



## CORRECTIVE ACTION PLAN

NAME OF SCHOOL NUTLEY COUNTY ESSEX  
 TYPE OF AUDIT ANNUAL  
 DATE OF BOARD MEETING NOVEMBER 29, 2004  
 CONTACT PERSON DENNIS M. OBLACK  
 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. 3.	The District will receive all monthly financial reports from the Board Secretary and Treasurer on a timely basis for their approval.	District will contact budgetary accounting software provider to determine how accurate Board Secretary and Treasure Reports for new fiscal year can be generated prior to purge and rollover from prior year. If system constraints prevent the above strategy, purge and rollover will be performed at such time as to allow timely preparation and approval of Board Secretary and Treasurer Reports.	Business Administrator/ Board Secretary	June 30, 2005
II. 4.	Goods and/or services will be ordered only after the issuance of an approved purchase order.	A memo will be sent to all administrators and all other personnel involved in the purchasing function reiterating the requirement that a purchase order be issued and approved prior to the ordering of any goods and/or services. Invoices received will be monitored for compliance.	Purchasing Secretary and Business Administrator/ Board Secretary	January 31, 2005

\_\_\_\_\_  
 CHIEF SCHOOL ADMINISTRATOR      DATE      \_\_\_\_\_  
 BOARD SECRETARY/BUSINESS ADMINISTRATOR      DATE

## CORRECTIVE ACTION PLAN

NAME OF SCHOOL NUTLEY COUNTY ESSEX  
 TYPE OF AUDIT ANNUAL  
 DATE OF BOARD MEETING NOVEMBER 29, 2004  
 CONTACT PERSON DENNIS M. OBLACK  
 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.	All purchases made by the District under State contracts will be approved by the Board and included in the official minutes.	Adoption of a resolution at a public meeting of the Board.	Staff Accountant	November 29, 2004
III. 2.	The District will adhere to the Local Public Contracts Law with regards to accumulated purchases which exceed the bid threshold.	The district business office will monitor all purchases and vendor payments. Those which can reasonably be expected to exceed the bid threshold will be purchased via advertised bids or state contracts.	Purchasing Secretary, Staff Accountant and Business Administrator/ Board Secretary	June 30, 2005
IV.	The deficit in retained earnings in the food service fund will be eliminated.	The current deficit will be eliminated by transfer of current year budgeted subsidy from the general fund. Food service operations will be reviewed to identify operational improvements designed to eliminate future deficits.	Staff Accountant and Bookkeeper	February 28, 2005

\_\_\_\_\_  
CHIEF SCHOOL ADMINISTRATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BOARD SECRETARY/BUSINESS ADMINISTRATOR

\_\_\_\_\_  
DATE

c: County Superintendent

## CORRECTIVE ACTION PLAN

NAME OF SCHOOL NUTLEY COUNTY ESSEX  
 TYPE OF AUDIT ANNUAL  
 DATE OF BOARD MEETING NOVEMBER 29, 2004  
 CONTACT PERSON DENNIS M. OBLACK  
 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 Spring Garden Activity Account will be made in a timely manner.	The Spring Garden School will deposit all student activity receipts within forty-eight hours of receipt.	Spring Garden Principal, Mrs. Rosemary Clerico	November 30, 2004
V. 2.	Prenumbered receipts will be utilized for all student activity monies received at the Yantacaw School.	The Yantacaw School staff will prepare prenumbered receipts for all student activity funds received.	Yantacaw School Principal, Mrs. MaryLou Dowse	November 30, 2004
VI.	Written procedures will be maintained for the recording of students enrollment data.	Written procedures will be developed to supplement the instructions already provided by the Department of Education for the recording of student enrollment data.	Computer Operator Coordinator, Staff Accountant, Business Administrator/ Board Secretary	June 30, 2005

\_\_\_\_\_  
 CHIEF SCHOOL ADMINISTRATOR      DATE      BOARD SECRETARY/BUSINESS ADMINISTRATOR      DATE

c: County Superintendent

## CORRECTIVE ACTION PLAN

NAME OF SCHOOL NUTLEY COUNTY ESSEX  
 TYPE OF AUDIT ANNUAL  
 DATE OF BOARD MEETING NOVEMBER 29, 2004  
 CONTACT PERSON DENNIS M. OBLACK  
 TELEPHONE NUMBER (973) 661-8797

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
VII.	Only those students with a special need stated in his/her Individualized Education Plan will be counted as a special need student in the District Report of Transported Resident Students.	The Director of Special Services will provide the Transportation Coordinator with a list of those transported students whose Individualized Education Plans state a special need. The Transportation Coordinator will only report those students as special needs students.	Transportation Coordinator and Director of Special Services	November 30, 2004

\_\_\_\_\_  
 CHIEF SCHOOL ADMINISTRATOR      DATE      \_\_\_\_\_  
 c: County Superintendent      BOARD SECRETARY/BUSINESS ADMINISTRATOR      DATE