

- () 11. Copies of all applications, third party contracts (when applicable), revenue verification notices, all approved budgets and budget modifications in connection with State and Federal Aid, including information on all approved special programs or projects.
- () 12. Copies of required financial Special Project Completion Reports filed in connection with State, Federal or special projects, such as NCLB, Vocational reports, etc. Copies of prior year Special Project Completion Reports and copies of warrants remitting unexpended balances that were not approved for carryover to the grantor agency.
- () 13. Request for Local Property Taxes (Forms T-1 and T-2)
- () 14. Monthly statutory financial statements of the Secretary (Form A-148) and Treasurer (A-149) per *N.J.S.A.* 18A:17-9 and 36.
- () 15. Minutes of board meetings, which should be reviewed prior to the audit to determine whether the proceedings are complete and properly signed. In connection with Board action, were the following subject matters recorded in the minutes?

Full spread of the adopted detailed budget

N.J.S.A. 18A:22-8

Board resolutions and full detail of Budget

Transfers of line items with the budget or from surplus.

N.J.S.A. 18A:22-8.1 as amended by P.L. 2004, c.73.

Board resolutions with two-thirds affirmative vote for transfers (if applicable)

N.J.S.A. 18A:22-8.1, as amended by P.L. 2004, c.73.

Organization Meeting

N.J.S.A. 18A:10-5

Travel and Expense Reimbursement Policy

P.L.2005, c.132 (the 2006 Appropriations Act)

Establishment of Petty Cash Fund

N.J.S.A. 18A:19-13, *N.J.A.C.* 6A:23-2.9

Official Depositories

N.J.S.A. 18A:17-34

Official Newspaper Designated

N.J.S.A. 18A:18A-21

Bill or Voucher List

N.J.S.A. 18A:19-4

Request for Local Property Taxes

R.S. 54:4-75 (Forms T-1 & T-2)

Change Orders on Awarded Contracts

N.J.A.C. 6A:23-7.1

Summary of Bids Received

N.J.S.A. 18A:18A-21

Award of Contracts Bid

N.J.S.A. 18A:18A-36, 37 and *N.J.S.A.* 18A:18A-3, 4.

Designation of EUS

N.J.S.A. 18A:18A-5 and *N.J.S.A.* 18A:18A-37

Designation of Qualified Purchasing Agent

N.J.S.A. 18A:18A-3

Authorization of Competitive Contracting Process

N.J.S.A. 18A:18A-4.1, 4.3, 4.4, 4.5

	Date Revised 8/06	
	<u>Yes</u>	<u>No</u> <u>N/A</u>
Establishment of Petty Cash Fund N.J.S.A. 18A:19-13, N.J.A.C. 6A:23-2.9	_____	_____
Official Depositories N.J.S.A. 18A:17-34	_____	_____
Official Newspaper Designated N.J.S.A. 18A:18A-21	_____	_____
Bill or Voucher List N.J.S.A. 18A:19-4	_____	_____
Request for Local Property Taxes R.S. 54:4-75	_____	_____
Change Orders on Awarded Contracts N.J.A.C. 6A:23-7.1	_____	_____
Authorizations for Advertisement of Bids N.J.S.A. 18A:18A-21	_____	_____
Summary of Bids Received N.J.S.A. 18A:18A-21	_____	_____
Award of Contracts Bid N.J.S.A. 18A:18A-36,37 and N.J.S.A.18A:18A-3,4,	_____	_____
Designation of EUS N.J.S.A. 18A:18A-5 and N.J.S.A.18A:18A-37	_____	_____
Designation of Qualified Purchasing Agent N.J.S.A.18A:18A-3	_____	_____
Authorization of Competitive Contracting Process N.J.S.A. 18A:18A-4.1, 4.3, 4.4, 4.5	_____	_____
Payment of Emergency Contracts N.J.S.A. 18A:18A-7	_____	_____
Capital Improvement Authorizations, Proposals and/or Adoptions N.J.S.A. 18A:22-18 and N.J.S.A. 18A:22-39	_____	_____
Monthly Financial Report of the Treasurer of School Moneys (Form A-149) N.J.S.A. 18A:17-36	_____	_____
Monthly Financial Report of the Secretary (Form A-148) N.J.S.A. 18A:17-9	_____	_____
Investments-Authorization, Purchase and Recording N.J.S.A. 18A:20-37 and N.J.S.A. 18A:20-38	_____	_____
Reading and discussion of recommendations of the Annual Report of Audit N.J.S.A. 18A:23-5	_____	_____
Applicable Resolutions of Cancellations Establishment of Capital Reserve Fund N.J.S.A.18A:7G-31	_____	_____
Board acknowledgment of audit firm peer review report N.J.A.C. 6A:23-2.2(i)3	_____	_____