



Annual Charter/Renaissance School Fiscal Questionnaire

To: Charter/Renaissance School Lead Person and School Business Administrator

From: Office of Charter and Renaissance Schools
New Jersey Department of Education

Subject: Annual Fiscal Questionnaire

Please complete this form and present to the Board of Trustees for Approval. If at any time during the year, there is a change in School Business Administrator or in any of the responses below, please notify our office and resubmit this form immediately.

General Information

Charter/Renaissance School Name:

School Business Administrator:

Treasurer/Preparer of Bank Reconciliation:

Enrollment

Current Enrollment:

Budgeted Enrollment:

Maximum Enrollment:

Accounting/Reporting

Provide additional comments in a separate document.

Question	Yes	No	Comments
Is a GAAP Accounting System being used?			
Provide Name of Accounting System:			
Are monthly Board Secretary Reports current?			
Are monthly Bank Reconciliations current?			
Are monthly Board Minutes current?			
Do all Fund Accounts have positive balances?			
Are monthly Bill Lists being presented to the Board?			

Question	Yes	No	Comments
Are Board President and SBA signing checks?			
Are Purchase Orders being used?			
Are Public School Contract Guidelines being followed?			
Are internal control policies and procedures updated for:			
Purchasing			
FICA			
Enrollment			
Travel			
Standard Operating Procedures (SOP)			
Are credit/debit cards being used?			
Are there outstanding loans besides a mortgage? If so, explain.			
Has the \$75,000 escrow fund or bond been established in the event of a charter dissolution? When was/will the fund be fully funded or bond secured?			

Pensions and Health Benefits

Question	Yes	No	Comments
Are payables to the Pension System current?			
Are payables to the State Health Benefits current?			

We certify the completed information is true and this form will be resubmitted immediately if there are any changes to the responses above.

Lead Signature:

SBA Signature:

Print Name:

Print Name:

Email:

Email:

Telephone:

Telephone:

Date:

Date:

Date Board Resolution Passed: