professional Services- Consultants, Assembly speakers
 - **420** - Cleaning, repair and Maintenance Services- Equipment and repair contracts
 - **580** - Travel-Staff Conferences-staff mileage
 - **590** - Miscellaneous Purchased Services-Printing costs-student publications, booklets,
 - **610** - General Supplies-A.V. supplies, furniture under \$2,000, workbooks, classroom/off. supplies
 - **640** - Textbooks

- **730** - Equipment - Capital Outlay Fund - each unit must exceed \$2,000 & last more than a year.
- **800** - Miscellaneous Expenditures- Awards, graduation expenses, registration-conferences

Location - School Buildings/ Departments - Examples:

- *Examples*
 - **01** – MES
 - **02** - MHS

Title: Budget Development Process

Procedure:

School Budgets – Site Based Management

School Budgets are the responsibility of the Building Principal. It is also the responsibility of the Principal to justify proposed expenditures in each of the line item accounts. Building Principals track their school accounts during the year making the necessary transfers needed to ensure no accounts are over- expended. If during the budget development process there is a need to reduce the school budgets, the Administrators will be notified of the amount and is responsible for re-submitting the changes to the revised school budget. Below is a breakdown of the budget process.

Example

	Timeline	Objective	Responsibility
<u>STEP</u> ↓ 1	November, 2021	Forms for Facilities, New Initiatives, and New Staff distributed to Administrators. Access given to Genesis for beginning Budget Process.	Superintendent/Business Administrator
2	December, 2021	All Budgets keyed into Genesis and Forms for Facilities/New Initiatives/New Staff requests submitted to Central Office. Initial enrollment estimates due from sending districts	Administrators/Supervisors/Sending District Superintendents/Sending District Business Administrators
3	January, 2022	Superintendent and Business Administrator will review budget requests with Building Level Administrators. All staffing requests will be reviewed by Superintendent/Business Administrator/Director of Technology & Human Resources/ Director of Curriculum & Instruction. Sending Districts finalize their projected enrollments.	Superintendent/Business Administrator/Administrators/ Director of Technology & Human Resources/Director of Curriculum & Instruction.
4	February, 2022	Tuition Adjustments sent out to sending districts for the 2020-2021 school year.	Business Administrator
5	Week of February 20, 2022*	State Aid figures released	State of New Jersey
6	February – March, 2022	Budget Meetings with Finance Committee to provide input and review budgets	Superintendent/Business Administrator/and Finance Committee Members
7	Prior to March 20, 2022	Board Adoption of Preliminary Budget & Tuition Rates approved	Superintendent/Business Administrator/and BOE Members

8	Prior to April 24, 2022	Preliminary Budget approved by County Superintendent for advertising	Superintendent/Business Administrator
9	April – May 2022	Formal Public Hearing on budget	Superintendent/Business Administrator
10	April – May 2022	Board Adoption of Final Budget	Superintendent/Business Administrator

***Some dates are tentative and subject to change.**

Discussed during October 12, 2021 Work Session

Board Approved: October 12, 2021

Title: Budget Transfers

Procedure:

Individual budget line item transfer requests are to be submitted to the School Business Administrator by the Building Principals and/or Curriculum Supervisor. When transferring money from one account to another, the "from" account must have enough money to cover the transfer, if not, then the transfer cannot be completed. Make sure the correct account numbers that need to be affected, are used and include a description of the account.

Update transfer report as necessary, (suggested on a monthly basis), for submission to County Office twice a year (December and June).

Title: Grant Application Procedure

Procedure:

1. All grant applications must be submitted for approval prior to submission to the Granting Authority to the appropriate supervisor(s). All grants require approval from the Superintendent and action from the Board of Education.
2. All other procedures as described in this handbook will apply to transactions involving grant funds.

**POSITION CONTROL
STANDARD OPERATING PROCEDURE**

Position control is a process to measure the current status of positions for personnel services within the district in order to analyze their fiscal impact on the whole budget year. The impact of a position is determined by actual expenditures from the beginning of a fiscal year plus amounts set aside to cover appointments to the position for the remainder of the fiscal year.

The concept of position control implies that each position must be defined in specific terms and that the hiring procedure may not be completed until a specifically defined position exists for the applicant. Budget Status is determined by combining elements from the Position File, the Payroll Distribution File, and the Employee Data Base.

The base line year to use for position control is the snapshot date of February 1 of the prebudget year. Grouping should be established by budgetary function and object at a minimum.

According to 6A:23A-6.8, districts shall maintain an accurate, complete, and up-to-date automated position control roster in order to track the actual number of employees, as well as, the category of employees in detail.

The position control roster shall:

1. Share a common database and be integrated with the district's payroll system;
2. Agree to the account codes in the budget software.
3. Ensure that the data within the position control roster system includes:
 - i. The employee name
 - ii. The date of hire
 - iii. A permanent position tracking number for each employee including:
 - (1) An accurate expenditure account code(s)
 - (2) The building the position is assigned
 - (3) The certification title and endorsement held, as applicable
 - (4) The assignment position title as follows:
 - (A) Superintendent or Chief School Administrator
 - (B) Assistant Superintendent
 - (C) School Business Administrator
 - (D) Board Secretary (when other than I, II or III above)
 - (E) Principal
 - (F) Vice Principal
 - (G) Director
 - (H) Supervisor
 - (I) Facilitator
 - (J) Instructional Coach by Subject Area
 - (K) Department Chairperson by Subject Area
 - (L) Certificated Administrator – Other
 - (M) Guidance
 - (N) Media Specialist/Librarian
 - (O) School Nurse
 - (P) Social Worker

- (Q) Psychologist
- (R) Therapist – OT
- (S) Therapist – PT
- (T) Therapist - Speech
- (U) Certificated Support Staff – Other
- (V) Teacher by Subject Area
- (W) Instructional Assistants
- (X) Certificated Instructional-Other
- (Y) Aides supported by IEP
- (Z) Other Aides
- (AA) Maintenance Worker
- (BB) Custodian
- (CC) Bus Driver
- (DD) Vehicle Mechanic
- (EE) Food Service
- (FF) Other Non-certificated

- iv. A budgetary control number for substitute teachers
- v. A budgetary control number for overtime
- vi. A budgetary control number for extra pay
- vii The status of the position (filled, vacant, abolished, etc.)
- viii. An indication, when available, of whether the employee is retiring in the budget year or not being renewed including associated costs such as contractual buyouts, severance pay, paid vacation or sick days, etc;
- ix. Each of the following:
 - 1. base salary
 - 2. step
 - 3. longevity
 - 4. guide
 - 5. stipends by type
 - 6. overtime
 - 7. other extra compensation
- x. The benefits paid by the district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare;
- xi. The position’s full-time equivalent value by location;
- xii. The date the position was filled; and
- xiii. The date the position was originally created by the board. If the date the position was originally created is not available, this item shall represent the date the person currently filling that position was approved by the board.

A. Purpose

The purpose of this Standard Operating Procedure is to describe forms and procedures needed to assign position control numbers and create, or abolish positions.

B. Scope

These procedures cover all positions and all employees of the district.

C. Authority

The assignment of PCN's should be initiated by the CSA. Human Resources in conjunction with the SBA should maintain a list available to the CSA when hiring or transferring employees for the district. It is recommended that the PCN number be referenced in the resolution approved by the Board of Education.

D. Position

A position is a set of duties and responsibilities specified in a specific job description assigned to be performed by an employee of the district. A position may be full-time, part-time, stipend, permanent/non-permanent, seasonal (summer school, after school, athletics, etc...) and either filled or vacant. A permanent position does not exist until it has been authorized and established by the Board of Education, Human Resource and the Office of Business Administration.

E. Position Control Number – Creating and Maintaining

Position Control data is maintained in the Office of Business Administration. It is recommended that monthly or semi-monthly before the payroll is processed a report or review be done of all employees being paid. This report or review should indicate at a minimum the individuals PCN and linked budgetary account to be charged. Individuals not assigned a PCN must be assigned one and any vacant PCN should be noted for future reference.

F. Position Control Number (PCN)

A position control number (PCN) is created to represent each board approved contracted *position* within a district. These control numbers are attached to the budget spread, telling the system which account(s) the position is to be paid from. As the positions are filled, the corresponding control number is linked to the employee who is currently filling the position. Control numbers that are not linked to any employees represent vacant positions. An example: if your district has five board approved positions for high school math teachers, you would establish five PCNs to represent the five separate positions.

PCNs are independent of employee records. Each PCN represents a separate *position* within the district, *not* the employee who fills it at any particular time. Thus, if an employee leaves a position and the position remains open, the PCN remains active in the system representing a vacant position to be filled. Once an employee is hired for that position, the vacant PCN is then assigned to that person.

