

CORRECTIVE ACTION PLAN

NAME OF SCHOOL NUTLEY COUNTY ESSEX
 TYPE OF AUDIT ANNUAL
 DATE OF BOARD MEETING NOVEMBER 26, 2001
 CONTACT PERSON JOHN C. SINCAGLIA
 TELEPHONE NUMBER (973) 661-8797

<u>RECOMMENDATION NUMBER</u>	<u>CORRECTION ACTION APPROVED BY THE BOARD</u>	<u>METHOD OF IMPLEMENTATION</u>	<u>PERSON RESPONSIBLE FOR IMPLEMENTATION</u>	<u>COMPLETION DATE OF IMPLEMENTATION</u>
1.	All bills prepared for payment must have a receiving copy or its equivalent attached to the voucher prior to being authorized for payment.	Bookkeeper will only process claims that have the required information attached to the voucher. Accounts payable staff will not forward bills for payment without required attachments.	Business Administrator/ Business Office Staff	December 1, 2001
2.	Prenumbered receipts will be provided for deposits into individual school accounts.	Business Administrator will advise principals and secretaries of requirement. Business Office will review school account records no less than twice each school year.	Business Administrator, Principals	December 1, 2001
3.	ASSA information will be supported by documentation in individual student IEP.	Business Administrator has issued memo to Special Services Director advising of need for proper documentation. Director will meet with Child Study Team personnel and instruct them of requirement to document all related service information in IEP.	Special Services Director, Child Study Team	March 1, 2002

 CHIEF SCHOOL ADMINISTRATOR

DATE

BOARD SECRETARY/BUSINESS ADMINISTRATOR

DATE

c: County Superintendent

Dated: November 26, 2001