

December 5, 2005

TO: Directors, Private Schools for the Disabled

FROM: Katherine P. Attwood, Director
Office of Fiscal Policy & Planning

SUBJECT: 2005-2006 - Annual Fiscal and Program Information for Private Schools for the Disabled

Attached is a copy of the 2005-2006 Annual Fiscal and Program Information for Private Schools for the Disabled. A hard copy of the completed form must be mailed to the department in addition to submitting either a floppy disk or an electronic file in an e-mail of the Microsoft Excel file.

The 2005-2006 Annual Fiscal and Program Information for Private Schools for the Disabled is now available on the Department of Education's website at www.state.nj.us/education. Under the pull down "Overview of DOE Programs", click on "Finance." Under the "Division of Finance" homepage, click on "Private Schools for the Disabled" under the heading "Most Requested Items" which is on the right side of the page. This item is listed under >2005-2006 School Year – Annual Information as ■ Annual Fiscal and Program Information. The directions are in the Word format and the form is in the Excel format which can be downloaded. If you don't have Internet access, you may call Elise Sadler-Williams at (609) 777-4483 or Toulia Aris at (609) 292-3496 to request a floppy disk containing the directions and forms.

Please complete the attached 2005-2006 - Annual Fiscal and Program Information for Private Schools for the Disabled. The request for information on pages four, five and six is only for the positions that are reported in General Administration, School Administration, Business and Other Support (page 4), Classroom Instruction (page 5) and Support Services (page 6). The corresponding account numbers are reflected on the top of the page. Please do not report positions held in Food Service, Operation of Plant & Maintenance and Extraordinary Services (one to one aides) on these pages.

The position titles reported on pages four, five and six must agree with the position titles reflected on the staff members' employment contracts, be recognized position titles or approved unrecognized position titles and agree with the position titles that will be reflected on the audited financial statements. In accordance with N.J.A.C. 6A:9-5.5 and N.J.A.C. 6A:23-4.5(a)57, private schools using unrecognized position titles must obtain county office approval prior to the use of unrecognized position titles to avoid non-allowable costs.

In addition, please forward a floppy disk or an email with the name of Microsoft Excel file saved as the name of school (i.e. ABC School 05-06.xls), to the department or an electronic file to Toulia Aris at toula.aris@doe.state.nj.us by January 6, 2006:

Toula Aris, Fiscal Analyst
New Jersey State Department of Education
Division of Finance
100 River View Plaza
P.O. Box 500
Trenton, NJ 08625-0500

If you have any questions, please call Jim Verner at (609) 984-4229 or Elise Sadler-Williams at (609) 777-4483.

KPA/JV/esw/G:\Elise\Word\Fiscal and Program Information\2005-2006 Fiscal Information Forms\2005-2006 Fiscal Information Memo.doc

Attachment

c: Isaac Bryant
Penelope Lattimer
Albert A. Monillas
Barbara Gantwerk
Yut'se Thomas
Raymond Montgomery
Cecelia Downey
Lisa McCormick
Judy Vazquez
Jim Verner
Elise Sadler-Williams
County Superintendents
County School Business Administrators
County Supervisors of Child Study
LEE Group
Auditors, Private Schools for the Disabled