Vacant PCNs can provide an area where a projected estimated salary amount may be entered, providing the district with the ability to budget for positions that are expected to be filled. An assigned PCN will forward a calculated salary into the budget projection. As PCNs represent *positions* within the district, they are only added or deleted when a job position itself is either created or phased out.

G. Request for PCN for a New Position

A department’s request for new positions or to reactivate an abolished position shall include detailed justification and a cost benefit analysis, if requested. The superintendent will determine if the new position is justified, needed and that adequate funds are or have been budgeted. Based on this determination, the superintendent will decide if they will make a recommendation to the Board of Education. Upon approval from the Board of Education, the Personnel office will create a new PCN.

H. Other

Each PCN shall be integrated with the payroll system to ensure that the correct budgetary account is charged. The PCN system should be able to track through payroll and the personnel system the position by account number, individual, PCN and the history of the use of the PCN.

Recommended Format for Meaningful PCNs

Each individual district must develop a PCN format that represents their board-approved positions. If broken down into segments, PCNs are easily identifiable.

The chart below displays a recommended format that is consistent with other districts maintaining PCNs. This format can be implemented as is, or it can be used to assist your district in developing your own PCN format.

Recommended Format for PCN Segments

General Category	.	District Location	.	Dept / Position	.	Specific Grade	.	Total # of Positions Available
3 char	.	2 chars or digits	.	4 char	.	2 chars or digits	.	2 digits
ADM	.	BO	.	SUPT	.	NA	.	01
ADM	.	BO	.	BADM	.	NA	.	01
SEC	.	BO	.	BADM	.	NA	.	01
TCH	.	HS	.	MATH	.	09	.	01
TCH	.	HS	.	MATH	.	09	.	02
TCH	.	MS	.	MATH	.	07	.	01

Title: Purchasing Procedure
Subtitle: Ordering of Materials
Purpose: To establish a uniform method of purchasing goods, materials and services.
Procedure: Please refer to the District's Purchasing Manual binder

Title: Purchasing Procedure

Subtitle: Receipt of Goods

Purpose: To facilitate the receipt of goods and to make prompt payment to vendors.

Procedure:

1. Check the packing slips very carefully without delay, as soon as the shipment is received. If the items are on back- order, mark” back order” on the school copy, (E), of the Purchase Order and wait a reasonable time for work orders to be received (four weeks should be enough time unless the vendor gave you a receiving date). If by that time the back order has not been received, please forward the packing slips with a notation, to this bill and hold the school copy, (E), for the additional back orders. Sometimes the packing slip is marked “out of stock” or “cancel” then send the whole thing to the Business Office for payment.
2. If there is a problem with an order, notify the Business Office immediately with the packing slip attached. Most companies will allow a shortage claim within thirty (30) days.
3. Check with the Business Office for any back order cancellation notices.
4. Should it be necessary to cancel the back order items, send back the receiving copy of the Purchase Order to the Business Office, so marked.
5. The Receiving Record of the Purchase Order must be given to the Business Office within 30 days after returning to school for all items delivered during the summer months.

Title: Purchasing Procedure

Subtitle: Contributions to Board Members and Contract Awards

Purpose: To ensure the school district maintains honest and ethical relations with vendors and shall guard against favoritism, improvidence, extravagance and corruption in its contracting processes and practices.

Procedure:

1. The Board will not vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c.83 (N.J.S.A. 19:44-1 et seq.) to a member of the Board during the preceding one-year period.
2. Contributions reportable by the recipient under P.L. 1973, c.83 (N.J.S.A. 19:44-1 et seq.) to any Board member from any business entity doing business with the school district are prohibitive during the term of the contract.
3. When a business entity referred to in 2. above is a natural person, a contribution by that person's spouse or child that resides in the same household, shall be deemed to be a contribution by the business entity. Where a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.
4. The disclosure requirement set forth in section 2 of P.L. 2005, c. 271 (N.J.S.A. 19:44A-20.26) also shall apply when the contract is required by law to be publicly advertised for bids.
5. The requirements of N.J.A.C. 6A:23A-6.3 shall not apply to a contract when a district emergency requires the immediate delivery of goods or services.

Title: Expenditure Control

Subtitle: End of Year Procedure

Purpose: To assure delivery and acceptance prior to June 30 for budgeted goods and services.

Procedure:

The deadline for ordering items from the current operating budget will be set by the Business Administrator in consultation with the Superintendent.

Exceptions to this will be as follows:

- A. Central Fund Account
- B. Emergency end of the year supplies
- C. End of year activities such as field days, graduation, after school programs, assemblies and workshop / in services
- D. Contractual responsibilities
- E. Special State and Federally Funded Programs

Title: Professional Services

Subtitle: Legal Services

Procedure:

1. In order to help minimize the cost of legal services, the Board will authorize only the Superintendent of Schools, the Business Administrator, and the Assistant Superintendent to contact legal counsel unless express permission has been given by one of the authorized to a designee on a case-by-case basis. The designated persons shall ensure that contacted legal counsel is not contacted unnecessarily for management decisions or readily available information contained in district materials such as Board policies, administrative regulations, or guidance available through professional source materials.
2. If legal advice is requested by anyone other than the three designated persons listed, a request for legal advice shall be made in writing and shall be maintained on file in the administrative office. The designated person(s) will determine whether the request warrants legal advice or if the information can be obtained elsewhere.
3. A log of all legal counsel contacts, will be maintained by the designated person(s) and will include: the name of legal counsel contacted, date of contact, issue discussed and length of contact.
4. Payments for legal services will comply with payment requirements and restrictions pursuant to N.J.S.A.18A-19-1 et seq. as follows:
 - A. Advance payments are prohibited
 - B. Services to be provided shall be described in detail in the contact
 - C. Invoices for payment shall itemize the services provided for the billing period
 - D. Payment shall only be for services actually provided
5. The Board of Education will annually establish, during the budget preparation, a maximum dollar limit for each type of professional service, including legal services. In the event it is determined that additional funds are required for legal services, a transfer of funds must be approved by the Board of Education.
5. Contracts for legal services will be issued by the Board in a deliberative and efficient manner such as through a request for proposals which will be considered based on cost and other specified factors or another comparable process that ensures the district receives the highest quality services at a fair

and competitive price or through a shared service arrangement. Contracts for legal services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.

Title: Professional Services

Subtitle: Authorized Services

Procedure:

1. In order to help minimize the cost of professional services, the Board will establish annually during budget preparation a maximum dollar limit for each type of professional service which will be appropriated via the Board adoption of the budget into the appropriate expenditure accounts. In the event it is determined that additional funds are required for professional services, a transfer of funds must be approved by the Board of Education.
2. Contracts for professional services will be issued by the Board in a deliberative and efficient manner such as through a request for proposals based on cost and other specified factors or another comparable process that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. Contracts for professional services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.
3. Nothing in this manual or N.J.A.C. 6A:23A-5.2 shall preclude the Board from complying with the requirements of any statute, administrative code, or regulation for the award of professional service contracts.

Title: Expenditure Control

Subtitle: Maintenance Service Contract and Other Repairs

Procedure:

1 When a repair is needed, **the service call form from the company** who serviced the machine must be signed by the staff member and the copy forwarded to the Business Office.

2 The Business Office will match the service call from the company invoice with the bill as it comes in. The Business Office will then send the bill to the appropriate department to have the PO entered and the appropriate account charged.

Title: Expenditure Control

Subtitle: Maintenance and Computer Work Order System

Procedure: Maintenance Work Order System

In order to ensure that building maintenance projects are done in a timely fashion, the work order system must be followed. Work orders may generated by the Teachers or other school personnel. The program will ask for specific information regarding the exact location and the extent of the work. By logging in at your school location, you are logging into the Maintenance Department's Web Site therefore the work order is automatically sent to the Maintenance Office. No maintenance projects will be started without a work order request. The work orders will be processed in the order they are received. The Supervisor of Buildings and Grounds will prioritize the work orders according to the date needed and the severity of the work that needs to be done. The Supervisor of Buildings and Grounds will send a notice upon completion of the project.

Computer Work Order System

In order to ensure that computer repairs are done in a timely fashion, the following procedure must be followed.

1. A work order is generated on the web site indicating a description of the problem and the location.
2. Work Orders are received and delegated to the Computer Technicians and given a reference number. Work Orders will then be processed in the order they are received, unless there is one that is classified as a priority request.
3. Upon completion of the Work Order, the person initiating the Work Order and the supervisor receive a report stating that the work is completed.

Title: Facilities (includes administration of work and health and safety)

Purpose: The Board of Education recognizes that adequate facilities must be provided to all students and that it must maintain all buildings so that students have a safe and healthy environment in which to learn.

Procedure:

Building Coordinator

- While any staff member could contact the Buildings and Grounds Office, the building principal or his designee has the responsibility to be the contact person for the facility to handle communication and administrative details. The Building Principal generally approves and forwards written requests for long term and elective maintenance.
- During the periods of school vacations, the head building employee will assume the responsibility to forward the work requests to the Building and Grounds Department.

