

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
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### GENERAL ACCOUNTING

This section of the Accounting Department maintains the general ledger, budgetary ledgers and subsidiary records of the college. It also records the receipt and disbursement of funds and prepares financial statements. This section maintains inventory and property control records of all moveable property and is responsible for coordinating the physical inventory process.

### BURSAR

This section of the Accounting Department deals with student related financial activities. This section maintains the Student Billing System and has accounting responsibilities related to the receipt/refund of tuition and the student registration process. This section has primary responsibility for the management of the restricted and loan funds, financial aid accounting, foundation accounting. Enrollment tracking and reporting is also conducted by this section.

### PAYROLL

This section of the Accounting Department has primary responsibility for processing all authorized Payroll activity and for maintaining the accounting records in support thereof. The section maintains the integrity of the Payroll System, and performs bank reconciliations. The section also serves to communicate with and report to outside agencies.

### BUDGET OFFICE

The Budget Office coordinates the preparation of the College's annual operating and capital budgets. The office also is responsible for managing the College's budgetary resources by providing accurate, timely and meaningful budget and financial information.

### BUSINESS SERVICES

This function serves to assure that college records are retained, stored, and destroyed in accordance with retention schedules approved by the Bureau of Archives and History and the Board of Higher Education of the State of New Jersey. This unit also provides telephone and voice messaging services to the college.

### PRINTING

This unit produces much of the printing needs of the college. It also provides reproductive services.

### PURCHASING

This section is responsible for facilitating the acquisition of supplies, material, and services for the college in accordance with all appropriate rules and regulations. It is also responsible for assuring the proper disposal of all college property.

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#### RECEIVING AND DISTRIBUTION

This section is responsible for receiving and certifying materials and supplies purchased and delivered to the college. It is responsible for the pickup and delivery of interoffice and Post Office mail for the college.

#### DEPARTMENT OF PUBLIC SAFETY

This department is responsible for the protection of all college property, and for ensuring the safety of students, faculty, and staff.

#### PLANT AND MAINTENANCE

This department is responsible for the operation and maintenance of the college's physical facilities. This includes building heating, ventilation, and air conditioning systems, minor construction, and custodial and groundskeeping services.

#### SYSTEMS AND MAINTENANCE

This unit is responsible for mechanical and electrical maintenance of all buildings as well as for minor construction. Elements include HVAC, Electrical and General Maintenance personnel.

#### CUSTODIAL/GROUNDS MAINTENANCE

This unit is responsible for routing cleaning of buildings, cleaning and care of grounds areas and athletic fields, and set up and tear down campus sponsored events.

#### FACILITIES PLANNING AND MANAGEMENT

This office is responsible for the planning of capital projects and for the management of major capital construction. The office serves as the point of contact for the Department of Higher Education, and County of Morris concerning capital funding, and coordinates the efforts of architects and engineers engaged in design work for the college.

#### CAMPUS STORE

As an integral part of the campus, the primary mission of the CCM Campus store is to provide textbooks, supplies, and other merchandise to students, faculty, and staff. These services are to be provided through an efficient and financially sound operation.

#### INSTITUTIONAL GRANTS

This office supervises and directs the planning and monitoring of all externally grant funded programs. It is the focal point through which all information, communications, and negotiations concerning grant funding are channeled.