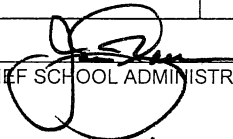


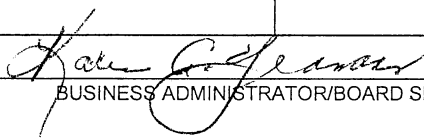
**CORRECTIVE ACTION PLAN**

ENDIX F

NAME OF SCHOOL        Nutley  
 TYPE OF AUDIT        Annual  
 DATE OF BOARD MEETING    December 20, 2010  
 CONTACT PERSON        Karen A. Yeamans  
 TELEPHONE NUMBERS    (973) 661-8797

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
I. 1.	It is recommended that the District implement a Standard Operating Procedures Manual for Business Functions in accordance with NJAC 6A:23A-6.6 and a Personal Tracking and Accounting (Position Control Roster) in accordance with NJAC 6A:23AA-6.8.	The standard Operating Procedure Manual and Position Control Roster will continue to be worked on by the business office staff.	Business Administrator	June 30, 2011
II. 1.	All Substitute teachers' timesheets be approved by a supervisory individual.	All principals must approve all substitute teacher timesheets prior to submission to the Central Office for payment.	Principals	December 1, 2010
2.	Outstanding capital projects purchase orders be reviewed at year end to determine their proper financial statement classification.	Outstanding capital projects purchase orders must be reviewed for proper classification at year end.	Business Administrator	June 30, 2011
III. 1.	It is recommended that notification be provided to the Office of the State Comptroller of Contracts awarded by the District which exceed \$2 million in accordance with N.J.S.A. 52:15C-10.	Notification of contract awarded in excess of \$2 million must be sent to the Office of the State Controller immediately upon award of contract.	Business Administrator	December 17, 2010
VI. 1.	It is recommended that student activity funds be utilized only for student activity related purposes.	All student activity account funds must be solely utilized for student related activities. This issue has been discussed at Principal meetings.	Principals	November 1, 2010

  
 CHIEF SCHOOL ADMINISTRATOR  
 DATE 12/30/2010

  
 BUSINESS ADMINISTRATOR/BOARD SECRETARY  
 DATE 12-20-10