Planning for Alterations and Remodeling

- The first step that a school must take before deciding on all major or minor elective alterations or change in use of space is to communicate in writing to the Business Administrator. He/she will review and submit all requests for remodeling to the Superintendent of Schools.
- After the Superintendent approves the request, it will be sent to the Buildings and Grounds Department to obtain a project cost estimate for the proposed work. A source of funding must be identified before the project will move to the design and construction phases. Once the project is funded, the manager of capital projects will be instructed to prepare the proper documentation to submit to the County Superintendent or the Department of Education for approval. Application for building permits, bid specifications, plans and drawings must be produced to assist the requestor through the design and construction phases. Keep all concerned informed of scheduling and major events.

Maintenance and Repair of Equipment

- The Buildings and Grounds Department holds contracts with several service companies who provide maintenance and repair services such as elevators, fire alarms, burglar alarms, clock repairs, public address systems, gym door repairs and roof repairs.
- The Maintenance Department is prepared to carry out some renovations, alterations and improvements and support buildings in order to offer a

constant safe environment. These operations must be scheduled in advance.

Noise Control

- The Maintenance Department attempts to schedule work with high noise potential at times least likely to be disruptive. However, it is not always possible to delay emergency repairs.
- When you are bothered by noise caused by repair projects, call the Buildings and Grounds Department so we can try to accommodate your needs.

Pest Control

- The Buildings and Grounds Department provides exterminator services to rid the building of rodents, insects and other pests in accordance with the district's Integrated Pest Management Plan.
- Please call the Buildings and Grounds Department if this service is needed.

Recycling

- Materials such as newspaper, glass containers, aluminum cans, office paper and corrugated cardboard are recycled. Recyclable materials are to be left in containers properly labeled and located in areas throughout the buildings.

Refuse Collection Services

- Trash collection is provided by contract and is under the supervision of the Buildings and Grounds Department. It is done on a regularly scheduled basis. Requests for special pickups should be directed to the Supervisor of Buildings and Grounds.

Chemical Hygiene and Disposal of Hazardous Wastes

- The district shall maintain its Chemical Hygiene plan and update it on an annual basis.
- Chemicals, oils, paints, radioactive materials or other hazardous waste should not be disposed of in trash or waste water collection systems. If you have any questions regarding the storage or disposal of these materials, please contact the Buildings and Grounds department.

Right To Know

- The district will maintain up to date Right to Know logs and ensure that all employees are provided training at the time of initial employment.
- The district will provide training on Right to Know regulations to all new employees. Retraining will also be provided as required.

Safety/Accident Reporting

- All accidents will be reported to the central office on the appropriate district approved form.

Asbestos Management

- The district shall maintain its AHERA management plan and ensure that it is updated every three years.

Indoor Air Quality

- The district shall maintain its indoor air quality plan and ensure that it is periodically updated.

Fire Alarm Systems

- The district shall ensure that annual inspections are performed on the fire alarm system. It shall also conduct monthly inspections of all fire extinguishers.

Wastewater Treatment

- The district will ensure that either a properly licensed person is on staff or that a professional firm is hired to ensure that all required DEP reports are filed as required, if applicable

Boilers

- The district will ensure that all boilers are inspected annually
- The district will ensure that a properly licensed boiler operator is on site whenever the boilers are running and buildings are occupied

Safety Inspections

- The district will ensure that all health and safety inspections are done on a regular basis, in accordance with the NJ Department of Education evaluation of school buildings checklist

Long Range Facility Plan

- The district will ensure that it submits all required documents for its Long Range Facility Plan to the Department of Education on a timely basis

Comprehensive Maintenance Plan

- The district shall annually approve its comprehensive maintenance plan which shall include corrective and preventative measures for the interior and exterior of each building

OSHA/PEOSHA requirements

- The district shall comply with all OSHA and PEOSHA requirements including but not limited to lockout/tagout and confined spaces procedures

TITLE: Facilities Maintenance & Repair Scheduling and Accounting

SUBTITLE: General

PURPOSE: To have an automated work order system for prioritizing, performing and recording all maintenance repair requests for all district buildings and grounds.

Whenever a school district employee wants to request a repair or an enhancement from the Maintenance Department, they should complete a maintenance request. The maintenance request should be generated by the person making the request. Employees are required to enter their request directly into the web-based work order system. The web-based system has been designed to include all information required by N.J.A.C. 6A:23A-6.9.

Prioritization

The work order must first be approved by the custodial supervisor before any work is performed. The work orders will be performed in the following priority order:

- A. Emergency – An emergency is a situation that poses an imminent threat to the health or safety of occupants of school property which requires the immediate delivery of goods or the performance of services. Normal purchasing procedures may be waived in the event of an emergency.
 1. An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service.
 2. Within three days, the superintendent shall inform the County Superintendent of the nature of the emergency and the estimated needs to respond to it.
 3. The emergency purchasing procedures may not be used unless the need for the goods or the services could not have been reasonably foreseen.
 4. The contract shall only cover the necessary tasks to alleviate the emergency.
- B. Safety – A safety issue exists when the issue could lead to the injury of any occupant of the building. Examples would include broken locks, water leaks, etc.
- C. High – A work order should be categorized as high if the situation is in violation of laws or regulations or board of education policy. Examples would include broken heaters or air conditioners in violation of “Indoor Air Quality” rules or PEOSHA requirements.

- D. Medium – A work order should be categorized as medium for general repair work of an existing system that no longer works, such as a broken sink. The Medium category also includes items included in the annual Comprehensive Maintenance Plan and the district’s Strategic Plan.
- E. Low – A work order should be categorized as low for requests that are new items, such as a new shelf.

Within each priority category, work orders should be completed in chronological order. The Buildings & Grounds Supervisor may group work orders in order to complete them in an efficient manner. The superintendent may authorize the completion of a work order in a priority order other than above.

Cost Benefit Analysis

Whenever the estimated cost of completing the work order, including labor and materials, is greater than the quote threshold, a cost-benefit analysis of outsourcing the work order shall be performed. If the results of the cost benefit analysis indicate that it would be less expensive to outsource the work, the work shall be outsourced provided the work can be contracted in accordance with the Public Schools Contracts Law and it can be completed on time.

Completion Procedures

Labor & Materials:

The technician shall record the following for each work order:

- A. The actual hours worked by date.
- B. Whether those hours were at regular or overtime rate.
- C. The actual materials and supplies needed to complete the order.

The technician shall record these items either directly into the work order software. The work order should be marked as completed after the transactions are entered.

Close Out Procedures

The Business Administrator shall review all completed work orders to ensure that they are properly classified and costed out for the Comprehensive Maintenance Plan. The work order should be marked as closed.

Contracted Services:

When a work order requires the hiring of an outside contractor, it should be assigned (in the software) to the Maintenance Secretary. If a contractor must be called in when the Maintenance Secretary is unavailable, she must be informed that a contractor is called. The Maintenance Secretary must mark on her calendar the contractor and the work order number for the service. She should initiate a requisition with an estimated amount for the service call. The work order number should be entered into the control number field on the requisition.

When the service is complete, the Maintenance Secretary should mark the work order as complete. When an invoice for the work is received, the maintenance secretary should enter it as a purchase transaction into the work order. The work order should then be marked as closed.

Planning

Prior to December 1st of each year, the School Business Administrator shall conduct an analysis of the work order system to plan for the following budget year. The analysis shall include:

- A. Productivity of staff as a whole and individually.
- B. Variations between estimated and actual labor and materials costs.
- C. Unusual trends for like projects.
- D. The projected life expectancy vs. the date a building system/piece of equipment was put into place.
- E. Other factors that will improve productivity and efficiency.

Title: Security**Purpose:**

The Board of Education believes that the buildings and facilities of the district represent a substantial community investment. The Board directs the implementation of procedures to protect this investment.

Buildings and Grounds Security

- The Building and Grounds Supervisor (or District Security Officer) and staff are responsible for buildings and grounds security.
- All exterior building doors shall be locked at all times. Doors will be unlocked for student admittance during bus arrival times only.
- Staff members shall not prop doors open for any reason.
- In the evening, all doors shall be locked except those where access is required for public meetings or facility use events.

ID Badges

- All employees shall wear district issued identification badges when school is in session.
- All visitors in the building shall wear identification badges issued by the main office.

Visitors/Deliveries

- All visitors during the school day will be permitted access to the building only through the main school office.
- Outside deliveries shall be accepted only at main school office.
- Deliveries to loading area shall be permitted only after driver has checked into the main school office and a building and grounds staff member has been assigned to oversee the delivery.

Building Keys

- Building principals are required to oversee the issuance of building keys to teaching staff members. Building keys are to be turned in to the building principal on teachers' last day of school in June.

