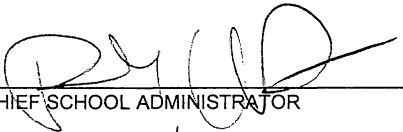


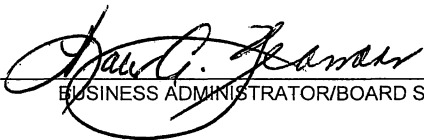
CORRECTIVE ACTION PLAN

PPENDIX D

NAME OF SCHOOL Nutley
 TYPE OF AUDIT Annual
 DATE OF BOARD MEETING December 21, 2015
 CONTACT PERSON Karen A. Yeamans
 TELEPHONE NUMBERS (973) 661-8797

	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	Funds withdrawn from the maintenance reserve account should be approved in a timely manner prior to the fiscal year end.	Business Administrator will review board resolutions to ensure that approving withdrawal of funds from reserves are done when contracts for said work are approved.	Business Administrator	December, 2015
2	Internal control and accounting procedures for the High School Activity Account should be reviewed and enhanced.	High School Principal and Secretary will transition to new software program. Procedures will be reviewed to ensure compliance.	High School Principal	March, 2016
3	All payments from the scholarship account should be made with a check authorized by at least two signatures from the district.	Business Office will open a new scholarship bank account. High School Principal and Secretary will transfer all scholarship funds to the new account.	Business Administrator High School Principal	March, 2016


 CHIEF SCHOOL ADMINISTRATOR
 DATE 12/21/15


 BUSINESS ADMINISTRATOR/BOARD SECRETARY
 DATE 12-21-15