

CORRECTIVE ACTION PLAN

APPENDIX B

NAME OF SCHOOL Nutley
TYPE OF AUDIT Annual
DATE OF BOARD MEETING December 16, 2013
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	Salary withholdings be promptly remitted to the respective agencies.	District must allocate salary withholdings to the respective agencies in accordance with due dates set by said agencies.	Business Administrator, Payroll, Staff Accountant	December, 2013
2	Appropriation balances in the Capital Projects Fund be in agreement with available project balances.	Review Capital Projects and make sure the balances are in agreement with the available project balances.	Business Administrator, Bookkeeper	March, 2014
3	Capital project referendum balances be transferred to the Lincoln School Capital Project to fund the additional project costs.	Review and transfer referendum funds to the Lincoln School Capital Project by Board resolution.	Business Administrator, Bookepper	March, 2014
4	The District modify the FY13 Nonpublic Textbook project final completion report to agree with audited balances.	District will review and modify the report to agree with the audit balances.	Business Administrator, Staff Accountant	March, 2014
RECOMMENDATION SECTION NUMBER IV				
1	High School sub-accounts be reviewed and action taken to eliminate deficit balances.	Review the sub-accounts with the principals to eliminate the deficit balances.	High School Principal	March, 2014
2	Purchases be made only for student related items.	Review with the principals the purchases that are allotted as student related items.	Principals	March, 2014

CHIEF SCHOOL ADMINISTRATOR

BUSINESS ADMINISTRATOR/BOARD SECRETARY

DATE _____

DATE _____