Parking Areas

- Student drivers (and staff) are required to obtain and display parking permits on vehicles
- Student drivers are to park in designated parking lots only
- Staff members shall park in areas designated for staff (or in assigned parking spots).

TITLE: Emergency Preparedness

SUBTITLE: General

PURPOSE: To provide district staff with a reference document and to provide the administration with detailed information to use in the event of an unforeseen crisis.

1. The administration shall create a detailed Emergency Management Plan (N.J.A.C. 6A:16-5.1 et seq.) which will provide additional detailed information available only to the Emergency Response Team. The Emergency Management Plan has sensitive information that should not be shared with the public. The Team shall keep the Plan in a locked cabinet in their office. It will also be distributed by electronic file that each member should keep at their home.
2. The administration shall create a quick reference guide for staff to follow in the event of a crises, including but not limited to:
 - a. Bomb Threats
 - b. Fire
 - c. Intruder with gun
 - d. Weather
 - e. Earthquakes
 - f. Intruder/Fights
 - g. Shooting
 - h. Sexual Battery

The quick reference guide shall be distributed to each staff member.

3. The administration shall create and maintain a plan in the event of a pandemic. The plan shall include the following areas:
 - a. Planning and Coordination
 - b. Continuity of Learning and Core Operations
 - c. Infection Control Policies and Procedures
 - d. Communications Planning
4. The administration shall create and maintain a Biosecurity Management Plan to keep the food products safe. The Biosecurity Management Plan shall be kept confidential except for members of the crisis management team.
5. Training on the Emergency Management Plan shall be conducted annually

Title: Safety

Purpose: It is our goal to provide a safe and healthful environment for everyone that utilizes the district's facilities. This includes employees, students, and visitors to our district.

Providing a safe environment goes beyond the obvious of properly maintaining buildings and grounds. A safe environment entails the attitude of the people occupying that environment. Therefore, we believe that safety is an attitude which must be cultivated and reinforced.

Procedure: The Superintendent of Schools shall appoint a District Safety Coordinator with the responsibility of establishing and implementing a continuing effective safety program. The district goal is to eliminate lost time accidents. The program must involve all employees and students of the district. Employees should be involved through periodic safety meetings. Students should be involved through classroom instruction by the appropriate educators.

The Safety Coordinator shall organize a safety committee with at least the following employees involved to ensure all areas of the operation of the district are represented: Supervisor of Buildings and Grounds, Cafeteria Supervisor, Supervisor of Transportation, School Business Administrator, a school nurse, principal and other staff deemed necessary.

The Safety Committee will meet periodically during the year.

The Safety Coordinator will be responsible for working with the Safety Committee to define the safety program. However, these points must be covered:

1. Accident investigation and accident trend analysis.
2. Safety themes identified for use at meetings.
3. Remediation of hazards.
4. Modification to improper work methods.
5. Safety guidelines and specific rules for each area of each building in the district.
6. Proper PEOSH- 200 log maintenance.

Each employee and student will be responsible for obeying the safety rules established. Disregard of these rules will automatically cause a progressive disciplinary system to be enforced, which ultimately could lead to termination from the district.

Title: Loss Control

Subtitle: Injuries

Procedure:

STAFF INJURIES

Every employee is entitled to work under the safest possible conditions. In order to ensure this, it is necessary that every accident/injury be reported.

All incidents/ accidents must be reported by the employee to their Supervisor within twenty-four (24) hours after the incident occurs. In the case of injury an accident report must be filled out within twenty-four (24) hours. If there is an employee accident, the employee is to report it to the nurse/ supervisor and fill out the **NOTICE OF EMPLOYEE INJURY Form**. If the employee needs medical treatment they will then call the **Qual-Lynx at 1.800.425.3222:**

The employee will speak to a nurse who will obtain detailed information and make the arrangements for treatment. If further specialized treatment is needed, it must be approved by the School Workers' Compensation physician who will refer the employee to a specialist for this treatment. Failure to go to the Board's doctor will result in a possible rejection of the claim. The school's workers' compensation doctor or the referred doctor will determine when the employee may return to work. The report will be given immediately to the assigned Principal/Supervisor for review and signature and sent to the Business Office.

If the accident or injury is an emergency, the employee may be treated at the nearest hospital and report the accident as soon as possible to **the school nurse and report to Qual-Lynx at 1.800.425.3222**. Employee should instruct the hospital, doctor or pharmacy to forward all bills to Business Office (Workers' Compensation Claims). It is NOT recommended that the employee use his/her personal insurance card as this will complicate and delay the prompt payment of any medical bills.

After examination or treatment by the workers' compensation doctor, emergency doctor or referred doctor, the employee must report back to work with the Return to Work Form.

LITIGATION/LIABILITY

Any incidents having the slightest possibility of potential litigation/liability must be reported to the Business Administrator immediately.

INJURIES TO VISITORS ON THE PREMISES

For injuries to visitors in the building or on the premises (day or evening), the same procedure should be followed as for injuries to pupils, except the office of the Business Administrator will be notified as to when and where the accident occurred. It is important that in the description of the accident it is clearly stated that the injuries are not a staff member or student. When an injury occurs call the **Business Office** for more information.

Title: **Loss Control**

Subtitle: **Recording of Days Absent Due to Injury/Accident**

Procedure:

Days absent from work due to illness, injury or accident will be recorded as sick days initially. When the District receives a determination from the Workers' Compensation Insurance Carrier or a Workers' Compensation Court, that these days are designated as Workers' Compensation Days, the employee's attendance record will be adjusted accordingly.

Title: Personal Items

Procedure:

1. It is recommended that personal items not be brought to school or work. The district will not be responsible for any items lost or stolen. In bringing equipment or other items to school, the employee does so at his/her own risk.
2. The school also is not responsible for damage to vehicles while parking on school property. When parking on school property the employee assumes the risk for any damage that may occur.

Title: Transportation

Purpose: The Board of Education recognizes that transportation to and from school is required for the promotion of education. The Board has the responsibility to transport eligible students to and from their homes.

Procedure:

New Students

- School principal's office (Dept. of Pupil Services or registrar) shall notify the transportation department of registration of new students
- Transportation department will assign bus and stop number to new student
- Transportation department will communicate the bus stop information back to the school office and to the bus driver

Students Leaving District

- School principal's office (Dept. of Pupil Services or registrar) shall notify the transportation department when a student withdraws from the district.

Field Trip/Athletic Buses

- Requests for buses for field trips and athletic events shall be submitted to the Transportation Coordinator at the earliest possible date and after approval by the Board of Education. The Transportation Coordinator will schedule all special activity buses.

Contracted Bus Services (if applicable)

- Bus services provided by outside contractors will be coordinated by the Business Administrator in consultation with the Transportation Coordinator and in accordance with NJ Public Contracts Law.

Purchase of School Buses

- School bus purchases will be coordinated by the Business Administrator in consultation with the Transportation Coordinator or Director of Operations. Buses shall be replaced on a rotating basis. No vehicle will be utilized to transport students beyond the 12th year from the year of manufacture.

DRTRS

- The annual District Report of Transported Resident Students will be completed by the Transportation Coordinator and submitted within the State set timeframe.

Safety

- School principals in cooperation with the Transportation Coordinator shall schedule and conduct bus evacuation drills at least twice during the school year for all students who are transported to and from school.
- The Transportation Coordinator shall ensure that all school bus driver's and school bus aides are properly trained for the functions of their position.
- The Transportation Coordinator shall ensure that anyone driving a school vehicle used to transport students to and from school and school related activities meet all of the requirements of N.J.S.A 18A:39-17,18,19,and 20 and all New Jersey Department of Transportation rules governing school bus drivers.
- The Transportation Coordinator shall ensure that anyone driving a school vehicle hold a valid Commercial Driver's License with appropriate endorsement(s) for the class and type of vehicle operated.
- The Transportation Coordinator will file the Annual Certification of School Bus Drivers Report with the County Department of Education
- Random drug and alcohol testing of bus drivers shall be conducted in accordance applicable regulations.

Bus Accidents

- In the event of a bus accident, the driver shall notify police via cell phone and request that they notify the Transportation Supervisor or Superintendent of Schools.
- The driver shall contact the Transportation Supervisor and/or agencies that can assist in promptly providing for the safety and welfare of the passengers.
- The driver shall NOT leave the students unattended under any circumstances.
- The Transportation Supervisor shall notify the Business Administrator, Building Principal and School Nurse of the accident.
- The Transportation Supervisor shall proceed to the scene of the accident as soon as possible.
- The Transportation Supervisor shall verify the accident with police, keep a written record of each accident, and report all accidents to the state.

Title: Vehicle Tracking, Maintenance and Accounting

Purpose: For the management, control and regulatory supervision of school district vehicles.

