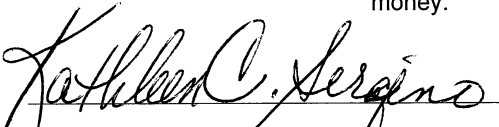


## CORRECTIVE ACTION PLAN

NAME OF SCHOOL NUTLEY COUNTY ESSEX  
 TYPE OF AUDIT ANNUAL  
 DATE OF BOARD MEETING NOVEMBER 20, 2003  
 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
II. 1.	The Board of Education will approve, in its official minutes, all salaries and wages charged to Federally funded programs.	Adoption of a resolution at a public meeting of the board.	Business Administrator/ Board Secretary	June 30, 2004
II. 2.	All tuition received for the extended day program will be deposited in the bank within forty-eight hours of receipt.	Each school will immediately forward any tuition money collected to the Extended Day Care Program Director on a daily basis.	Mrs. Maria Cervasio Director of the Extended Day Care Program.	January 31, 2004
II. 3.	Time and activity records will be prepared for all salaries funded by state and federal money.	A detailed record showing the date, time and activity will be prepared for each affected employee.	The affected employee and his/her immediate supervisor.	January 31, 2004

  
 CHIEF SCHOOL ADMINISTRATOR

11/21/03  
 DATE

  
 BOARD SECRETARY/BUSINESS ADMINISTRATOR

11/21/03  
 DATE


c: County Superintendent

Dated: November 20, 2003

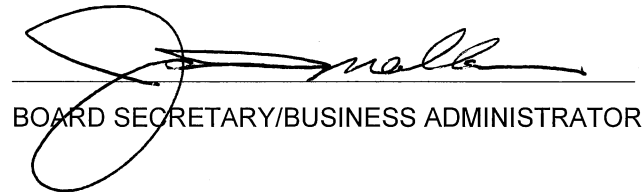
## CORRECTIVE ACTION PLAN

NAME OF SCHOOL NUTLEY COUNTY ESSEX  
 TYPE OF AUDIT ANNUAL  
 DATE OF BOARD MEETING NOVEMBER 20, 2003  
 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
III. 1.	The Board of Education will approve, in its official minutes, all purchases exceeding \$17,500 that are done via State contract.	Adoption of a resolution at a public meeting of the board.	Business Administrator/ Board Secretary and Purchasing Secretary	January 31, 2004
III. 2.	The district will fully abide by all laws governing accumulated purchases which exceed the bid threshold	The district business office will monitor all purchases and vendor payments to identify those approaching threshold amount of \$17,500.	Purchasing Secretary and business office staff.	June 30, 2004

  
 CHIEF SCHOOL ADMINISTRATOR

11/21/03  
 DATE

  
 BOARD SECRETARY/BUSINESS ADMINISTRATOR


11/21/03  
 DATE

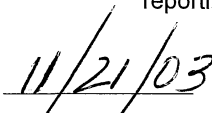
c: County Superintendent

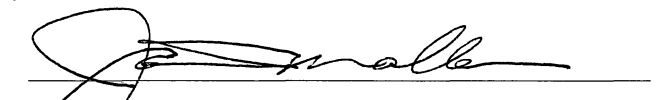
## CORRECTIVE ACTION PLAN

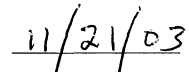
NAME OF SCHOOL NUTLEY COUNTY ESSEX  
 TYPE OF AUDIT ANNUAL  
 DATE OF BOARD MEETING NOVEMBER 20, 2003  
 CONTACT PERSON JAMES MALLEN  
 TELEPHONE NUMBER (973) 661-8797

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
V. 1.	All deposits in the Lincoln School Activity Account will be made in a timely manner.	The Lincoln school staff shall deposit all student activity receipts within forty-eight hours of receipt.	Lincoln School Principal, Mrs. Cynthia Healy	January 31, 2004
V. 2.	Payment approval forms and lists will be used to document and support the payments made to all vendors and officials paid from the High School Athletic Account.	Payment approval forms and lists will be developed and used for all expenditures for the High School Athletic Account.	High School Athletic Director, Angelo Frannicola	January 31, 2004
VI.	Internal controls over the reporting of related services will be reviewed and enhanced.	The Special Services Department will review the existing procedures and revise them to comply with reporting requirements.	Director of Special Services, Ms. Barbara Hirsch	January 31, 2004

  
 CHIEF SCHOOL ADMINISTRATOR

  
 DATE

  
 BOARD SECRETARY/BUSINESS ADMINISTRATOR

  
 DATE