

APPENDIX I

CORRECTIVE ACTION PLAN

NAME OF SCHOOL NUTLEY COUNTY ESSEX
 TYPE OF AUDIT ANNUAL
 DATE OF BOARD MEETING NOVEMBER 21, 2005
 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
VIII. 1.	The capital asset accounting system will be integrated with the purchasing and budgetary accounting system and be maintained on a current basis.	During fiscal year 2005, new acquisitions were entered in the fixed asset system on a quarterly basis, however assets acquired prior to the installation of the fixed assets software module have not been entered. A physical inventory of all district fixed assets will be performed and all assets inventoried will be entered in the fixed assets system. Subsequent capital asset transactions will be entered in the fixed asset module concurrently with input to the purchasing and budgetary accounting system.	Staff Accountant, Bookkeeper and outside contractor	March 31, 2006


 CHIEF SCHOOL ADMINISTRATOR

c: County Superintendent

Dated: November 21, 2005

11/17/05
 DATE


 BOARD SECRETARY/BUSINESS ADMINISTRATOR

11/17/05
 DATE