Procedure:

1. The district vehicle coordinator shall maintain a vehicle inventory control record including:
 - a. The vehicle make, model and year;
 - b. The vehicle identification numbers (VIN);
 - c. The original purchase price;
 - d. The date purchased;
 - e. The license plate number;
 - f. The person assigned or the pool if not individually assigned;
 - g. The driver license number of the person assigned and the expiration date;
 - h. The insurer and policy number of person assigned, and
 - i. The usage category such as regular business, maintenance, security or pupil transportation.

2. A driving record of the operators of district vehicles including:
 - a. The name of the driver;
 - b. The driver license number and expiration date;
 - c. The insurer policy number of person assigned;
 - d. Other relevant information.

3. A record of maintenance, repair and body work for each district vehicle including:
 - a. The vehicle make, model and year;
 - b. The vehicle identification number (VIN);
 - c. The original purchase price;
 - d. The date purchased;
 - e. The license plate number;
 - f. The usage category such as regular business, maintenance, security or pupil transportation;
 - g. The manufacturer's routine maintenance schedule;
 - h. The category of work performed;
 - i. The mileage on the date work was performed, and
 - j. The cost of the work performed

Title: District Vehicle Assignment

Purpose: To ensure compliance for the assignment of district vehicles for the conduct of official district business.

Procedure:

1. The Board shall adopt a policy or policies regarding district vehicle assignment that will ensure compliance.
2. The Board upon the recommendation of the Superintendent may authorize the lease, lease-purchase or purchase and assignment of district vehicles for the conduct of official district business. The vehicles may be assigned either to individuals or to units within the school district for pool use according to the following classifications:
 - a. Vehicles may be assigned permanently and individually to the Superintendent, School Business Administrator, head of facilities services, head of security services, or other supervisory employees who based on their job duties may be called on a 24 hour, seven-day a week basis. No individual assignment shall be made for the primary purpose of commuting.
 - b. A unit may be permanently assigned one or more district pool vehicles. Pool vehicles shall not be used for the purpose of commuting and shall remain at a district facility when not in official use.
3. Board members or employees may be temporarily assigned a district vehicle for travel events.
4. The school district board shall ensure that an employee, such as the School Business Administrator, insurance or risk management staff member, head of facilities or other appropriate employee is assigned the functions of district vehicle coordinator.
5. All complaints of a potential misuse shall be investigated and appropriate disciplinary action taken.
6. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.

7. No luxury vehicle, one which exceeds the greater of \$50,000 or any current dollar limit established in Internal Revenue Service (IRS) law or regulation, shall be purchased, lease-purchased or leased by the District. If a vehicle is assigned to the Superintendent, it may be a full-size or intermediate, four-door sedan of the non-luxury class. All other vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented district needs.
8. The district vehicle shall be used primarily for business purposes; however, incidental and reasonable personal use is permitted.
9. All damage to district vehicles, regardless of cause, shall be reported within 24 hours to the vehicle coordinator and the employee assigned to file insurance claims.
10. No physical alterations shall be made to a vehicle without prior board approval.
11. Drivers of district vehicles shall possess and maintain a valid driver's license to operate a vehicle in New Jersey.
12. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the vehicle coordinator shall be responsible for ensuring that the vehicle receives the scheduled service.
13. A driver assigned a district vehicle shall be responsible for the security of the vehicle and its contents.
14. Drivers shall be personally responsible for all fines accrued as a result of traffic violation related to operation of district vehicles.
15. The driver, or the driver's supervisor, if the driver is incapacitated, of a district vehicle involved in an accident resulting in damage to the district vehicle or other vehicle shall file, within 24 hours of the accident, a detailed written report with the vehicle coordinator and the district staff member responsible for making insurance claims.
16. Police shall be immediately notified of an accident by the driver or vehicle coordinator, if the driver is incapacitated. A copy of the police report shall be submitted to the vehicle coordinator and the district staff member responsible for making insurance claims as soon as possible.

17. If a district vehicle is misused in any of the following ways, the driver's driving privileges for district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate.
 - a. Frequent violation of traffic laws;
 - b. Flagrant violation of the traffic laws;
 - c. Operation of a vehicle which the police or insurance company determined was the cause of an accident;
 - d. Use of a vehicle for unauthorized use whether personal use, business use, or commuting;
 - e. Violation of these rules, or district policy governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for in the manufacturer's routine maintenance schedule;
 - f. Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes;
 - g. Use of a district vehicle by an unauthorized individual while assigned to an employee;
 - h. Use of a district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities; or
 - i. Use of radar detectors in district vehicles.
18. The Board shall establish a policy for progressive, uniform, and mandatory disciplinary actions to be applied as necessary.

Title: Food Service

Purpose: The Board of Education recognizes that Food Service is required for the promotion of education. The Board has the responsibility to provide food services to all students.

Procedure:**Application for Participation in Child Nutrition Program**

- Before the beginning of each school year, Business Office Secretary files the appropriate paperwork with the Bureau of Child Nutrition to participate in the Free and Reduced Meal Program.

Direct Certification

- Students eligible for TANF and/or Food Stamps may be directly certified by the State. In these cases, the district sends a letter to the household and notifies them of their child's lunch status before school even begins. In these instances, no lunch applications need to be filled out.

New Students

- Upon registration, new students are given applications for free and reduced meals.

Free and Reduced Meal Applications

- Business Office Secretary provides Applications for free and reduced meals to each school before the opening of school. The applications are disseminated by the school to students and then returned to school upon completion. Completed applications are then forwarded to Business Office Secretary.

Determining Eligibility for participation in the Child Nutrition Program

- Business Office Secretary determines eligibility in accordance with applicable regulations established by the Department of Agriculture. After determination, letters are sent to all applicants advising them of their status (i.e. free, reduced or denied). All applications are maintained in the central office as required by the State.

Master Eligibility List

- A master eligibility must be completed and is maintained by Business Office Secretary. This is a comprehensive list of all students who filed an application and indicates their status as free, reduced or denied. The master eligibility list is maintained for each school (location) as well as district-wide as required per regulations.

Civil Rights Compliance

- Per regulation, a Civil Rights Compliance is completed each year. Using the October 15th student data, lists are maintained by school, broken down by ethnic group and further broken down by status of free, reduced and denied.

Verification

- By November 15th, the required percentage of applications deemed eligible for free and reduced are verified. These applications are chosen at random and applicants are asked to provide name and social security number for each adult listed on the application as well as proof of income.

Bidding

- Milk and other food items are subject to the bidding requirement of the New Jersey State Contract Law. The Food Service Management Company contract will be renewed and/or re-bid in accordance with applicable law.

Daily Deposits

- Deposits are prepared daily, by school and reconciled to the register tapes by food service management company personnel. They are then put into a locked bank bag and picked up by district courier and brought to the bank. Deposit totals are reconciled to the bank statement by business office personnel

Setting Prices

- Each year, the Board of Education sets prices for food services. Every effort is made to set prices that are affordable for students but enable the food services to operate without contribution from board funds.

Voucher Certification/submission

- Each month, Food Service Management Company personnel enter meal counts into the Department of Agriculture meal reimbursement system in SNEARS (School Nutrition Electronic Application System). These meal counts are then verified by the Business office and then Certified so that State reimbursement can be made.

Commodities

- The district shall participate in the commodities program offered by the New Jersey Department of Agriculture.

Title: **Technology Systems**

Subtitle: Physical security over technology equipment, peripherals and media

Purpose: In order to ensure the overall performance of the technology systems, the equipment must be protected from harm, abuse, misuse and pilfering.

1. Rooms or areas that house servers will be secured either by electronic door entry systems (card swipes or proximity cards) or by mechanical means (locks). Access to these areas should be restricted to authorized personnel only.
 - a. Keys or cards that allow access to the areas should be limited in number and accounted for regularly.
 - b. Review of the personnel who has access to these areas should be reviewed several times a year.
 - c. A log should be kept of any visitors to the secure area with name, date, time entered, time exited and purpose of visit.
2. Rooms or areas that house large amounts of computer or technology equipment (including server rooms, switch closets and computer labs) should have environmental controls to ensure the proper heating, cooling, ventilation, and dehumidification is provided. Environmental controls should be monitored with a system to report environmental alarms.
3. All computer and technology equipment should be tagged and inventoried. Annually the equipment should be physically verified against the inventory log for existence and location verification.
 - a. Verification should be made periodically to ensure that equipment is still located where the inventory record states. When equipment is moved, the inventory record should be updated.
 - b. Laptops and other portable pieces of equipment should be accounted for periodically by requiring the users to provide the piece for physical inspection.
 - c. Software clients can be used to track inventory of computer-based assets. Updates of software clients should be made on a regular basis.
 - d. Inventory should be kept of computer related parts, supplies, consumables, and peripherals.

