

CORRECTIVE ACTION PLAN

NAME OF SCHOOL	NUTLEY	COUNTY	ESSEX
TYPE OF AUDIT	ANNUAL		
DATE OF BOARD MEETING	NOVEMBER 25, 2002		
CONTACT PERSON	JAMES MALLEN		
TELEPHONE NUMBER	(973) 661-8797		

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
I.	The business office periodically will review the state-certified tuition rates, record all necessary adjustments, and review all tuition paid to ensure proper adjustments have been made.	The purchasing secretary will obtain the list of state-certified tuition rates and follow up with other public school districts and private schools with proper adjustments.	Business Administrator and Purchasing Secretary	March 30, 2003
II.1.	The Board of Education will approve a resolution authorizing all investment institutions as official depositories.	The Business Administrator/Board Secretary will prepare resolutions annually, and as needed, for the Board's approval.	Business Administrator/ Board Secretary and Payroll Bookkeeper	January 31, 2003
II.2.	The Business Administrator will present a resolution to the Board for transfers in grant accounts on a timely basis.	The bookkeeper will notify the Bus. Admin. immediately when a grant account is in need of a transfer.	Business Administrator and Accounts Payable Bookkeeper	June 30, 2003

 CHIEF SCHOOL ADMINISTRATOR

 DATE

 BUSINESS ADMINISTRATOR/BOARD SECRETARY

 DATE

c: County Superintendent

Dated: November 25, 2002

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II.3.	The Business Administrator will present a revised resolution to the Board when federally funded salaries are revised.	The Bus. Admin. will present a revised resolution to the Board when federally funded salaries are revised.	Business Administrator and Bookkeepers	June 30, 2003
II.4.	The Business Office will implement a uniform system of record keeping for the Extended day program.	The Director and Bus. Admin. will investigate and develop a uniform record keeping system for all schools.	Extended Day Program Director and Business Administrator	January 31, 2003
III.	The vendor history report will be periodically reconciled with cash disbursement and check registers.	The accounts payable bookkeeper will periodically reconcile the vendor history report with cash and check registers.	Accounts Payable Bookkeeper	January 31, 2003
V.	Pre-numbered receipts will always be utilized for money received at the schools.	The Principals of Spring Garden, Yantacaw and Franklin Middle School will insure that their staff issue pre-numbered receipts for all money received.	The Principals of the Spring Garden and Yantacaw Elem. Schools and Franklin Middle School.	January 31, 2003

CHIEF SCHOOL ADMINISTRATOR

DATE

BUSINESS ADMINISTRATOR/BOARD SECRETARY

DATE