


CORRECTIVE ACTION PLAN

APPENDIX D

NAME OF SCHOOL Nutley
TYPE OF AUDIT Annual
DATE OF BOARD MEETING December 19, 2016
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	The District implement procedures to ensure that budgetary accounts are not overexpended.	Business Administrator and Assistant Business Administrator will review monthly budget reports.	Business Administrator/ Assistant Business Administrator	November, 2016
2	Budget appropriation transfers and year-end Board Secretary and Treasurer's reports be approved within the thirty days of the fiscal year end.	Business Administrator will send the preliminary report within the timeline followed by the final report upon completion.	Business Administrator/ Assistant Business Administrator/Bookkeeper	June, 2017
3	The District review the operations of its Food Service Enterprise Fund to ensure that the net cash resources do not exceed the three month average expenses.	Business Administrator and Assistant Business Administrator will start tracking expenses bi-monthly and take any necessary action.	Business Administrator/ Assistant Business Administrator	December, 2016



 CHIEF SCHOOL ADMINISTRATOR
 DATE 12-19-16



 BUSINESS ADMINISTRATOR/BOARD SECRETARY
 DATE 12-14-16