- e. District should track cost of replacement on all technology equipment valued above \$500.
- 4. Cables and other locking mechanisms should be utilized when appropriate to secure individual pieces of equipment.
- 5. A master set of user manuals should be maintained and secured to ensure continuity of operations should other versions be destroyed. A master set of manuals should be held in another area, building, in a fire-rated cabinet or scanned and stored electronically in multiple locations
- 6. Media, such as disks, tape and other output should be protected in locked areas or cabinets. Media that is utilized for back-up of information, applications or systems should be held in another area, building or in a fire-rated cabinet. Aging media should be transferred to a current technology.

Title: Technology Systems

Subtitle: Security over data – passwords and user accounts

Purpose: In order to ensure the overall performance of the district via its technology systems and data.

1. Password protection should be utilized for all network logons. Individual applications should also require users to have passwords.
 - a. Users should be reminded not share or write down passwords
 - b. Passwords should be “hardened” passwords and should be at least eight digits long, requiring upper and lower cases, numbers, and special characters. Passwords should not be “real” words or names of family, friends, pets, etc.
 - c. Passwords for network access should be forced to be changed periodically
 - d. Passwords for applications should be changed periodically.
 - e. Passwords should be user generated and not stored whenever possible, with only reset ability housed at the technology department level
 - f. Passwords should not be repeated for network access and application access, particularly the student information system.
2. User accounts should only be made for network access and individual application access as required for the completion of the staff duties or learning opportunities for students.
 - a. No user profiles should be created, changed or deleted without proper authorization. This should include a written (or electronic) request form that is authorized by central administration. This authorization should include the name of the individual, the applications and network services to be granted access to and the level of security in each.
 - b. Systems that employ automatic account/password creation should be monitored regularly to ensure software functionality.
 - c. Access to district wide public folders should be restricted based on user role.

Title: Technology Systems

Subtitle: Systems software and applications authorized for use in the district

Purpose: The number, type and scope of individual applications should be monitored to maximize the efficiency of the technology while not creating an overly complex environment.

1. Purchase and use of new applications, including those that are web hosted and not actually owned by the district should require approval of the superintendent and business administrator. Among considerations should be any licensing issues, purpose of application, and compatibility of the new application with the current infrastructure. The need to expand the infrastructure as a result of the new application (for example, video sharing software may need additional storage).
 - a. Before new applications are purchased, there should be a determination of the needs of the district, a review of available solutions, a compatibility test with existing infrastructure and a determination of the needs satisfied by the application.
 - b. Before implementation of new applications, timelines and deliverables should be established. The deliverables would include what is expected of the application and the time frame for each.
 - c. Before installation of new applications, back-up of systems should be done in case of incompatibility and adverse reactions to the new software. Baseline information should be held.
 - d. Hardware requirements for the new application should be identified and purchased well in advance of installation of new applications, if needed. This allows for the proper testing of the new hardware.
2. For existing applications and systems software, a listing should be created and maintained and submitted by the technology department for periodic review by central administration. The list should include:
 - a. Hardware utilized, including name of server or location of software or application
 - b. Summarized description of user
 - c. Number of users
 - d. Licensing information, including expiry dates

- e. Application owner responsible for user authorities
- f. Date of original purchase and dates of updated purchases
- g. Version information
- h. Vendor contact information

Title: Technology Systems

Subtitle: Protect the district's network from internet dangers

Purpose: The district needs to employ several layers of protection to ensure that unauthorized access to the network does not occur.

1. Anti-virus Application is in use and automatically updated and forced automatic rollouts to all district computers occurs on a regular basis to protect from computer virus contamination.
2. The district utilizes spam filters and anti-spyware software to minimize the potential for unsolicited and unauthorized access to the network.
3. The district utilizes an external firewall to prevent access from unauthorized sources.
 - a. Any applications or web pages that will be viewable by the general public or by certain users, will be held in the "DMZ", or that portion of the network where is there is limited trust.
 - b. Network resources that are relegated to the "DMZ" will be completely separated from any internal networks, thereby blocking firewall avoidance.
 - c. The available and open ports should be reviewed periodically.
4. Obtain automatic updates for operating systems and common applications such as Microsoft Office.
5. The district will secure the wireless network by using WEP, WPA or other network level protective encryption to avoid access by unauthorized sources.
6. District will monitor wireless transmission to verify authentication of users.
7. Network administrators will periodically check systems ability to bind IP addresses to users on the network

Title: Technology Systems

Subtitle: Protect the district's network from internal dangers

Purpose: Create procedures that prevent unauthorized use from within the district

1. The district utilizes "Lock Out", where the workstations and screensavers should automatically lock the unit when not in use for several minutes.
2. Access to the network should be requested, changed, added and deleted by authorized personnel only on behalf of those staff members who need access. There should be a form that requires signatures and sign-off by the technology staff that has completed the tasks.
3. The district will maintain logs of all users and access levels for all systems applications. Application administrators will maintain logs of all user and access levels for all applications.
4. User roles should be defined that allows for many users to be grouped together. The use of profiles allows for more standardization and efficiency in administering the security access of each application.
5. All application access will be reviewed periodically for discrepancies in the user roles and the access to sensitive information.

Title: Technology Systems

Subtitle: Electronic Communication Archival

Purpose: Store electronic communications made within district

1. District will employ hardware solution to maintain electronic backups of all communications.
2. District will store for a period of three years, all inbound and outbound messages
3. Email archival system access will be restricted to secure district personnel
4. Periodic checks of the email archival system will be made to ensure reliability.
5. Regular password changes will be made to the archival system to limit potential security breaches.
6. The district will setup network policies to block any electronic instant messaging/chat program that cannot be monitored/archived.
7. District will archive all inbound and outbound instant messaging communications.

Title: Technology Systems

Subtitle: Video Surveillance Security

Purpose: To ensure a safe and secure environment for student learning

1. District will install optical cameras in key locations to record activities at all hours.
2. Surveillance cameras will interface with digital video recording system.
3. Digital recording system will provide enough storage to monitor key locations for a period of three to five days at a minimum.
4. Digital recording systems will be checked regularly to ensure recording quality, reliability, and ability to retrieve information

Title: Technology Systems

Subtitle: Web content filtering and supervision

Purpose: To ensure a safe and secure electronic environment for students.

1. District will employ tools to monitor access to web sites. Using a hardware or software “proxy” solution, the district will put into place a method to filter web sites containing content that is against the district’s acceptable use policy.
2. “Proxy” system will filter web sites that contain viruses, spyware, malware, unsecure connections and improper certificates.
3. District will develop a system to log attempts at blocked web sites
4. Technology staff will conduct regular maintenance of the “proxy” filter.

Title: Technology Systems

Subtitle: Network Storage Availability

Purpose: To provide users with a secure area on the network to store files.

1. District will employ tools to allow users to save files on a secure server.
2. Systematic and regular backups will be made of network-stored data.
3. Access to individual network space will be restricted to individual users and network administrators.
 - a. Network administrators will create space limitations so as to not exceed the capacity of the server space
 - b. Users of the network storage system will agree to store content that is in agreement with the district's acceptable use policy.
4. Shared network storage will be monitored to ensure proper access based on security groups.
5. Network administrators will periodically check backups of the system.

- Title:** **Technology Systems**
- Subtitle:** Maintenance and Computer Work Order System
- Procedure:** Maintenance Work Order System

In order to ensure that building maintenance projects are done in a timely fashion, the work order system must be followed. Work orders may generated by the teachers or other school personnel but must be forwarded and approved by the building Principal. The Principal's office will log in the work order request through the work order system on the District website. The program will ask for specific information regarding the exact location and the extent of the work. By logging in at your school location, you are logging into the Maintenance Department's Web Site therefore the work order is automatically sent to the Maintenance Office. No maintenance projects will be started without a work order request. The work orders will be processed in the order they are received. The Supervisor of Buildings and Grounds will prioritize the work orders according to the date needed and the severity of the work that needs to be done. The Supervisor of Buildings and Grounds will send a notice upon completion of the project.

Computer Work Order System

In order to ensure that computer repairs are done in a timely fashion, the following procedure must be followed.

1. A work order is generated on the web site indicating a description of the problem and the location.
2. Work Orders are received and delegated to the Computer Technicians and given a reference number. Work Orders will then be processed in the order they are received, unless there is one that is classified as a priority request.
3. Upon completion of the Work Order, the person initiating the Work Order and the supervisor receive a report stating that the work is completed.

Title: **Information Management**

Subtitle: Acceptable Use of Districts Technology and Information

Purpose: To ensure that anyone who has access to district electronic resources understand what is acceptable use of the technology and information and ensure that anyone who has access to sensitive information understands the acceptable uses of that information.

