SCHOOL BUSINESS MANAGEMENT AND ACCOUNTING

Course Number: EL 5521
Semester Hours: Three
Prerequisites: Graduate Status
Limitations on Enrollment: 25
Required: For School Business Administrator Program Candidates; elective for Principals and Supervisors Program Candidates.

Catalog Description

Conceptual and operational aspects of school business management and accounting; application of modern technology and systems procedures.

N.B. In order to insure full class participation, any student with a disability condition requiring special accommodations (e.g., tape recorder, special adaptive equipment, special note taking or test taking procedures) is strongly encouraged to contact the professor at the beginning of the course.
SCHOOL BUSINESS MANAGEMENT AND ACCOUNTING

I. **Course Objectives**

   Students will achieve growth towards becoming informed, dynamic professionals by developing proficiency in knowledge, skill application and value development, as evidenced by demonstration of the ability to:

   A. list revenue sources for education. (Knowledge)
   
   B. plan and develop a school budget. (Knowledge/Skills)
   
   C. utilize acceptable school accounting, reporting and auditing procedures. (Knowledge/Skills)
   
   D. describe procedures for purchasing, inventory, distribution and control. (Knowledge/Skills)
   
   E. utilize risk management techniques. (Knowledge/Skills)
   
   F. evaluate transportation and food service management programs. (Knowledge/Skills/Values)
   
   G. evaluate salary, wages, and fringe benefits management techniques. (Knowledge/Skills/Values)

II. **Course Content**

   A. Revenue Sources for Education
      1. Federal, state and local tax systems
      2. Equalization
      3. Compensatory education
      4. Special education
5. Foundation Aid

B. Budget Planning Approaches

1. Incremental
2. Line-item
3. Program-oriented
4. Program, planning, and budgeting systems (ppbs)
5. Zero-based
6. School site

C. Accounting, Reporting and Auditing

1. Governmental funds
2. Proprietary funds
3. Fiduciary funds
4. Financial reports
   a. Combined balance sheet
   b. Statement of revenue and expenditure
5. Types of Audits
   a. internal
   b. external
6. Generally Accepted Accounting Principles

D. Purchasing, Inventory, Distribution and Control

1. Contracts
2. Competitive bidding
3. General procedures and problems
4. Warehousing
5. Inventory
6. Control
E. Risk Management

1. Principles of insurance
2. Property insurance
3. Boiler and machinery insurance
4. Automobile insurance
5. Workers Compensation insurance
6. Health insurance
7. Liability insurance
8. Errors and omissions insurance
9. Hazard insurance
10. Sovereign Immunity/Tort Claims Acts

F. Transportation and Food Service

1. School Transportation Law
   a. Remoteness
   b. Private/Non-profit school transportation
   c. Courtesy busing
   d. Subscription busing
2. Overview of Food Services
   a. Privatization
   b. Operation

G. Salary, Wages, and Fringe Benefits

1. Salary and wage laws
   a. State wage and hour laws
   b. Federal Fair Labor Standards Act
   c. Equal Pay Act
2. Overtime
3. Collective Bargaining
4. Fringe benefit plans
   a. Basic Medical
      1) Managed care
      2) Traditional
      3) Preferred provider
   b. New Jersey State Health Benefits Plan

III. Methods of Instruction
    A. Lecture and discussion
    B. Field trips
    C. Simulations
    D. Consultant specialists/speakers

IV. Methods of Evaluation
    A. Tests and quizzes (Knowledge/Skills)
    B. Written reports on simulation and/or case studies and current issues (Knowledge/Skills)
    C. Field-oriented portfolio (Skills/Values)
    D. Oral presentations and participation (Knowledge/Skills/Values)

V. Recommended Text


VI. Bibliography


VII. Seminal Works


Russo, C. J, Polansky, H. & Wood, R. C. Eds. *Primer on Legal Affairs for the*


VIII. Non-print media


Kean University CIRT

American's Education Revolution VHS-2175
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### IX. WEB SITES

- American Association of School Administrators: [www.aasa.org](http://www.aasa.org)
- Ask Eric: [ericir.syr.edu](http://ericir.syr.edu)
- Educational Research Service: [www.ers.org](http://www.ers.org)
- New Jersey Dept. of Education: [www.state.nj.us/education](http://www.state.nj.us/education)
- New Jersey Assoc. of School Business Officials: [www.njasbo.com](http://www.njasbo.com)
- Association of School Business Officials International: [www.asbointl.org](http://www.asbointl.org)
- National School Boards Association: [www.nsba.org](http://www.nsba.org)
- New Jersey School Boards Association: [www.njsba.org](http://www.njsba.org)