

CORRECTIVE ACTION PLAN

NAME OF SCHOOL NUTLEY COUNTY ESSEX
 TYPE OF AUDIT ANNUAL
 DATE OF BOARD MEETING NOVEMBER 27, 2000
 CONTACT PERSON JOHN C. SINCAGLIA
 TELEPHONE NUMBER (973) 661-8797

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1.	A receiving copy or its equivalent will be attached to vouchers prior to payments being authorized.	The Business Office staff will examine all claims and insure that a receiving copy or its equivalent is attached to vouchers and will not process items for payment without their inclusion.	Business Administrator, Business Office Staff	December 1, 2000
2.	Transportation services for athletics and/or field trips will be bid or assigned to appropriate county transportation agencies when it is determined that Board vehicles are not available and it is possible to arrange for such services in advance.	The athletic schedule and trip requests from schools will be frequently reviewed and transportation services needed by non-district vehicles will be solicited.	Athletic Director, Transportation Coordinator, Business Administrator	May 31, 2001

CHIEF SCHOOL ADMINISTRATOR

DATE

BOARD SECRETARY/BUSINESS ADMINISTRATOR

DATE

c: County Superintendent

Dated:
November 27, 2000

III-7.2

Date Issued 7/00

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3.	Register tapes for cafeteria sales will be maintained in an organized manner.	Register tapes will be kept in a weekly envelope and will be matched against a daily tally sheet recording cash received by each register. Envelopes will be submitted to Business Office monthly.	Cafeteria Director, Staff	January 31, 2001
4.	A more detailed record of receipts will be maintained for the individual school checking accounts.	Pre-numbered receipts will be issued to indicate date funds are received. Funds will be deposited in bank within 48 hours. Records indicating date of receipt will be maintained.	Principals, School Secretaries	January 31, 2001

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5.	ASSA report of students receiving related services will be carefully documented.	Any educationally disabled students eligible for related services will be documented in their IEP. IEP information will be transferred to lists used for ASSA back-up.	Director of Special Services, Child Study Team Personnel	January 31, 2001
6.	All educationally disabled students requiring transportation services will have this noted in their IEP. Sufficient information for students who leave the district will be maintained.	All students eligible for transportation as a result of their classification shall have their IEP reviewed to see that this requirement is noted. Copies of IEP information documenting transportation services for former district students will be maintained in a separate file.	Director of Special Services, Child Study Team	March 31, 2001

CHIEF SCHOOL ADMINISTRATOR

DATE

BOARD SECRETARY/BUSINESS ADMINISTRATOR

DATE

c: County Superintendent

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