Procedure:

1. The board will establish a policy that informs all users of the districts' data, systems and information of the acceptable and non-acceptable uses of those district assets. The policy should identify students, staff, parents and guardians, and other users who may have access to the district's data, systems and information.
 - a. The students and staff should be required to sign an acknowledgment of the policy and return that form to the district. Forms should be updated at least annually.
 - b. Parents who utilize information of the district via the internet (student's grades, lunch accounts, library information, etc) should have an electronic acceptance on the web pages before data is displayed. This acceptance of assurances should include non-disclosure of information that is displayed and other assurances that would appear in a written acceptable use policy.
 - c. Other web users of information should be required to have an electronic acceptance on the web pages before data is displayed. These may include calendars, or web requests for use of facilities, these instances may require additional assurances as well.
 - d. All persons with sign-on to the district's network or to district data, ie parent portals, should be required to agree to the acceptable use policy, which should be listed.
2. The board will adopt an acceptable use policy that at a minimum should prohibit the following regarding electronic systems conduct that interferes with or stops district activities, including but not limited to excess download, uploads, printing, copying, bandwidth usage, etc.
 - a. conduct any activity not related to the district's operation, including, but not limited to, advertising, soliciting business, or political lobbying

- b. Involvement in the violation of, or conviction for violation of, federal, state, or local statutes or regulations regarding computers, electronic communications, interstate commerce and/or security regulations. This includes, but is not limited to, material protected by copyright, trade secret, obscenity and related laws.
 - c. Threats, harassment, libel or slander
- 3. This policy should be reviewed annually for changes in the types of information used and in the types of technology used
- 4. Information as referred to in the policy should not be limited to electronic information or simply the use of electronic systems. Controls need to exist over written information and paper files.
 - a. Individuals who have access to district records should not use the information for personal reasons
 - b. Sensitive information should be stored in a manner that does not allow for easy access. In the case of electronic information, passwords and restrictions based on user should be employed. For written and paper files, information should be secured by locking cabinets, drawers and doors to offices that hold such information.
 - c. Copies of sensitive material should only be made in cases where it is necessary. Any copies of information that is sensitive in nature should be destroyed in appropriate manner, such as shredding.
- 5. All users of technology and all those who have access to sensitive district information, should be required to sign an acceptable use form that states the person signing has read and agrees to uphold the policies set forth.
 - a. Forms should be signed at least annually and for any major change in position that allows access to additional information.
- 6. Violations of AUP should be spelled out in student and staff code of conduct

Title: **Information Management**

Subtitle: Securing of sensitive manual (written or paper) information

Purpose: To ensure that sensitive information is proper handled and limit the potential exposure of information from being obtained through the district

Procedure:

1. All employees who have access to any of the following information, will be required to sign an acceptable use form at least annually on the proper methods of use, compilation, dissemination and destruction, when appropriate, and safe-guarding of that information.
2. The superintendent and business administrator or designees will determine those records of a sensitive nature held in the district. The records include, but are not limited to staff, student, volunteer and board member personal information such as address, unlisted phone number, social security number, marital or guardian status, garnishment information, health related information, free and reduced lunch status and disciplinary information.
3. Sensitive information should be housed in a locked cabinet or behind locked doors.
 - a. Access to keys are restricted to personnel authorized to view the information
 - i. Keys should have “do not duplicate” on them and copies should be prohibited, except as needed
 - b. Areas housing sensitive information should be locked whenever the areas are not staffed
 - c. Wherever possible, sensitive information should be stored away from high traffic areas.
4. Original sensitive information files , should be housed in a fire rated cabinet, where possible.
5. Backups of paper documents should be treated as sensitive. Electronic documents should be backed up daily and paper documents should be housed in locked areas.

Appendix: GLOSSARY OF COMMON SCHOOL ACCOUNTING TERMS

ACCOUNT - A descriptive heading under which are recorded financial transactions that are similar in terms of a given frame of reference, such as purpose, object, or source.

APPROPRIATION - An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

AUDIT - The examination of records and documents and the securing of other evidence for one or more of the following purposes:

- A. Determining the propriety, legality and mathematical accuracy of proposed or completed transactions.
- B. Ascertaining whether all transactions have been recorded.
- C. Determining whether transactions are accurately recorded in the accounts and in the statement drawn from the accounts.
- D. To determine whether the statements prepared present fairly the financial position of the school district.

AVERAGE DAILY ATTENDANCE, ADA - The aggregate days; attendance of a given school during a reporting period divided by the number of days school is in session during this period. Only days on which the pupils are under the guidance and direction of teachers should be considered as days in session.

BID - The process which includes legal advertising and direct contact, sought from appropriate vendors for goods and services individually or in the aggregate, whose cost is above the mandated bid threshold.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period or purpose and the proposed means of financing them.

CAPITAL OUTLAY - An expenditure which results in the acquisition of fixed assets or additions to fixed assets. It is an expenditure for land or existing buildings, improvements of grounds, construction of buildings, additions to buildings and the remodeling of buildings, with the life expectancy of at least ten years.

CASH - Currency, checks, postal and express money orders, and bankers' drafts on hand on deposit with an official or agent designated as custodian of cash, and bank deposits.

CHART OF ACCOUNTS - A list of all accounts generally used in an individual accounting system. In addition to account title, the chart includes an account number which has been assigned to each account. Accounts in the chart are arranged by Fund, Program, Function and Object.

CONTRACTED SERVICES - Services rendered by personnel who are not on the payroll of the Board of Education including all related expense covered by the contract. Also see Purchased Services.

CURRENT - The term refers to the fiscal year in progress.

DEFICIT - The excess of the obligations of a fund over the fund's resources.

DISBURSEMENTS - Payment in cash.

ENCUMBRANCES - Purchase orders, contracts, and salary or other commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid.

EQUIPMENT - An instrument, machine, apparatus, or set of articles with a value of at least \$500 which retains its original shape and appearance with use and/or is nonexpendable; i.e., if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair than to replace it with an entirely new unit.

EXPENDITURES - Charges incurred, whether paid or unpaid, which are presumed to benefit the current fiscal year.

FISCAL YEAR - The twelve-month period from July 1, through June 30, during which the financial transactions of the school system are conducted.

FIXED ASSETS - Land, buildings, machinery, furniture, and other equipment which the Board of Education intends to hold or continue to use over a long period of time and costs over \$500.00 when purchased. "Fixed" denotes probability or intent to continue use or possession, and does not indicate immobility of an asset.

FUNCTION - A group of related activities which are aimed at accomplishing a major service for which the school system is responsible.

FUND- All accounts necessary to set forth the financial position, the financial operations, the changes in residual equities or balances, and the changes in financial position of a fund.

GENERAL FUND - Used to account for all transactions in the ordinary operations of the Board of Education.

INVENTORY - A detailed list or record showing quantities, descriptions, values, and frequently, units of measure and unit prices of property on hand at a given time. Also, the cost of supplies and equipment on hand not yet distributed to requisitioning units.

INVOICE - An itemized list of merchandise purchased from a particular vendor from which payment is made. The list includes quantity, description, price, terms, date and the like, and is matched with the signed receiving copy.

OBJECT - The commodity or service obtained from a specific expenditure.

OBLIGATIONS - Amounts which the Board of Education will be required to meet out of its

resources, including both liabilities and encumbrances.

PETTY CASH - A sum of money set aside for the purpose of paying small obligations for which the issuance of a formal voucher and check would be too expensive and time-consuming. Also, a sum of money, in the form of a special bank deposit, set aside for the purpose of making immediate payments of comparatively small amounts.

PROGRAM - A plan of activities and procedures designed to accomplish a predetermined objective or set of allied objectives.

PROGRAM MANAGER - The individual responsible for monitoring the expenditures within a particular program of the budget. This person usually determines what to purchase, originates purchase orders and receives goods and/or services.

PRORATING - The allocation of parts of a single expenditure to two or more different accounts. The allocation is made in proportion to the benefits which the expenditure provides for the respective purposes or programs for which the accounts were established.

PURCHASE ORDER - A written request to a vendor to provide materials or services at a price set forth in the order and is used as an encumbrance document.

PURCHASED SERVICES - personal services rendered by personnel who are not on the payroll of the Board of Education, and other services which may be purchased by the Board of Education.

REFUND - A return of an overpayment or over collection. The return may be either in the form of cash or a credit to an account.

REIMBURSEMENT - The return of an overpayment or over collection in cash.

REPLACEMENT OF EQUIPMENT - A complete unit of equipment purchased to take the place of another complete unit of equipment which is to be sold, scrapped or written off the record and serving the same purpose as the replaced unit in the same way.

REQUISITION - A written request to a school official for specified articles or services. It is a request from one school official to another school official, whereas a purchase order is from a school official to a vendor.

STUDENT ACTIVITY FUND - Financial transactions related to school-sponsored student activities and interscholastic activities. These activities are supported in whole or in part by income from students, gate receipts, and other fund-raising activities.

SUPPLY - A material item of an inexpensive, expendable nature that is consumed, worn out or deteriorated in use; loses its identity through fabrication or incorporation into a different or more complex unit or substance. Is expendable or subject to replace rather than repair if damaged or if some of its parts are lost or worn out.

