

# CORRECTIVE ACTION PLAN

/ V D I X D

NAME OF SCHOOL        Nutley

TYPE OF AUDIT         Annual

DATE OF BOARD MEETING    December 19, 2011

CONTACT PERSON        Karen A. Yeamans

TELEPHONE NUMBERS    (973) 661-8797

RECOMMENDATION SECTION NUMBER II	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	All employees with travel related expenditures file a post-travel report prepared in accordance with Board policy.	Procedures have been implemented to ensure all post travel reports are submitted to the Business Office and filed with the corresponding purchase order prior to payments being generated.	District Administrators/ Business Administrator	December, 2011
2	Budget transfers be approved prior to overexpending any budget line items.	Budget reports in Computer Solutions Systems are structured to total on accounts in line with GAAP code so applicable transfers are approved to prevent over expending any budget line items	Business Administrator/Accountant	December, 2011
3	The outstanding receivable from the County of Essex be reviewed and cleared of record.	Research to resolve receivable with Essex County for Radcliffe School Project.	Business Administrator	June, 2012
	The District either appropriate the energy grant or refund the proceeds to the Federal Agency.	Appropriate Energy Grant in accordance with grant application and project that was funded.	Business Administrator	June, 2012
	The open purchase orders balance be in agreement with the contract balances per the architect's certificate.	Review all open contract balances and make necessary close-out adjustments.	Business Administrator	December, 2011
4	The District maintain a detailed analysis of its local grants in the Spoecial Revenue Fund.	A spreadsheet has been created to track all local grants received and their corresponding expenditures.	Business Administrator/Bookkeeper	December, 2011

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CHIEF SCHOOL ADMINISTRATOR

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BUSINESS ADMINISTRATOR/BOARD SECRETARY

DATE \_\_\_\_\_

DATE \_\_\_\_\_