

OFFICE OF THE PRINCIPAL
Millburn West School

INFORMATIONAL ITEM

August 10, 2010

To: Board of Education Members
From: Jake Jorgenson
Subj: Activity Fund

We have delineated some new roles in the maintenance of the activity funds. The business office will be recording deposits and allocating checks with the Principal's approval. The business office will manage the monthly reconciliation for both accounts. The building secretary will prepare the deposit and the building principals will make bank deposits. The reason for this targeted system of checks and balances was to protect our staff with respect to possible fraud allegations.

At the September Board of Education meeting you will see the activity fund report for the months of July and August.