TRAVEL - Costs for transportation, meals, hotel and other expenses associated with traveling on business for the Board of Education.

UNIT COST - Expenditures for a function, activity, or service divided by the total number of units for which the function activity or service was provided.

VOUCHER - A document which authorizes the payment of money and usually indicates the accounts to be charged.

From: John Greenhalgh, Practitioner's Guide to School Business Management, Allyn and Bacon, Boston, 1978, pp. 261-273.
Sam B. Tidwell, Financial and Managerial Accounting for Elementary and Secondary Schools, 3rd Ed., 1985, pp.597 -628.

Appendix: Records Retention

For the recent copy of the State's Records Retention policy, please go to our website and look under resources.

Title: Retention of Records

Date:

Procedure:

1. No material which qualifies as a record or document may be destroyed without the prior approval of the Department of Education.
2. All requests for document disposal must be submitted to the Business Administrator.
3. The Business Administrator will forward all requests to the State for approval.
4. Questions concerning the disposition of records should be directed to the Business Administrator.

Legal Reference: Chapter 410 47:3-15 et seq. Public Records Account

**STATE DEPARTMENT OF EDUCATION
RECORDS RETENTION SCHEDULE**

Retention Period-Destroy Records After

Item #	Form #	Description	District	County
1	A-1	School Register, Classroom	6 Years	-----
2	A-1a	School Register, Central	6 Years	-----
3	A-2b	Record of Individual Instruction	6 Years	-----
4	A-3	Annual Report of Education Statistics	10 Years	10 Years
5	A-4	Annual Financial Statistical Report	10 Years	10 Years
6	A-4a	Report of Res. Enrollment Statistics	10 Years	10 Years
7	A-4b	Report of Pupils Receiving Bedside/ Home Instruction	10 Years	10 Years

8	A-4c	Report of Tuition Pupils Sent to App. Special Classes for Atypical Pupils	10 Years	10 Years
9	A-4d	Application for State Aid-Transportation	10 Years	10 Years
10	A-4e	Atypical Pupils	10 Years	10 Years
11	A-4f	Report of School Budget and District Taxes	10 Years	10 Years
12	A-4g	Report of Pupils Living on Non-Taxable State-Owned Property	10 Years	10 Years
13	A-5	Custodian's Financial Report	10 Years	10 Years
14	A-13	Certificate of Tax Ordered	10 Years	10 Years
14a	A-17	Financial Record Book, Custodian of School Monies	Permanent	-----
15	A-22	Employment Contract Teacher	10 Years After Term.	10 Years After Term.
16	A-28	Tally Sheet	---	1 Year
18	A-32	Proceedings with Respect to Authorization of Bonds	Bond Maturity	----- APPENDIX
19	A-33	Report of Election Proceedings	10 Years	10 Years
20	A-36	Board Members Affidavit and Oath of Office	10 Years	10 Years
21	A-41a	Pupils Transfer Card	3 Years	-----
22	A-44	Record of Exclusion	3 Years	-----
23	A-45	Medical Inspection Record Card	1 Yr after Graduation	-----
24	A-50	Age Certificate	When Minor	Reaches age 21
25	A-56a	School Record	When Minor	Reaches age 21
26	A-56b	Promise of Employment	When Minor	Reaches age 21
27	A-56c	Physician's Certificate	When Minor	Reaches age 21
28	A-66a	Vacation Employment Certificate	When Minor	Reaches age 21
		Vacation Employment Certificate		

29	A-66a	(Employment outside of district)	When Minor	Reaches age 21
30	A-66b	Regular Employment Certificate	When Minor	Reaches age 21
31	A-66c	Application for Special Newsboy or Special Street Trades Permit	When Minor	Reaches age 21
32	A-66d	Application for Special Agricultural Permit	When Minor	Reaches age 21
33	A-66e	Special Agricultural Permit	When Minor	Reaches age 21
34	A-66f	Special Newsboy Permit	When Minor	Reaches age 21
35	A-66g	Special Street Trades Permit	When Minor	Reaches age 21
36	A-66h	Age Certificate - Agricultural	When Minor	Reaches age 21
37	A-66i	Application for Special Theatrical Permit	When Minor	Reaches age 21
38	A-66j	Special Theatrical Permit	When Minor	Reaches age 21
39	A-66k	Application for Special Newspaperboy Permit	When Minor	Reaches age 21
40	A-66m	Special Newspaperboy Permit	When Minor	Reaches age 21
41	A-59	Notice to Parents	6 Years	-----
				APPENDIX
42	A-60	State Warrant	6 Years	-----
43	A-61	Rule to Show Cause	6 Years	-----
44	A-62	Complaint	6 Years	-----
45	A-63	Attendance Report	3 Years	-----
46	A-74	Employment Contract -- Attendance Officer	10 Years After Term.	-----
47	A-77	Medical Inspection Notice	1 Year After Graduation	-----
48	A-100	Budget	Permanent	-----
49	A-101	Budget	Permanent	-----
50	A-102	Budget	Permanent	-----
51	A-103	Budget	Permanent	-----

52	A-104	Budget	Permanent	-----
53	A-109	Appropriations Receivable	Permanent	-----
54	A-110	Appropriations and Cash Receipts	Permanent	-----
55	A-111	Cash Expenditures	Permanent	-----
56	A-112	General Control	Permanent	-----
57	A-115	Distribution of Costs, Administration	10 Years	-----
58	A-116	Distribution of Costs, Instruction	10 Years	-----
59	A-117	Distribution of Costs, Attendance and Health	10 Years	-----
60	A-118	Distribution of Costs, Maintenance	10 Years	-----
61	A-119	Distribution of Costs, Fixed Charges	10 Years	-----
62	A-120	Distribution of Costs, Capital Outlay	10 Years	-----
63	A-121	Distribution of Costs, Vocational	10 Years	-----
64	A-122	Distribution of Costs, Evening School	10 Years	-----
65	A-125	Distribution of Costs	10 Years	-----
				APPENDIX
66	A-130	Property Record	10 Years	-----
67	A-131	Tuition Ledger - Pupils Sent	10 Years	-----
68	A-132	Tuition Ledger - Pupils Received	10 Years	-----
69	A-148	Report of the Secretary	Permanent	-----
70	A-149	Report of the Custodian	Permanent	-----
71	A-151	Purchase Order	6 Years	6 Years
72	A-162	Bond Register	Permanent	-----
73	A-231	Permanent Record Card	Permanent	-----
74	B-1A	Bonding Election Report	---	3 Years
75	C-212	Transportation Contract	6 Years After Term.	6 Years After Term.
			6 Years	6 Years

76	C-213	Transportation Contract Renewal	After Term.	After Term.
77	TB-1	Tuberculosis Testing Survey Card	1 Year after Graduation	-----
77a	101	Application to Local Finance Board & Comm. Of Education (for extension of credit)	Bond Maturity	-----
		<u>FEDERAL PROGRAMS NDEA</u>		-----
78		Reimbursement Claim	6 Years	-----
79		Request for Verification of Expenditures Title V	6 Years	-----
		PUBLIC LAWS 815 AND 874		-----
80	RSF-1	Application for Assistance	3 Years	3 Years
81	RSF-2	Application for Financial Assistance, Public School Construction, Parts I and II	3 Years	3 Years
82	RSF-3	Report for Determining Payment	3 Years	3 Years

Manasquan School District

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2025 MANASQUAN BOARD OF EDUCATION MEETING SCHEDULE

In accordance with the Open Public Meetings Law, C.231. P.L. 1975, the Board of Education of the Borough of Manasquan authorized and approved the 2025 schedule of meetings at its October 15, 2024, Combined Committee of the Whole and Regular Public Meeting as indicated below and expects to take formal action on these dates. The agenda will be available on the district website at www.manasquan.k12.nj.us

Reorganization Meeting, Combined Committee of the Whole & Regular Public Meeting

Thursday, January 9, 2025

Combined Committee of the Whole & Regular Public Meeting

Thursday, February 6, 2025

Thursday, March 13, 2025

Tuesday, April 15, 2025

Tuesday, May 6, 2025 (Public Hearing on the School District Budget)

Thursday, June 12, 2025

Thursday, July 17, 2025

Thursday, August 21, 2025

Thursday, September 18, 2025

Thursday, October 30, 2025

Thursday, December 4, 2025

The Manasquan Board of Education *may* determine that it is necessary to meet in Closed Executive Session on the above date(s) to address matters permitted to be discussed in Closed Executive Session in accordance with the Open Public Meetings Law. P.L. 1975.

Dr. Peter Crawley

School Business Administrator/Board Secretary

- c: All Board Members
The Coast Star / The Asbury Park Press
 Manasquan Borough Hall / Manasquan Public Library
 Elementary School Office / High School Office
 Sending District Business Administrators
 Student Representatives
 Mr. Gross, Board Attorney